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AUTHOR Lane, Margaret T., Comp.
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ABSTRACT

The "Documents on Documents Collection" consists of documents produced by a variety of organizations in the course of administering state document depository programs. This collection, which contains 387 documents gathered between 1973 and 1979, originated as a resource for administrators of such depository programs and for those establishing or amending such programs. It is intended to provide a broad understanding of the components and procedures required to sustain an efficient state depository. The collection is arranged by state and is subdivided by broad categories: (1) bibliographies of bibliographies and reference tools; (2) letters of transmittal and commentaries; (3) depository contracts; (4) forms and form letters; (5) labels; (6) legislation and legal materials; (7) mailing lists, lists of depository libraries, and lists of advisory councils; (8) manuals; (9) procedural guidelines; (10) promotional materials; (11) selection lists and basic or core lists; (12) shipping lists; and (13) studies, surveys, workshops, and miscellaneous. Eight general documents pertaining to all 50 states and three documents pertaining to broad regions of the country lead off the collection. Forty-eight states are represented, with as many as 10 or more documents for 17 states; there are no items for Arkansas or Delaware. This collection is being maintained on a current basis (i.e., 1980 and forward). The introductory material describes how to obtain the "current" documents on Documents Collection. (Author/THC)

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THE DOCUMENTS ON DOCUMENTS COLLECTION
1973 - 1979

STATE AND LOCAL DOCUMENTS TASK FORCE
GOVERNMENT DOCUMENTS ROUND TABLE
AMERICAN LIBRARY ASSOCIATION

IR 050 818

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

ABSTRACT

The Documents on Documents collection consists of items produced in the administration of state document depository programs. This compilation, assembled by the State and Local Documents Task Force of the ALA Government Documents Round Table, contains the pre-1980 portion of the collection, which originated as a resource for browsing by the administrators of depository programs and for those establishing or amending such programs, and was widely circulated on interlibrary loan for ten years to state library agencies, documents librarians, and library education programs. The historical nature of some of the items and the increasing bulk of the collection prompted the decision to select and submit to the Educational Resources Information Center (ERIC) those items received before 1980.

This compilation is arranged, by state, subdivided by broad categories: (a) bibliographies of bibliographies and reference tools, (b) letters of transmittal and commentaries, (c) depository contracts, (d) forms and form letters, (e) labels, (f) legislation and legal materials, (g) mailing lists, lists of depository libraries, and lists of advisory councils, (h) manuals, (i) procedural guidelines, (j) promotional materials, (k) selection lists and basic or core lists, (l) shipping lists, (m) studies, surveys, workshops, and miscellaneous.

A separate user's guide (See IR 050 817) describes the some 387 items in the collection, listing the items by state in the order in which they appear in the compilation, then relisting them by category. Definitions and cross-references for each category explain the overlaps among the categories. A history of the collection and an index to distinctive titles and personal authors complete the guide.

The "current" collection, 1980 and following, is currently available on interlibrary loan in hard copy from Grace G. Moore, Recorder of Documents, Louisiana State Library, P.O. Box 131, Baton Rouge, Louisiana 70821. The "current" collection may in the future also be submitted to ERIC. Both parts of the Documents on Documents collection -- the 1973-1979 compilation and the 1980 + compilation -- are necessary for a truly complete survey, because many of the items in the earlier compilation are still in use.

July 23, 1984

PRELIM. 1

The Council of State Governments

IRON WORKS PIKE • LEXINGTON, KENTUCKY 40511

AREA CODE 606
TELEPHONE: 252-2291

October 10, 1974

TO: Users of "Documents on Documents" Collection

FROM: Barbara W. Nelson, Librarian
Council of State Governments

Each item in this collection has been included in one of the categories listed below. Because of the variety of types of material received, as well as the differences in coverage from state to state, placement of a given item in one category rather than another had to be a matter of editorial judgment, but this remains flexible if you have any suggestions for improvement. ALSO NOTE: Please check the material from your state, or any other with which you are familiar, and let me know of any appropriate additions or corrections you think should be made.

A summary table showing what material has been provided by each state and in each category is enclosed (Attachment 1), along with a list of the items in the collection (Attachment 2).

A. Bibliographies of Bibliographies

B. Commentaries and Letters of Transmittal

C. Depository Contracts

D. Forms and Form Letters

E. Labels

F. Legislation [See also separate listing (Attachment 3)]

G. Mailing Lists

H. Manuals

I. Procedural Guidelines

J. Promotional Brochures

K. Selection Lists

L. Shipping Lists

M. Studies, Surveys and Workshops [Material re a single state is filed with that state; material re all fifty states is filed with this memorandum (Attachments 4 and 5)]

For ease of reference and replacement of individual pages after copying, a notation in red in the upper right corner of each sheet indicates the name of the state, the letter of the category (type of material) it belongs in and the number of that sheet within the total number of sheets in the category.

Example: N.H. - G
p. 3/10

Sheet is from New Hampshire, category G (mailing lists), and is the third sheet of ten.

MATERIAL NOT INCLUDED IN THIS COLLECTION

Individual state checklists of publications. A copy of "Current Checklists of State Publications" (Council of State Governments, 1974) is enclosed for your information (Attachment 6). The GODORT State Documents Task Force Work Group on State Checklists is preparing a survey and report to be made available later.

Cataloging and classification schemes, manuals, etc. Information was provided by only a few states and is being retained in a separate collection, to be integrated with the material supplied by the State Documents Task Force Classification Committee. The Committee is collecting manuals, etc. to be made available later.

BWN:nb
Enc: 6

DOCUMENTS ON DOCU[illegible]S COLLECTION

	A	B	C	D	E	F	G	H	I	J	K	L	M	
Alabama		x(2)												
Alaska		x	x			x				x				
Arizona		x(2)		x			x		x(3)		x		x	
Arkansas						x								
California		x(2)	x			x	x	x(2)	x	x			x	
Colorado		x				x								
Connecticut		x								x				
Delaware														
Florida		x	x		x	x	x	x(2)	x(3)					
Georgia		x				x					x			
Hawaii				x		x	x		x					
Idaho		x		x		x								
Illinois		x		x(7)	x	x	x	x	x			x	x(2)	
Indiana		x				x								
Iowa		x(3)				x					x		x(3)	
Kansas		x		x		x								
Kentucky		x(2)				x			x(2)					
Louisiana	x	x	x	x(3)	x(2)	x		x		x(3)	x	x		
Maine		x				x								
Maryland		x				x								
Massachusetts		x				x								
Michigan	x	x		x(2)		x								
Minnesota		x(2)				x(2)	x		x	x				
Mississippi			x	x	x(2)					x			x	
Missouri		x												
Montana		x(2)	x			x			x			x		
Nebraska		x		x(2)	x	x(2)				x(4)			x	

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DOCUMENTS ON DOCUMENTS COLLECTION

	A	B	C	D	E	F	G	H	I	J	K	L	M
Nevada		x			x	x			x	x		x	
New Hampshire		x(2)				x							
New Jersey		x(2)		x(2)		x			x				
New Mexico		x(2)		x		x							
New York		x		x(2)	x(2)	x			x		x		x(2)
North Carolina		x							x				x
North Dakota		x				x							x
Ohio		x				x	x	x(2)		x		x	
Oklahoma		x				x						x(2)	x(2)
Oregon		x				x							
Pennsylvania		x(2)				x	x		x	x		x	x
Rhode Island		x				x		x					
South Carolina		x		x		x							
South Dakota		x											x(2)
Tennessee		x											
Texas		x				x		x	x	x			x
Utah		x				x						x	
Vermont		x				x				x			
Virginia		x				x							
Washington		x(2)				x			x				
West Virginia		x				x							
Wisconsin	x	x(3)		x		x	x	x	x	x			
Wyoming		x				x							

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PRELIM. 3

THE DOCUMENTS ON DOCUMENTS COLLECTION

The Documents on Documents Collection contains the publications, forms, studies, etc. which originate in the various states in the administration of state documents depository programs.

Five sets of the Documents on Documents Collection have been assembled by a committee of the State Documents Task Force, Government Documents Round Table and have been deposited at the Interstate Loan Library of the Council of State Governments (Iron Works Pike, P. O. Box 11910, Lexington, KY 40511). Three sets are arranged by state and two by the categories established in this list.

Copies of this list, with additional cross-references and notes, are packaged with each set.

SECTION A - BIBLIOGRAPHIES OF BIBLIOGRAPHIES

LOUISIANA. SECRETARY OF STATE. RECORDER OF DOCUMENTS. Complete coverage of Louisiana documents through bibliographies and the depository library program. 2 p. March 1973.

MICHIGAN. DEPARTMENT OF EDUCATION. STATE LIBRARY SERVICES. Bibliography of Michigan documents bibliographies. 1 p. Rec'd 1973.

WISCONSIN. STATE HISTORICAL SOCIETY. [Bibliography of bibliographies of Wisconsin documents in reference collection.] 1 p. Rec'd 1973.

SECTION B - COMMENTARIES AND LETTERS

This section includes letters or statements from almost all the states. Some responses are formal statements on the depository law of the state, others are letters of transmittal with lists of publications, and some are manuscript notes on the committee's original inquiry.

SECTION C - DEPOSITORY CONTRACTS

ALASKA. DEPARTMENT OF EDUCATION. Alaska depository library contract. 2 p. Rec'd April 1973.

CALIFORNIA. DEPARTMENT OF GENERAL SERVICES. Contract for distribution of state publications to libraries. June 1971. 2 p.

FLORIDA. LIBRARY AND HISTORICAL COMMISSION. Application and agreement for designation as a depository for state publications. 1968. 1 p.

LOUISIANA. SECRETARY OF STATE. RECORDER OF DOCUMENTS. Designation of depository for public documents. 1948. 1 p.

MISSISSIPPI. SECRETARY OF STATE. Designation of depository for public documents. Oct. 1966. 1 p.

MONTANA. STATE LIBRARY. STATE PUBLICATIONS LIBRARY DISTRIBUTION CENTER. Inter-library depository library contract. Nov.1967. 2 p.

SECTION D - FORMS AND FORM LETTERS

ARIZONA. DEPARTMENT OF LIBRARY AND ARCHIVES. Packing slip. 1 p. Rec'd Jan. 1973. (Form for recipient library to return on receipt of material)

HAWAII. See item in Section I, Appendices II, IIIa and IIIb.

IDAHO. STATE LIBRARY. [Form letter re depository legislation, requesting publications] June 28, 1972. 1 p.

ILLINOIS. STATE LIBRARY. [Form letter to depository librarians enclosing new regulations] Dec. 20, 1972. 1 p.

----[Form letter to state agencies enclosing statute and new regulations.2 p. Rec'd 1973.

---- [Form letter to state agencies re the depository program] Aug. 11, 1972. 2 p.

---- Packing sheet [for state agency to submit in duplicate with publications; receipt is acknowledged by return of carbon] 1 p. Rec'd 1973.

KANSAS. STATE LIBRARY. [Brochure] re law, requesting publications, provides space to list - for depositing agencies] folder Rec'd 1973.

LOUISIANA. SECRETARY OF STATE. RECORDER OF DOCUMENTS. [Claim postcard] Rec'd 1973.

----- [Memorandum acknowledging receipt of publications] 1 p. Rec'd 1973.

----- [Semi-annual letter to agencies about report to Recorder of Documents, with report form attached] June 1972. 2 p.

MICHIGAN. STATE LIBRARY. [Form letter to all libraries on mailing list to receive state documents, re change in selective depository mailings] June 19, 1970. 1 p.

----[Memorandum] to all depository libraries re depository status.

MISSISSIPPI. SECRETARY OF STATE. [Claim postcard] Rec'd July 1974.

NEBRASKA. LIBRARY COMMISSION. NEBRASKA PUBLICATIONS CLEARINGHOUSE. Claim report. Rec'd Jan. 1973.

----Publication information form [for use of agencies to supply full information and abstract for each publication] 1 p. Rec'd Jan. 1973.

NEW JERSEY. STATE LIBRARY. [Form letter re supplying catalog copy to depositories] Sept. 8, 1972. 1 p.

Item Attachment 3
p. 2/4

SECTION D - FORMS AND FORM LETTERS (Cont.)

NEW JERSEY. STATE LIBRARY. [Form letter acknowledging receipt of documents from state agencies] 1 p. Rec'd Jan. 1973.

NEW YORK. STATE LIBRARY. GIFT AND EXCHANGE SECTION. [Letter sent to State agencies requesting their annual report and other publications. 2 p.] Rec'd Aug. 1974.

---- [Report form for sendings] 1 p. Rec'd Aug. 1974.

SECTION E - LABELS

Label used for depository shipments, from: Florida, Louisiana, Mississippi, New York, and a general one, not limited to depository shipments, from Nevada.

Self-addressed label used by state agencies, from: Illinois, Louisiana, Mississippi, Nebraska, and New York.

SECTION F - LEGISLATION

Listed in:

KANSAS. KANSAS STATE TEACHERS COLLEGE. DEPARTMENT OF LIBRARIANSHIP. Laws affecting distribution of public documents, by Ron Haselhuhn. [1974. 8 p.]

SECTION G - MAILING LISTS

ARIZONA. STATE DEPARTMENT OF LIBRARY AND ARCHIVES. Libraries currently receiving quarterly checklist... 1 p. Rec'd Jan. 1973.

CALIFORNIA. STATE LIBRARY. "Depository libraries" in California State Publications (Annual Listing) 1972. pp. iii-iv.

FLORIDA. State of Florida depository libraries. 1 p. Rec'd April 1973.

HAWAII. See item in Section I, p. 1-2.

ILLINOIS. STATE LIBRARY. Addresses of libraries to which the Illinois State Library regularly sends all Illinois publications deposited with its Documents/Serials Branch. January 1973. 2 p.

MINNESOTA. Depository box list. 1974. 1 p.

OHIO. See item in Section H, p. 2-3.

OREGON. [Address lists] (Copies in variant sets only)

WISCONSIN. DEPARTMENT OF PUBLIC INSTRUCTION. DIVISION FOR LIBRARY SERVICE. Wisconsin document depository libraries. September 1973. 1 p.

SECTION H - MANUALS

CALIFORNIA. STATE LIBRARY. California state publications: manual for acquisition, processing, use. 2nd ed. rev. 1961. 1 v. (various pagings)

---- "Disposal policies" in California State Publications (Annual Listing) 1972. pp. xiii-xiv.

FLORIDA. DIVISION OF STATE LIBRARY SERVICES. Florida public documents depository program. 1 p. Rec'd April 1973.

---- Instructions for weeding state document depository collections. 1 p. Rec'd April 1973.

ILLINOIS. STATE LIBRARY. Instructions to depository libraries for Illinois state documents. Rev. Feb. 1974. 2 p.

LOUISIANA LIBRARY ASSOCIATION. DOCUMENTS COMMITTEE. Distribution [of] documents [to] depositories. June 1972. 48 p.

~~MAINE. Maine documents. [8 p.] Rec'd 1974.~~

NEVADA. STATE LIBRARY. DOCUMENTS SECTION. Nevada state publications depository system; manual for acquisition, processing, use. 1969. 65 p. (Committee received only one copy; to be revised soon; copy in set 5 only.)

OHIO. STATE LIBRARY. Information about the Ohio documents depository system, by Clyde Hordusky and Joseph F.Shubert. October 1969. 4 p.

---- Proposed depository plan for the distribution of publications of the State of Ohio. Aug. 24, 1959. 4 p.

SECTION I - PROCEDURAL GUIDELINES

ARIZONA. STATE DEPARTMENT OF LIBRARY AND ARCHIVES. Procedure for obtaining Arizona state publications. 1 p. Rec'd April 1973.

---- State agencies NOT required to submit annual reports. 1 p. Rec'd Jan. 1973.

---- STATE UNIVERSITY. LIBRARY. Arizona State University KWOC index. 1972. pp. 6-7.

---- Documents index shelf list/proof list. 1972. 1 p.

FLORIDA. STATE LIBRARY. Guidelines for designation of libraries as depositories of state publications. 1 p. Rec'd April 1973.

---- [Memorandum from state librarian to all state agencies] The definition of public documents. Feb. 20, 1968. 1 p.

Memo Attachment 2
p 3/4

SECTION I - PROCEDURAL GUIDELINES (Cont.)

FLORIDA. STATE LIBRARY. [Memorandum from state librarian to depository libraries] Maintenance and disposition of documents. Feb. 20, 1958. 1 p.

HAWAII. STATE LIBRARY. [Memorandum from state librarian to librarians] The Publications Distribution Center and the depository library system. June 23, 1969. 5 p., appendices.

ILLINOIS. SECRETARY OF STATE. Rules and regulations for deposit of publications. Oct. 4, 1972. 5 p.

KENTUCKY. Kentucky statutes [and] rules and regulations pertaining to Archives and Records Division. [1971. 16 p.]

---- DEPARTMENT OF LIBRARIES. DIVISION OF ARCHIVES AND RECORDS. RECORDS MANAGEMENT ADVISORY COMMITTEE. Recommendations of the... to the State Archives and Records Commission. 1 p. Rec'd Dec. 1973.

MINNESOTA. COMMISSIONER OF ADMINISTRATION. DOCUMENTS SECTION. Documents. July 1973. 2 p.

MONTANA. STATE LIBRARY. Policy statement; distribution of state documents to depository libraries. April 1972. 1 p.

NEVADA. STATE Library. Rules and regulations for state publications distribution center. Jan. 10, 1972. 3 p.

NEW JERSEY. New Jersey documents depositories; rules and regulations. Dec. 1967. 2 p.

NEW YORK. STATE LIBRARY. GIFT AND EXCHANGE SECTION. Plan for depositories of New York state publications. 1 p. Rec'd Aug. 1974.

TEXAS. STATE LIBRARY. TEXAS DOCUMENTS-ARCHIVES DIVISION. Texas state documents in depository libraries. 1 p. Rec'd March 1973.

WASHINGTON. Documents depository library system. (Washington Administrative Code, Ch. 304-16, Supp. 3) March 1, 1969. [3 p.]

WISCONSIN. DEPARTMENT OF ADMINISTRATION. BUREAU OF PURCHASES AND SERVICES. STATE PRINTING SECTION. Implementation of 5.35.29 (3). April 15, 1972. 7 p. (State Printing Operational Bulletin 3-12.)

SECTION J - PROMOTIONAL BROCHURES

ALASKA. DEPARTMENT OF EDUCATION. DIVISION OF STATE LIBRARIES. It's the law. April 1972. folder(Information for state agencies)

CALIFORNIA. STATE LIBRARY. GOVERNMENT PUBLICATIONS SECTION. Services to libraries; interlibrary loan, reference, consultant. folder Rec'd June 1973.

CONNECTICUT. STATE LIBRARY. Legislative reference service. 1973. folder

LOUISIANA. SECRETARY OF STATE. RECORDER OF DOCUMENTS. The Case of the missing documents. folder Rec'd 1973. (Information for state agencies)

---- There's no end of valuable information available through the state documents in Louisiana depository libraries. folder Rec'd 1973.

---- Important service is provided by state documents depositories. 2 p. Rec'd 1973.

MISSISSIPPI. SECRETARY OF STATE. RECORDER OF DOCUMENTS DIVISION. There's no end of valuable information available through the state documents in Mississippi's depository libraries. folder Rec'd July 1974.

NEBRASKA. LIBRARY COMMISSION. NEBRASKA PUBLICATIONS CLEARINGHOUSE. Nebraska Publications Clearinghouse. 1972. folder (Information for state agencies)

---- Your right to know. 1972. folder (Information for the public)

---- What's up, doc? How to obtain a public document from the Nebraska Publications Clearinghouse. folder Rec'd Jan. 1973.

NEBRASKA. PUBLIC LIBRARY COMMISSION. Nebraska Publications Clearinghouse; a proposal. 10 p. (To secure passage of legislation, 1972)

NEVADA. STATE LIBRARY. DOCUMENTS DISTRIBUTION CENTER Three, four, one. 1971. folder (Information for state agencies)

OHIO. STATE LIBRARY. DOCUMENTS DEPARTMENT. It's the law. folder Rec'd June 1973. (Information for state agencies)

TEXAS. STATE LIBRARY. State documents program serves agencies and libraries. 4 p. Rec'd March 1973.

VERMONT. DEPARTMENT OF LIBRARIES. Library guide to law and documents unit. 1972. 9 p.

SECTION K - SELECTION LISTS

ARIZONA. DEPARTMENT OF LIBRARY AND ARCHIVES. [Selection list] Quarterly. (Sample, May 1, 1972. 1 p.) Rec'd Jan. 1973.

GEORGIA. STATE LIBRARY. Exchange selection list. (Sample, April-June 1972. 2 p.) Quarterly. (Comes attached to front of quarterly state publications list, not included)

IOWA. STATE PRINTING BOARD. Notice of legal publications and price list now available. (Copy of one notice) Rec'd April 1973.

KANSAS. STATE LIBRARY. DOCUMENTS DIVISION. Checklist of official publications of the State of Kansas received by the State Library. (Sample, June 1972-March 1973. 7 p.)

Memo Attachment 2
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SECTION K - SELECTION LISTS (Cont.)

LOUISIANA. SECRETARY OF STATE. RECORDER OF DOCUMENTS. Selection list. June 1971.

MINNESOTA. LEGISLATIVE REFERENCE LIBRARY. Monthly checklist of Minnesota state publications. June 1974. 4 p. (July 1974. 7 p.)

NEW YORK. STATE LIBRARY. GIFT AND EXCHANGE SECTION. Depository plan for New York state documents; application form. 2 p. Rec'd Aug. 1974.

SECTION L - SHIPPING LISTS

Memo attachment 4

ILLINOIS. STATE LIBRARY. DOCUMENTS/SERIALS BRANCH. Illinois documents list. Bi-monthly. [Shipping list to depositories] (Sample, #5, March 1-15, 1973) (Includes list of items not sent to depositories)

LOUISIANA. SECRETARY OF STATE. RECORDER OF DOCUMENTS. Public documents distributed to depository libraries. Monthly. (Sample, Dec. 31, 1973)

MONTANA. STATE LIBRARY. Weekly list of Montana state publications received... (Sample, April 19, 1973)

NEVADA. STATE LIBRARY. Monthly depository shipping list. (Sample, April 9, 1973)

Ohio

OKLAHOMA. DEPARTMENT OF LIBRARIES. Oklahoma state government documents; shipping list. (Sample, Oct. 18, 1973) (Information re material sent to Library of Congress)

---- Oklahoma state government documents sent to ODL Archives Division;shipping list. (Sample, Oct. 10, 1973)

Pa

UTAH. STATE LIBRARY COMMISSION. Weekly depository shipping list. (Sample, April 24, 1973)

SECTION M - STUDIES, SURVEYS AND WORKSHOPS

ARIZONA. State documents; recommendations. 3 p. Rec'd Jan. 1973.

---- NORTHERN ARIZONA UNIVERSITY. GOVERNMENT DOCUMENTS SECTION.Government publications... Awareness is the key. Proceedings of a workshop, Flagstaff, Arizona, July 7-8, 1972. Editor: Jane A. Julien. 1972. 15 p.

CALIFORNIA. The crisis in the California state documents distribution system, by Rosita lo Russo and Linda Kenneay. 13 p. Rec'd 1974.

Move to Sec I

---- DEPARTMENT OF GENERAL SERVICES. Library distribution act,procedures and definitions. Jan. 10, 1973. 11 p., exhibits (MP 698)

ILLINOIS. STATE LIBRARY. A profile of Illinois libraries collecting state documents based on an informational questionnaire for the Illinois State Documents Workshop, January 20-21, 1972, sponsored by the Illinois State Library and the Illinois Library Association, compiled by Marian Carroll. [1972] 9 p.

---- Questionnaire: Illinois state agencies issuing publications. 1971. 1 p.

---- Questionnaire: State servicing of state documents. [1973] 6 p.

---- Summary of responses - Questionnaire: State servicing of state documents. 2 p. Rec'd 1974.

---- [Worksheets of responses on the questionnaire: State servicing of state documents.] 32 p. Rec'd 1974.

IOWA. UNIVERSITY.GOVERNMENT PUBLICATIONS DEPARTMENT. Iowa state publications; a cost report. Supplement to proposed legislation for state depository library system. 15 p. Rec'd Aug. 1974.

---- Results, computerized search for ideal locations,Iowa state documents depositories. June 1974. 1 p., 2 maps

See Memo attachment 5

---- Survey of state publications depository programs. rev. August 1973. 7 p. (Results of the 1971 survey of the practices of the 50 states in the distribution of state publications.)

Minn Neb

NEW YORK. STATE LIBRARY. Survey of state and local documents. March 1970. 5 p.

---- Summary and abstract of responses to New York state documents questionnaire. [1970] 2 p.

Move to Sec I

NORTH CAROLINA. ATTORNEY GENERAL. [Ruling on] state department, institutions and agencies; publications, free districution on request to statutory list of institutions; G.S. 147-50. Oct. 11, 1972. 2 p.

NC

NORTH DAKOTA. STATE LIBRARY. State document depository system, questionnaire, this is a summary of the answers... 2 p. Rec'd 1973.

OKLAHOMA. DEPARTMENT OF LIBRARIES. [Response to] Illinois State Library, Questionnaire: State servicing of state documents. [1973. 9 p.

---- [Response to] Nebraska Public Library Commission, [Memorandum] RE: Treatment of state publications. October 6, 1970. 2 p.

Pa

SOUTH DAKOTA. PUBLIC DOCUMENTS STUDY COMMISSION. Report ... to the 48th session of the South Dakota Legislative Assembly. 1972. Accompanied by: Guidelines for printing and publishing. 31 p., appendices

- Repo

D+P v. 3, no. [7] Sept. 1975

THE DOCUMENTS ON DOCUMENTS COLLECTION
Supplemental list - May 1975

The original list, dated September 1974, was published in Documents to the People, v. 3, no. 2, November 1974.

SECTION D - FORMS AND FORM LETTERS

ILLINOIS. STATE LIBRARY. [Form letter to depository libraries enclosing regulations] Feb. 15, 1974.

---- [Form letter acknowledging receipt of publications, requesting address correction] 1 p. (Rec'd Dec. 1974)

---- [Form letter requesting publication] 1 p. (Rec'd Dec. 1974)

---- [Card enclosed with material sent on request] (Rec'd Dec. 1974)

NEW MEXICO. STATE RECORDS CENTER AND ARCHIVES. [Memorandum] to state agencies, boards and commissions [re depositing their rules, regulations and orders] Nov. 24, 1969.

SOUTH CAROLINA. STATE LIBRARY. [Memorandum to state agencies, "initial request" and form] re state agency publications, Aug. 4, 1970.

SECTION G - MAILING LISTS

PENNSYLVANIA. STATE LIBRARY. GOVERNMENT PUBLICATIONS SECTION. Pennsylvania documents expediting service - depository list. 5 p. (Rec'd Sept. 1974)

SECTION H - MANUALS

MARYLAND. UNIVERSITY OF MARYLAND. McKELDIN LIBRARY. State documents system manual, including guidelines [by] Nancy J. Balz. April 1974. 25,[4] p.

WISCONSIN. DEPARTMENT OF PUBLIC INSTRUCTION. DIVISION FOR LIBRARY SERVICES. BUREAU FOR REFERENCE AND LOAN SERVICES. Organizing Wisconsin public documents; cataloging and classification of documents at the State Historical Society Library, by Alice Alderman. August 1974. 62 p. (Bulletin 5057)

SECTION I - PROCEDURAL GUIDELINES

ARIZONA. DEPARTMENT OF LIBRARIES AND ARCHIVES. Library, Archives and Public Records Division proposes the following services to other libraries [memo] April 30,1974. 1 p.

MINNESOTA. DEPARTMENT OF ADMINISTRATION. [Memorandum] to department heads re publications sent to legislators. May 17, 1974. 2 p. Copy of legislation attached.

PENNSYLVANIA. State Board of Education: rules and regulations, part VI, regulation of the state librarian for the designation of libraries as state documents depositories. In: Pennsylvania Bulletin (v. 2, no.8) April 22, 1972, p. 726-727.

SECTION J - PROMOTIONAL BROCHURES

PENNSYLVANIA. STATE LIBRARY. Act 150 is the law. folder (Rec'd Sept. 1974) (To state agencies re depository requirements)

SECTION K - SELECTION LISTS

WEST VIRGINIA. DEPARTMENT OF ARCHIVES AND HISTORY. Checklist of West Virginia state publications. quarterly (Sample, September 1974. 8 p.) (Rec'd Dec. 1974)

SECTION L - SHIPPING LISTS

OHIO. STATE LIBRARY. Ohio documents received in the month of [month, year]. [Shipping list to depositories] monthly (Sample, June 1974)

PENNSYLVANIA. STATE LIBRARY. GOVERNMENT PUBLICATIONS SECTION. Notes on the [month, year] mailing [cover memo sent with Checklist] monthly (Sample, June 1974)

SECTION M - STUDIES, SURVEYS AND WORKSHOPS

IOWA LIBRARY ASSOCIATION. STATE DOCUMENTS DISTRIBUTION COMMITTEE. Resolution, draft legislation, background material re state depository library system. 1974. 24 p.

MISSISSIPPI. Mississippi government publications: a survey of depositories, by Willie Dee Gharst. In "Mississippi Library news." March 1974, p. 16-17. (Responses to questionnaire sent to 34 depository members.)

NORTH CAROLINA LIBRARY ASSOCIATION. AD HOC COMMITTEE ON STATE DOCUMENTS. Cover letter and questionnaire to libraries in state [re availability and use of North Carolina documents] 3 p. (Rec'd Jan. 1974)

PENNSYLVANIA. STATE LIBRARY. GOVERNMENT PUBLICATIONS SECTION. A handbook on Pennsylvania state government publications. Compiled by Judith Weinrauch for use of Pennsylvania Government Publications Groups at PRLC Government Documents Workshop. Workshop edition, Oct. 1973. 25 p.

RHODE ISLAND. OFFICE OF SECRETARY OF STATE. STATE LIBRARY. History and development of the state documents distribution system of the Rhode Island State Library [by] Edmond O'Brien [and] Florence Bundesen. 8 p. July 24, 1974. with transmittal memo and attachments (legislation and form letters)

TEXAS. Texas state documents;survey results, by Brenda Shelton Olds. In "Texas Library Journal," Oct. 1974, p. 185-91. (Responses to questionnaire sent to Texas documents librarians.)

DTTP v. 5, no.5, Sept. 1977

THE DOCUMENTS ON DOCUMENTS COLLECTION - 2d SUPPLEMENT
(documents added to the notebooks, May 1975 to June 1977. Original list published in DTTP, v.3, no.2; 1st supplement in DTTP v.3, no.6 p.44)

Collection is available on interlibrary loan from B. Olds, Legislative Reference Library, Box 12488, Capitol Station, Austin, Tx 78711

The Documents on Documents Collection contains the publications, forms, studies, etc. which originate in the various states in the administration of state documents depository programs.

Five sets of the Documents on Documents Collection have been assembled by a committee of the State Documents Task Force, Government Documents Round Table. States are encouraged to keep their section to date by sending five copies of all new documents to the D.O.D.'s custodian.

SECTION B - COMMENTARIES AND LETTERS

Update correspondence from the following states: Arizona, California, Florida, Indiana, Kentucky, Missouri, Montana, Nebraska, New Hampshire, New Jersey, New Mexico, New York, Rhode Island, South Dakota, Utah, and Wisconsin. Additional information on the state of the art in SWLA and MPLA states can be found in M-REGIONAL$_1$.

SECTION C - DEPOSITORY CONTRACTS

LOUISIANA. SECRETARY OF STATE. RECORDER OF DOCUMENTS. Designation as depository for public documents. Rev. 1976. 1p. (Rec'd Dec. 1976)

MISSOURI. STATE LIBRARY. Application for designation as state publications depository library (in accordance with HB 1021, effective Aug. 13, 1976). 1l. (Rec'd Jan. 1977)

MONTANA. STATE LIBRARY. STATE PUBLICATIONS LIBRARY DISTRIBUTION CENTER. Depository contract, rules & regulations. (Rec'd Jun. 1976)

NEBRASKA. LIBRARY COMMISSION. NEBRASKA PUBLICATIONS CLEARINGHOUSE. Interlibrary depository library contract. 1p. (Rec'd Jun. 1976)

SOUTH DAKOTA. PUBLIC DOCUMENTS STUDY COMMISSION. Depository contract (1975). 3l. Rec'd Dec. 1976)

SECTION D - FORMS AND FORM LETTERS

KANSAS. STATE LIBRARY. Form letter advising on checklist. 1p. (Rec'd Jun. 1976)

NEBRASKA. LIBRARY COMMISSION. NEBRASKA PUBLICATIONS CLEARINGHOUSE. Claim report. 1p. (Rec'd Jan. 1973) Rev. 1976.

----Publication information from [for state agencies to supply full information and abstract for each publication] 2p. (Rec'd Jan. 1973)

NEW YORK. STATE LIBRARY. GIFT AND EXCHANGE SECTION. [Form letter to state agencies re depository legislation, requesting publications] 3p. (Rec'd Aug. 1974)

----[Report form for sendings] 1p. (Rec'd Aug. 1974)

RHODE ISLAND. OFFICE OF SECRETARY OF STATE. STATE LIBRARY. Form letter - information on law, etc. 2p. (Rec'd Jun. 1976)

SECTION E - LABELS

LOUISIANA. SECRETARY OF STATE. RECORDER OF DOCUMENTS. Label used for depository shipments. (Rec'd 1973) Aug. 1976 update.

----Self-addressed label for use of agencies sending publications. (Rec'd. 1973) Aug. 1976 update.

SECTION F - LEGISLATION

CALIFORNIA. STATE LIBRARY. Assembly bill 3539. Amending Sec. 14868, 14901, 14910 of the code. 1975, 76th Reg. Session. 4l. (Rec'd Jul. 1976)

INDIANA. STATE LIBRARY. Rule III: Regulations for Indiana Document Depository Libraries (Eff. Nov. 4, 1974) 3p. (Rec'd Jun. 1976)

----House act 1368, 98th General Assembly, 1973. 3p. (Rec'd Jun. 1976)

KANSAS. STATE LIBRARY. Legislation - as introduced SB 996, 1976 - and as passed. 5p. (Rec'd Jun. 1976)

KENTUCKY. DEPARTMENT OF LIBRARY AND ARCHIVES. Kentucky statutes, rules & regulations pertaining to archives and records service. May, 1976. unp. (Rec'd Jun. 1976)

LOUISIANA. SECRETARY OF STATE. RECORDER OF DOCUMENTS. Questionnaire to be answered by libraries.

----Louisiana documents distribution law (folder). Decision for Revision.

----Resolution of Louisiana Library Assn. 1p.

----Proposal for a revision of the Dist. Law. 4p.

----Depositories for public documents - RLS. 1950. T. 25, p. 121-124 (Acts 1948, no. 493, ch. 3,4) 1p. (Rec'd Dec. 1976)

MINNESOTA. LAWS, STATUTES, ETC. An act relating to the legislature: providing for the filing of state documents with the legislature, establ. duties of the legislative reference library. Act. HF 369 Chapt. 30. Amending Minn. Stat 1974, Sect. 3.195 & 3.302, S 3. 3p. (Rec'd Mar. 1976)

MISSOURI. STATE LIBRARY. Act to establ. ... depository library system. H.B. 1172, 78th session, 2d reg. session. Dated Dec. 1975; State documents resolution -MLA; Missouri documents to the people; Information to the people; Title 6, Div. 20, Ch.2- State Publication depository library system proposed rules. 10l. (Rec'd Jan. 1977)

NEW JERSEY. STATE LIBRARY. Act concerning state publications amending R.S. 52:14-20. 1976 session. 1l.

SECTION M - STUDIES, SURVEYS AND WORKSHOPS (Cont:)

RHODE ISLAND. OFFICE OF SECRETARY OF STATE. STATE LIBRARY. Report to the Ad Hoc Committee to study the documents depository and distribution system. 12p. 1974. (Rec'd Jul. 1976)

----Rhode Island records and the...documents depository system: study and recommendations. 1975. 11p. (Rec'd Jun. 1976)

UTAH. STATE LIBRARY COMMISSION. Making the most of government publications (Utah Godort Workshop, March 31, 1976) Program. 1l. (Rec'd Jun. 1976)

WASHINGTON. LEGISLATIVE BUDGET COMMITTEE. Survey of state public information activities (Preliminary) by Office of Legislative Auditor. 1976. 41p. (Rec'd Dec. 1976)

UPDATE TO U.S. GOVERNMENT MANUAL

In DttP Jan. and March 1977, vol. 5, numbers 1 and 2, the Supplement to the 1976/77 U.S. Government Manual and an update to it were published. Below are further additions you may wish to note:

Commission on Postal Service
1750 K St., N.W., Suite 801
Washington, D.C. 20006
Created by Public Law 94-421; final report, April 1977, Y3.P84/5:1/977

Commission on Security and Cooperation in Europe
Room 3257, House Office Building, Annex No. 2
Second & D. Streets, S.W.
Washington, D.C. 20515
202-225-1901
Created by Public Law 94-304; for members see Congressional Directory 1977 p. 327.

National Market Advisory Board
500 North Capitol St.
Washington, D.C. 20549
202-755-0222
and
195 Broadway, Room 1858
New York, N.Y. 10007
212-393-4310, 349-2945
Martin L. Budd, Executive Director
John J. Scanlon, Chairman

National Solar Heating and Cooling Information Center (ERDA/HUD)
P.O. Box 1607
Rockville, Md. 20852
800-523-2929 (toll-free)
Publishes HUD Solar Status (monthly, free)

Northern Great Plains Resources Pr...
Room 820B, Building 67
Denver Federal Center
Denver, Colorado 80225

Parole Commission
HOLC Building
320 First St.
Washington, D.C. 20537
202-724-3117
(see Congressional Directory 1977 p. 727)

President's Commission on Mental Health
Old Executive Office Building, Room 121
Washington, D.C. 20500
202-456-7100
Chairperson & Executive Director, Dr. Thomas E. Bryant
Established by EO 11973, 42 Fed. Red. 10677

Urban Reinvestment Task Force
320 First St., N.W.
Washington, D.C. 20552
202-376-3509
Formed in 1974 by HUD & FHLBB; joined in Oct. 1975 by Federal Reserve System, FDIC & Comptroller of Currency)

Commission on Executive, Legislative, and Judicial Salaries
Appointed every fourth year since FY 1969 for a one-year period, according to 2 USC 351-361. Report of last Commission Dec. 2, 1976, House Post Office & Civil Service committee print 94-27.

HEW Refugee Task Force
Room 1128, Donohoe Bldg.
330 Independence Ave., S.W.
Washington, D.C. 20201
202-472-2410
Publishes New Life, monthly, 1975-, in English & Vietnamese.

Directory of Federal Regional Structure, referred to at p. 816 of 1976/77 U.S. Govt. Manual, was published in Federal Register vol. 41, no. 154, Aug. 9, 1976, pp. 33451-33543.

SECTION F - LEGISLATION (Cont.)

NEW MEXICO. LAWS, STATUTES, ETC. Public Records Act. 71-6-20 (Rec'd Jun. 1976)

----State rules act (memo) 1ℓ. October, 1975. (Rec'd Jun. 1976)

----SRC Rules format and style April 8, 1974. (Rec'd Jun. 1976)

----SRC Style and format for official reports March, 1972.

----SRC Manuals of procedure style & format April, 1970 (Rec'd Jun. 1976)

RHODE ISLAND. OFFICE OF SECRETARY OF STATE. STATE LIBRARY. Rhode Island Documents Dist. Center Recommendations. (Rec'd Jun. 1976)

----General Laws of Rhode Island, 1968. Title 20, Ch. 1. (Rec'd Jun. 1976)

SOUTH CAROLINA. STATE LIBRARY. Proposed State document depository legislation (to amend 42-201.1) and analysis. 3p. 1975 (Rec'd Jun. 1976)

SOUTH DAKOTA. PUBLIC DOCUMENTS STUDY COMMISSION. S.D. compiled laws. Ch. 14-1A, 1974, & 1976 amendment. 6ℓ. (Rec'd Dec. 1976)

----1974 Administrative rules of South Dakota, 1976 supplement. Art. 24:30:06 (Documents Depositories) 4ℓ. (Rec'd Dec. 1976)

WISCONSIN. DEPARTMENT OF PUBLIC INSTRUCTION. DIVISION FOR LIBRARY SERVICE. An act to amend and revise Wisconsin statutes [legislation not yet enacted] and statement of intent. 18p. (Rec'd Jun. 1977) (to be introduced in 1977)

SECTION G - MAILING LISTS

MONTANA. STATE LIBRARY. STATE PUBLICATIONS LIBRARY DISTRIBUTION CENTER. List of Depository Libraries n.d. (Rec'd Jun. 1976)

NEW JERSEY. STATE LIBRARY. Depository libraries for n.j. documents, Jan. 1976. 1ℓ.

SOUTH DAKOTA. PUBLIC DOCUMENTS STUDY COMMISSION. List of Depository libraries for S.D. state publications as of Dec. 2, 1976. 1ℓ. Rec'd Dec. 1976.

UTAH. STATE LIBRARY COMMISSION. Depository libraries. 1ℓ. (Rec'd Jun. 1976)

SECTION H - MANUALS

CALIFORNIA. STATE LIBRARY. California legislative publications, charts. 3rd ed. 1976. 24p. (Rec'd Jul. 1976)

OHIO. STATE LIBRARY. Ohio documents information for Ohio People/Looking for information? (Rec'd Jun. 1976)

SOUTH CAROLINA. STATE LIBRARY. Notable South Carolina State Publications. 1975 (Comp. for Reference workshop). 7p.

TEXAS. Olds, Brenda F. Shelton, Texas State documents: a primer for librarians. Austin, Legislative Reference Library, 1975. 22p. (Legislative Reference Library. Reference series 6) (Rec'd Jan. 1976)

----Texas documents. Brochure. (Rec'd Jun. 1976)

WISCONSIN. DEPARTMENT OF PUBLIC INSTRUCTION. DIVISION FOR LIBRARY SERVICES. Manual for Wisconsin document depositories; guidelines for standards and procedures of the Wisconsin document depository program. Jan. 1975. 10p. (Rec'd Oct. 1975)

SECTION J - PROMOTIONAL BROCHURES

INDIANA. STATE LIBRARY. Deposit your documents with the Indiana State Library and watch interest grow. folder (Rec'd Jun. 1976)

NEBRASKA. LIBRARY COMMISSION. NEBRASKA PUBLICATIONS CLEARINGHOUSE. Want to find out about a good deal? L42ºOT004-74 folder (Rec'd July 1976) not copy in set 5

WISCONSIN. DEPARTMENT OF PUBLIC INSTRUCTION. Do you know what your government is doing? Folder. (Information for the public) (Rec'd Oct. 1975)

SECTION M - STUDIES, SURVEYS AND WORKSHOPS

REGIONAL - NEW ENGLAND. Workshop on State Documents in New England, April 23, 1976. 5ℓ. (Rec'd July 1976)

----SWLA-MPLA. State of State Documents - Past-Present-Future. 46p. 1976. (Rec'd Nov. 1976)

----MPLA. Guidelines for State Documents. Presentation at MPLA (1976?) 2ℓ. (Rec'd Jul. 1976)

ILLINOIS. STATE LIBRARY. Workshop on state documents, Jan. 20-21, 1972, sponsored by Ill. State Library and Ill. Library Association. 4ℓ. (Rec'd Jul. 1976)

LOUISIANA. SECRETARY OF STATE. RECORDER OF DOCUMENTS. Documents in Louisiana - people, places, publications. Compiled by Documents Committee, Louisiana Library Association. 1975. 71p.

MICHIGAN. STATE LIBRARY. A workshop on state documents, May 29, 1975. Program. 1ℓ. (Rec'd Jul. 1976)

NEBRASKA. LIBRARY COMMISSION. NEBRASKA PUBLICATIONS CLEARINGHOUSE. Guide to Nebraska State Agencies, by Nebraska Publications Clearinghouse. January 1975. (L42008001-74) 37p. (copy in file copy only) (Rec'd Jul. 1976)

NEW JERSEY. STATE LIBRARY. New Jersey Documents workshop, Sept. 17, 1975 (agenda) 1ℓ. (Rec'd Jul. 1976)

NORTH CAROLINA. LIBRARY ASSOCIATION. AD HOC COMMITTEE ON STATE DOCUMENTS. Memo, bibliography and agenda for State & Local Documents Workshop Sept. 9, 1964. Sponsored by North Carolina State Library and Institute of Government. 5ℓ. (Rec'd Jul. 1976)

PRELIM. 4 3
p. 118

Laws Affecting Distribution of Public Documents

The following preliminary listing of legislation/laws affecting the distribution of public Document for the fifty states was compiled from two sets of information. In both cases legal citations were hard to determine from the copies provided. The two sources of information were:

American Library Laws, 4th ed. Chicago, American Library Association 1973

Collection of state laws compiled by the State Documents Task Force of the Government Document Round Table (This collection is available from Barbara W. Nelson, Librarian, The Council of State Governments, Iron Works Pike, Lerington, Kentucky 40511)

The following format was used for listing the information for the states:

Name of State
(information in parenthesis means: copy - copy of laws is to be found in the collection available from The Council of State Governments, no copy means the collection did not contain a copy of that state's legislation/laws) Additions through 6/4/74 - MTL

Legislation: if a date could be established for the original legislation it is given here.

The next sentence gives the page citations for information to be found in American Library Laws, 4th ed.

The last part gives the legal citations determined from either ALL or the loan set. This is the most error prone part because when working from copies many times the Title or Chapter designation is not given.

(An additional note of caution when using ALL. The indexing term used, "Distribution of Public Document" usually refers only to distribution of legal publications, eg. State Laws, Supreme Court Reports,)

Ron Haselhuhn
Ron Haselhuhn
Assistant Professor
Department of Librarianship
KSTC, Emporia, KS 66801

American Library Laws 4th ed. will be cited as ALL

ALABAMA
(no copy of law)
Legislation 1915
Text of law in ALL p. 199
Code of Alabama, 1960, Title 55, s. 265

ALASKA
(copy)
Legislation 1970
Text of law in ALL pp. 237-238 is old law
Alaska Statutes, 1970, Title 14, s. 090-180

ARIZONA
(copy, but did not contain sections about distribution of public documents.)
Text of law in ALL pp. 247-248
Arizona Revised Statutes Annotated 1956, s. 12-108
Arizona Revised Statutes Annotated 1962 supplement, s. 41-123

ARKANSAS
(copy) (only copies of Acts of Arkansas, Act 170, 1947, Act 379, 1955, and Act 163, 1971)
Legislation 1947, revised 1955, 1971
Text of laws in ALL pp. 272-276
Arkansas Statutes Annotated 1968, s. 14-423 to 14-434
Arkansas Statutes Annotated 1971 Supplement, s. 14-422
Acts of Arkansas 1971, Act 163

CALIFORNIA
(copy)
Legislation 1945 amended 47, 53, 55, 61, 63, 65
Text of law in ALL pp. 300-304
West's Annotated California Codes, Government Code 1972 Supplement, s. 14906-14912

COLORADO
(no copy, no law)

CONNECTICUT
(no copy) (copies listed, none received)
Text of law in ALL pp. 429-433

DELAWARE
(no copy)
Text of law in ALL pp. 446-447, also p. 445

Memo Attachment 3
p. 3/8

FLORIDA
~~(copies listed, none received)~~ (copy)
Text of law in ALL pp. 474-476
Florida Statutes Annotated 1973 Supplement, s. 283.22-283.25

GEORGIA
~~(copies listed, none received)~~ (copy)
Text of old law in ALL pp. 496-499

HAWAII
(copy)
Legislation 1965, revised 1970
Text of law in ALL pp. 516-617 (s. 93-3 is out of date)
Hawaii Revised Statutes 1968, s. 93-1 & 2
Hawaii Revised Statutes Supplement, s. 93-3
Hawaii Revised Statutes 1968, s. 93-4 to 11

IDAHO
(copy)
Legislation 1972
Text of law not in ALL, no legal citation, it will appear in the Idaho Code and Session Laws

ILLINOIS
(copy)
Legislation 1939
Text of law in ALL pp. 551-552 (not indexed correctly)
Illinois Revised Statutes 1971, Chapter 128 s. 121 s. 21

INDIANA
(copy)
Legislation 1963
Text of law in ALL is out-of-date (also, not indexed correctly)
will be added to Illinois Code 1971, sections 4-23-7, 23.4-23.5, 23.6

IOWA
(copy)
Legislation date of original legislation hard to determine, much ammended
Text of law in ALL is incomplete
Iowa Code Annotated Ch. 16.1 to 16.32
Iowa Code Annotated Ch. 17.33

KANSAS
(copy)
Legislation 1943
Text of law in ALL pp. 768-770 (incomplete)
Kansas Statutes Annotated, Ch. 20-208 to 213
Kansas Statutes Annotated, Ch. 45-106
Kansas Statutes Annotated, Ch. 46-1215
Kansas Statutes Annotated, Ch. 75-1023
Kansas Statutes Annotated, Ch. 75-3048a to 3048c
Kansas Statutes Annotated, Ch. 77-138

KENTUCKY
(no copy)
Legislation no date
Text of law in ALL pp. 798-808
Kentucky Revised Statutes 171.410 to 171.740

LOUISIANA
(copy)
Legislation 1948
Text of law in ALL pp. 850-851
West's Louisiana Statutes Annotated 1969, Title 25, s. 121-125
West's Louisiana Statutes Annotated 1969, Title 25, s. 173

MAINE
(no copy)
Legislation?
Text of law in ALL pp. 876-877
Maine Revised Statutes Annotated 1965, Title 27, s. 66 & 68
Maine Revised Statutes Annotated 1972 Supplement, Title 27, s. 67

MARYLAND
(copy)
Legislation?
Text of laws in ALL pp. 888, 890, (in some cases different than copy)
Annotated Code of Maryland 1972 Supplement, Art. 41, s. 155
Annotated Code of Maryland 1972 Supplement, Art. 23A, s. 8B
Annotated Code of Maryland 1972 Supplement, Art. 25, s. 32A
Annotated Code of Maryland 1972 Supplement, Art. 40, s. 53
Annotated Code of Maryland 1966 Supplement, Art. 41, s. 106

MASSACHUSETTS
(copy)
Legislation?
Text of law in ALL pp. 931-936
Massachusetts General Laws Annotated 1966, Ch. 5, 5.3, 4, 6, 7, 8, 9, 11, 16, 17, 18
Massachusetts General Laws Annotated 1971 Supplement, Ch. 5, s. 10

MICHIGAN
(copy)
Legislation?
Text of law in ALL pp. 957-958
Michigan Compiled Laws 1970, s. 24.17 to s. 24.24

MINNESOTA
(no copy)
Legislation?
Text of law in ALL pp. 1002-1005
Minnesota Statutes Annotated 1967, s. 5.08
Minnesota Statutes Annotated 1967, s. 15.18
Minnesota Statutes Annotated 1973, s. 648.39
Minnesota Statutes Annotated 1971, s. 480.12
Minnesota Statutes Annotated 1947, s. 137.04
Minnesota Statutes Annotated 1963, s. 471.68

Memo Attachment 3
p 5/9

MISSISSIPPI
(no copy)
law is cited as Ch. 555 Laws of 1966
no copy of this law is in ALL

MISSOURI
(no copy)
Legislation?
Text of law in ALL pp. 1067-1068
Vernon's Annotated Missouri Statutes 1969, s. 2.091
Vernon's Annotated Missouri Statutes 1969, s. 3.130
Vernon's Annotated Missouri Statutes 1969, s. 11.100

MONTANA
(copy)
Legislation?
Text of law in ALL pp. 1127-1129
Revised Codes of Montana 1971, s. 44-132 to 139

NEBRASKA
(no copy)
Legislation 1972
Text of law in ALL pp. 1146-1151
Revised Statutes of Nebraska 1972 Supplement, s. 51-411 to 51-418

NEVADA
(copy)
Legislation 1971
Text of law in ALL pp. 1185-1186, pp. 1183-1184
Nevada Revised Statutes 1971, s. 378.150 to s. 378.210

NEW HAMPSHIRE
(copy)
Legislation 1973
Text of law in ALL is out-of-date
New Hampshire Revised Statutes Annotated 1973, s. 202-B:1 to B:5
New Hampshire Revised Statutes Annotated 1971, s. 20:3, s. 20:4, :10

NEW JERSEY
(copy)
Legislation 1967
Text of law in ALL pp. 1244
New Jersey Statutes Annotated, s. 52:14-25.1 and .2

NEW MEXICO
(copy) (there is a 1967 law, 1969 law and copies from the 53 Statutes)
Legislation 1967, 69
Text of the Public Records Act is in ALL pp. 1304-1312, the "State Rules Act" covers distribution but is not listed.
New Mexico Statutes Annotated, Art. 7, s. 71-7-1 to s. 71-7-10

Memo Attachment 3
p. 6/8

NEW YORK
(copy)
Legislation 1918?
Text of law in ALL pp. 1318, 1341
Consolidated Laws of New York Annotated, Education Law, s. 250
Consolidated Laws of New York Annotated, Art. 3, s. 46, s. 47
Consolidated Laws of New York Annotated, State Printing Law, s. 7

NORTH CAROLINA
(no copy)
Legislation 1941
Text of law in ALL pp. 1383-1384
General Statutes of North Carolina 1971, s. 147-45, s. 147-50

NORTH DAKOTA
(copy)
Legislation 1965
Text of law in ALL pp. 1399 & 1405
North Dakota Century Code, 54-24-09

OHIO
(no copy)
Legislation 1957
Text of law in ALL p. 1421
Ohio's Revised Code, 1968, s. 149.11
Ohio's Revised Code, 1971, s. 3375.02 (G)

OKLAHOMA
(no copy)
Legislation
Text of law in ALL p. 1468
Oklahoma Statutes Annotated, Title 75, s. 14 and s. 21

OREGON
(copy)
Legislation 1907
Text of law in ALL pp. 1526 & 1526 (not the same as copy)
Oregon Revised Statutes 1971, s. 171.215
Oregon Revised Statutes 1971, s. 182.070
General Laws of Oregon, Ch. 86 (dated 1907)

PENNSYLVANIA
(no copy)
Legislation
Text of law in ALL p. 1563, p. 1560
Purdon's Pennsylvania Statutes Annotated 1971, Title 25, s. 4425

Memo Attachment 3
p. 7/8

RHODE ISLAND
(no copy)
Legislation 1938
Text of law in ALL pp. 1577-1578, 1597-1598
General Laws of Rhode Island 1965, 29-1-5
General Laws of Rhode Island 1965, 29-1-8
General Laws of Rhode Island 1965, 29-1-9
General Laws of Rhode Island 1971, 43-2-5
General Laws of Rhode Island 1971, 43-2-9

SOUTH CAROLINA
(copy of proposed legislation)
Proposed legislation 1972, (died in committee)
Text of law in ALL pp. 1606-1609 deals with legal publications

SOUTH DAKOTA
(copy of proposed legislation)
Proposed legislation 1973
Text of law in ALL pp. 1625-1626, 1631-1633
South Dakota's Compiled Laws 1968, 14-1-17
South Dakota's Compiled Laws 1968, 1-28-14
South Dakota's Compiled Laws 1968, 2-13-7
South Dakota's Compiled Laws 1968 2-13-12

TENNESSEE
(no copy)
Legislation
Text of law in ALL pp. 1669-1672
Tennessee Code Annotated 1955 & 71 Supplement, 12-602 to 12-614
Tennessee Code Annotated 1955 & 71 Supplement, 8-617

TEXAS
(copy)
Legislation 1913, 1919, 1969
Text of law in ALL pp. 1708-1709
Vernon's Annotated Revised Civil Statutes of the State of Texas, Art. 5442 and 5442a

UTAH
(copy)
Legislation 1963
Text of law in ALL pp. 1737-1738
Utah Code Annotated 1966, 37-4-4 (11)

VERMONT
(~~no~~ copy)
Legislation?
Text of law in ALL pp. 1755-1761
Vermont Statutes Annotated 1973 Supplement, Title 29, s. 1152 to s. 1193

VIRGINIA
(copy)
Legislation?
Text of law in ALL pp 1789-1793
Code of Virginia, Ch. 16, s. 2.1-257 to s. 2.1-272
Code of Virginia, Ch. 16, s. 2.1-295 to s 2.1-302

WASHINGTON
(copy)
Legislation?
Text of law in ALL pp. 1821-1823
Revised Code of Washington Annotated, s. 40.06.010 to s. 40.06.070

WEST VIRGINIA
(no copy)
Legislation?
Text of law in ALL pp. 1859-1860, 1864-1865 deals only with legal material

WISCONSIN
(copy)
Legislation 1971
Text of law in ALL pp. 1873-1874, 1892-1893, 1881-1882
West's Wisconsin Statutes Annotated, 43.05 (7)
West's Wisconsin Statutes Annotated, 44.06
West's Wisconsin Statutes Annotated, 35.29 (3)
West's Wisconsin Statutes Annotated 1973 Supplement, 35.85

WYOMING
(copy)
Legislation 1941 & 45
Text of law in ALL pp. 1926-1927
Wyoming's Statutes Annotated 1959, s. 5-39
Wyoming's Statutes Annotated 1959, s. 8-6
Wyoming's Statutes Annotated 1959, s. 8-16
Wyoming's Statutes Annotated 1959, s. 9-7, s. 9-8, s. 9-21

PRELIM. 5

American Library Association
Government Documents Round Table
State Documents Task Force
Standards Committee

QUESTIONNAIRE

STATE SERVICING OF STATE DOCUMENTS

1. Name of agency with statutory responsibility to act as the state depository agency.

_____

2. Location of agency. (Address).

_____

_____

3. Name and title of person in charge of agency.

_____

4. Name and title of person responsible for state depository functions.

_____

5. If there is no depository legislation give name of agency which informally attempts to fill the depository function, i.e. to collect all the state's publications.

_____
name

_____
address

6. Cite and attach copies of:

   a. State depository legislation.

   _____

   b. Rules and regulations of state depository agency.

   _____

7. How does your state define state publications in statute or regulations?

8. Does your legislation distinguish between types of documents (e.g. legislative documents and general publications).

9. How many copies are deposited with your agency (by cateogry if the numbers differ).

10. Are other agencies or libraries in the state also direct depositories (i.e. receive state documents directly from issuing agencies by law or regulations).

11a. Does your agency maintain a list of in-state depositories to which you regularly send some or all state documents.

b. How many libraries are on that list?

12a. Does your agency distribute or exchange documents to or with libraries in other states?

b. Under what conditions?

c. How many copies are available for distribution or exchange? _____

d. Do you enter into formal agreements with other state library agencies?

_____

_____

e. With how many states? _____

Which are they? _____

_____

_____

_____

13a. Do you publish a checklist (and/or shipping list) of state publications? _____

b. What is its title (checklist)?

_____

c. What is its title (shipping list)?

_____

14. What is the frequency and distribution of the list(s)?

a) In-state distribution only _____

_____

b) National distribution _____

_____

15. Does the checklist list items

a) by issuing agency _____

b) by title _____

c) by subject _____

16. Are the items in the checklist indexed (as distinct from main entry)

a) by issuing agency _____

b) by title _____

c) by subject _____

17. Does the checklist cumulate _____

Does the index cumulate _____

18. Is the agency entry in the checklist the same as the entry in your public or documents card catalog?

_____

19. What library in your state

a) sends copies of state documents to the Library of Congress.

_____

b) provides catalog cards for National Union Catalog.

_____

20. How are state documents classified in your library?

a) Dewey _____

b) Library of Congress _____

c) Other classification _____

or storage arrangement _____

specify _____

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21a. Does your library distribute catalog cards (or photocopies of cards) of cataloged documents to libraries in the state?

_____

b. To how many?

_____

22. Is there an authority list for state agency entries for your public or documents card catalog?

_____

23. Are any state publications reduced to microform?

_____

By whom? _____

What titles? _____

_____

_____

_____

_____

24. How many people work on state documents functions (FTE) (i.e. on receiving, cataloging, classification, compiling a checklist, mailing documents to other libraries or providing clerical support to the above functions). _____

a) Professional (according to your libraries classification).

_____

b) Sub or paraprofessional.

_____

c) Clerical.

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American Library Association
Government Documents Round Table
State Documents Task Force
Standards Committee

SUMMARY OF RESPONSES
QUESTIONNAIRE
STATE SERVICING OF STATE DOCUMENTS

		YES	NO
1.	Is there any agency designated by law to act as a depository for state documents?	85%	15%
6a.	Is there state depository legislation?	85%	15%
6b.	Are there formal rules and regulations?	29%	71%
9.	How many copies of documents are filed with your agency?		
	1-10 8% 11-19 44% 20-49 22% 50- 25%		
10.	Are there also other state agencies or state libraries which are direct depositories?	50%	50%
11a.	Does your agency maintain a list of in-state depositories to which you regularly send some or all state documents?	72%	28%
12a.	Does your agency distribute or exchange documents to or with libraries in other states?	78%	12%
12d.	Do you enter into formal agreements with other state library agencies?	48%	52%
12e.	With how many states?		
	1-10 47% 11-25 6% 26- 47%		
13a.	Do you publish a checklist (and/or shipping list) of state publications?	88%	12%

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		YES	NO
14.	Frequency of Checklist		
	Weekly 2.8%		
	Monthly 31 %		
	bi-monthly 11 %		
	quarterly 22 %		
	semi-annually 14 %		
	annually 14 %		
	bi-ennially 2.8%		
	irregularly 2.8%		
	N.B. Six agencies also distribute a shipping list that is at least monthly.		
15,16.	Checklist arrangement		
	by agency 100%		
	by title 17%		
	by subject 6%		
	index by title or subject 31%		
17.	Does the checklist cumulate?	43%	57%
18.	Is the agency entry in the checklist the same as the entry in your public or documents card catalog?	55%	25%
	Other answers 20% (usually, not always, not cataloged)		
20.	Documents classification		
	Dewey 34%		
	L.C. 8%		
	both of above 5%		
	other classifications 34%		
	not classified 18%		
21a.	Does your library distribute catalog cards (or photocopies of cards) of cataloged documents to libraries in the state?	24%	76%
22.	Is there an authority list for state agency entries for your public or documents card catalog?	53%	47%

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		YES	NO
23.	Are any state publications reduced to microform?	40%	

24. Staff

Number of people (FTE)

1/2 - 1	24%
2 - 3 1/2	42%
4 - 5 1/2	29%
6 -	5%

Professional

0 - 3/4	24%
1 -	76%

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Memo Attachment PRELIM. 7

THE UNIVERSITY OF IOWA
IOWA CITY, IOWA 52240

The University Libraries

Government Publications Department
Carolyn W. Kohler

Rev. August 1973.

SURVEY OF STATE PUBLICATION DEPOSITORY PROGRAMS

Following are the results of a March, 1971, survey of the practices of the 50 states in the distribution of state publications, originally intended for the internal use of the University of Iowa Libraries only. This report has been up-dated continuously since the time of the first survey, as new information has been received.

28 states currently have depository systems of one kind or another for state publications. 23 of these systems are supported by laws requiring state agencies to provide enough copies of all their publications to go around to all depository libraries: Alaska, California, Florida, Hawaii, Illinois, Kentucky, Louisiana, Michigan, Mississippi, Montana, New Jersey, New Mexico, New York, Ohio, Oregon, Rhode Island, Texas, Washington, West Virginia, and Wisconsin. Four states lack such legislation, but are attempting to get it: Indiana, Missouri, Nevada, and Pennsylvania. Vermont is running a limited depository system without legislation and without trying to pass legislation.

Another five states are currently working to establish a depository system: Alabama, Colorado, Delaware, New Hampshire, and South Carolina.

The following states have no depository system, but at least one library (usually the state library) is an official repository for state

COUNCIL OF STATE GOVERNMENTS

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INTERSTATE LOAN LIBRARY

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publications: Arkansas, Idaho, Massachusetts, Minnesota, North Carolina, and Virginia. It is difficult to tell whether these repositories receive all state publications automatically or not.

The trend in the successful state depository systems is to have legislation specifying that state agencies must automatically provide sufficient copies of all their publications to cover the depository system. These laws specifically define 'state publication', 'state agency', and 'printed material', and specify standards and requirements for depository libraries (see California, below). There is usually a distribution center (usually in the state library) which receives the publications from the state printer and/or state agencies, and sends them out in orderly fashion to the depositories. The distribution center continuously reminds the state agencies of their responsibilities through letters and visits, advises depositories of their rights and responsibilities, and produces at least an annual checklist of publications received and distributed. The depository libraries frequently have contracts or written agreements as to their own obligations to maintain, record, and provide access to the collection.

HIGHLIGHTS OF DEPOSITORY SYSTEMS, BY STATE

ALABAMA: No depository system. The State Department of Archives and History is supposed to be the legal depository and distribution center for all state documents. However, the system was discontinued in 1953 due to insufficient funds; individuals are working to reinstate it.

ALASKA: New 1970 depository law, borrowed from Montana. The State Publications Library Distribution Center is within the State Library. Both selective and complete depositories, with rules similar to those for U.S. depositories. State agencies must by law give the State Library sufficient copies of all publications to meet the needs of the depositories; same for municipal publications, which are also included in the depository system. State Publications received is issued annually by the Division of State Libraries, Juneau.

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ARIZONA: No depository information available. The Department of Library and Archives publishes an Annual Checklist of the State of Arizona Publications Received...[1]

ARKANSAS: One depository library (the University library). Other libraries may receive any state publication free upon specific request to the Secretary of State. The University library issues the semi-annual Publications of the State of Arkansas.

CALIFORNIA: Depository system, 1945- . No central distribution agency, though the State Library does for other California depositories what U.S. regional depositories do for selective depositories. Both selective and complete depositories. Both types get copies of everything printed by the Office of State Printing; selectives do not automatically get non-print publications from state agencies. Also 3 historical collections, which apparently retain even superseded publications. Depository libraries contract to receive, record, shelve, and preserve state publications. California's good legal definitions of 'state publications', 'state agency' and 'printed' have been copies by Washington, Alaska, Montana, and Nevada. California State Publications (monthly) is available from the Office of State Printing.

COLORADO: No depository system; but working to establish one. The Division of State Archives and Public Records publishes the quarterly Checklist, Colorado Publications.

CONNECTICUT: No depository system. The State Library publishes an annual Checklist of Publications of Connecticut State Agencies...

DELAWARE: No depository system. The State Planning Office publishes a Bibliography of Delaware State Agency Publications.

FLORIDA: Depository system. State Library is the distribution center. Only one kind of depository library. The University of Florida Libraries issued a Short-title checklist of Official Florida Publications Received, which ceased in 1968. Florida Public Documents is published by the Florida State Library.

GEORGIA: No information available. The Department of Archives and History publishes the Checklist of Official publications of the State of Georgia.

HAWAII: 5 county depositories, one for each main island. Hawaii State Publications Distribution Center is within the Hawaii State Library, which publishes Hawaii documents bi-monthly.

IDAHO: The State Library is the only depository library. It distributes documents to 24 other libraries if and when it can scrounge up additional copies. "A Partial Checklist of Idaho State Publications" is found in the Idaho Librarian.

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[1]For convenience, information as to the availability of state checklists was taken from Peter Hernon's "State Publications", Library Journal, Apr. 15, 1972, pp. 1393-1398.

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ILLINOIS: Depository law: "All state agencies shall provide and deposit with the Illinois State Library sufficient copies of all publications issued by such state agencies for its collection and for exchange". The State Library determines what is "sufficient". It then sends on multiple copies of what it receives to its depositories, for their own collection and for their own exchanges. It also issues Publications of the State of Illinois.

INDIANA: Depository system. The State Library is to receive enough copies of all state documents to send copies to each of the four state universities. New and stronger legislation pending. The State Library publishes Indiana Publications.

IOWA: No depository system and no official document repository. However, the University of Iowa has the largest collection of Iowa documents, and makes every attempt to keep its collection as complete as possible. Publishes the computerized quarterly Iowa Documents List.

KANSAS: State Library runs a depository system in which it sends out checklists on which the depositories select the publications they wish to receive. The State Library issues Checklist of Official publications of the State of Kansas.

KENTUCKY: 5 depositories, one of which (the University of Kentucky) microfilms all state publications and sells the microfilm. All State agencies are legally required to furnish these depositories with copies of their publications. The State Archives and Records Service publishes the annual Checklist of Kentucky State Publications.

LOUISIANA: Depository system, 1948- , was copied in toto by Mississippi. Define state publications as "official publications (printed or mimeographed reports, bulletins, pamphlets, etc.) issued by any state agency for public distribution." Centralized distribution through the Recorder of Documents, within the office of the Secretary of State. State agencies are legally required to send sufficient copies of documents to the Recorder. Recorder also sends out semi-annual reminders and monthly thankyous for publications received. State agencies are also required to file with the Recorder a semi-annual list of publications they issued during the period, or a written notice that they did not issue any publications. The Recorder used these in compiling the semi-annual checklist of publications, Public Documents.

MAINE: No information available. The State Library publishes the quarterly Checklist of State of Maine Publications Received.

MARYLAND: No depository syster. "Maryland State Documents" appears quarterly in Maryland Libraries. A biennial list of documents received is available from the Hall of Records.

MASSACHUSETTS: The State Library is apparently the official depository. It gets some extra copies which it distributes on request, and it issues Commonwealth of Massachusetts Publications Received.

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MICHIGAN: New depository system since July 1970. 60 libraries; 2000 pieces/year. Centralized distribution. Full depositories only. State Library publishes Michigan Documents by computer.

MINNESOTA: No depository system. State Library publishes Official Publications; Department of Administration issues Minnesota State Publications.

MISSISSIPPI: Depository system, 1966- . An exact copy of Louisiana's system. Secretary of State publishes Public Documents of the State of Mississippi.

MISSOURI: No law, no system. State library tries to collect 5 copies of all state publications, sending 2 copies to Library of Congress and 2 to the State Archives. Working on new depository legislation. State Library issues Missouri State Government Publications.

MONTANA: Depository system which seems to combine California's system with Louisiana's. Defines 'state agency' as "every state office, officer, department, division, bureau, board, commission and agency of the state, and, where applicable, all subdivisions of each." State agencies must automatically give the State Library at least 4 copies (or more as required) of all publications. The State Library makes use of personal contact with state agencies to remind them of this responsibility. No checklist.

NEBRASKA: New depository system. State Library Commission is currently the only depository. Plan for future regional depository centers. A computerized checklist with subject indexing.

NEVADA: No official depository system with legal support. However, since 1960 the State Library has been running and funding its own library depository system. It begs materials from agencies, with monthly reminders in writing and monthly, quarterly, and annual visits as feaseable. It makes monthly shipments to its depositories, and includes depository shipping lists similar to those of the U.S. GPO, replacing GPO classification numbers with Swank classification numbers. The State Library also publishes Official Nevada Publications.

NEW HAMPSHIRE: No depository system, but legislation has been introduced to the legislature. The State Library publishes the biennial Checklist of New Hampshire State Departments' Publications.

NEW JERSEY: Has a depository law which states that 75 copies of all state publications must be automatically sent to the State Library for distribution to depositories, and for exchange purposes. Reports that state agencies are forgetful, however. State Library publishes the bi-monthly Checklist of Official New Jersey Publications.

NEW MEXICO: Depository law, 1967- , which provides for two depositories only: the Records Center and Archives, and the State Library. The Records Center publishes Checklist of New Mexico Publications.

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NEW YORK: Has a system of full and selective, in-state and out-of-state depositories, with the State Library as the distribution center. Apparently the State Library is the only really complete depository, as even the so-called full depositories fail to receive automatically most of the mimeographed or other non-printed publications. In New York, this accounts for well over 1/2 of all state publications. The State Library publishes Checklist of Official publications of the State of New York.

NORTH CAROLINA: No depository system, but the State Library does receive 5 copies of all publications, and is in effect a depository library. The law says agencies shall send copies of certain types of publications to certain other libraries, but the libraries must request them. The State Library issues the bi-monthly North Carolina Publications in cooperation with the University of North Carolina.

NORTH DAKOTA: 12 depository libraries, with the State Library as the distribution agent. The state law does not specify that the agencies have to give the State Library more than 1 copy, so there are frequently not enough copies for all depositories. The libraries are ranked, so that the State Library (#1) is the most complete depository, and library #12 is the least complete. The State Library issues North Dakota State Publications.

OHIO: Depository system, 1957- . The State Library is the distribution center. All agencies issuing documents with state funds must automatically send 150 copies of each document to the State Library, which publishes Ohio Documents.

OKLAHOMA: No depository system. Checklist not available to other than state libraries.

OREGON: Depository system, 1968- , but the State Library must beg materials; agencies do not have to send publications automatically. The State Library personnel also find that Oregon does not define 'state publication' or 'state agency' well enough, and prefer the definitions of California and Montana. State Library issues the quarterly Checklist of Official Publications of the State of Oregon.

PENNSYLVANIA: Depository system. State Library is to receive 50 copies of all publications for deposit and for exchange. It tries to acquire enough additional copies to send one to each of its 94 depositories. Additional legislation is pending; the state librarian says the amendments now before the legislature (in 1970) "lack teeth in requiring that the State Library have a certain number of copies of each document provided for this purpose" (comment in response to survey). State Library issues Checklist of Official Pennsylvania Publications; Department of Property and Supplies, Division of Documents issues the biennial Directory of State Publications.

RHODE ISLAND: Depository legislation, but State Library apparently must request documents, and apparently it makes no real attempt to get all publications. State Library issues Checklist of Publications of State Agencies.

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SOUTH CAROLINA: No depository system, but working on one. State Library issues Checklist of South Carolina State Publications.

SOUTH DAKOTA: No depository system. State publications are listed in the South Dakota Library Bulletin.

TENNESSEE: No depository system. State Library and Archives publishes A List of Tennessee State Publications.

TEXAS: Depository system, 1963- . The State Library is the distribution center. Printing bills will not be paid until the Board of Control is notified in writing that the State Library has received enough copies for distribution to depositories. Each state agency must provide a monthly list of publications it has issued. State Library publishes Texas State Documents.

UTAH: No information available. State Library issues Checklist of Utah State Publications.

VERMONT: No depository law, but an informal semi-depository system, in which the curator collects whatever documents he can and sends them out to other libraries on a mailing list. These libraries are not known as depository libraries. The Department of Libraries issues a Checklist of Available Vermont State Publications.

VIRGINIA: No depository system, but the State Library apparently receives copies of all publications, and publishes the annual Checklist of Virginia State Publications and Virginia State Publications in Print.

WASHINGTON: Depository system. Central Distribution Center within the State Library. Added to California's definition of 'state publication' the phrase "supported wholly or in part by state funds". The law says that state agencies may upon publication deposit 3 copies with the State Library, and shall, upon request, deposit as many copies as the State Library needs. The State Library publishes Washington State Publications.

WEST VIRGINIA: Depository system. The Department of Archives and History automatically receives 25-30 copies of all publications printed at state expense, and distributes copies to each of the 10 state institutions of higher education. It publishes the quarterly Short-title checklist of West Virginia State Publications.

WISCONSIN: Depository system, 1951- . Distribution is about 50/50 from the Reference and Loan Library and from issuing agencies via mailing lists. Wisconsin reports the following dissatifactions: (1) Limited number of copies available for some publications; (2) All depositories must be full depositories; there are no selective depositories; (3) Would prefer completely centralized distribution, preferably from a central printing department; and (4) Would prefer to have a selection list from which libraries can choose what they wish to receive. The State Historical Society publishes Wisconsin Public Documents.

WYOMING: No depository system. No state checklist.

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CURRENT CHECKLISTS OF STATE PUBLICATIONS

Revised October 1974

This listing of state checklists has been compiled in response to requests from librarians and others interested in current bibliographic coverage of state government publications by the States. It is based on materials received by the Interstate Loan Library of the Council of State Governments, with our appreciation for the assistance of the issuing agencies that have made their publications available to us.

COUNCIL OF STATE GOVERNMENTS

P.O. Box 11910

Iron Works Pike

Lexington, Kentucky 40511

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CURRENT CHECKLISTS OF STATE PUBLICATIONS

ALABAMA	None published	
ALASKA	State and local publications received. Annual. 1965 -	Department of Education Division of State Libraries State Capitol, Pouch G Juneau, Alaska 99801
ARIZONA	Annual checklist of publications of the state of Arizona received. Annual. 1962/63 -	Department of Administration Library-Archives Division State Capitol Phoenix, Arizona 85007
ARKANSAS	Checklist of Arkansas state publications received. Semi-annual. Jan. 1943 -	University of Arkansas Library Fayetteville, Arkansas 72701
CALIF.	California state publications. Monthly, annual cumulation. July-Sept. 1947 - (Compiled by State Library)	Supervisor, Printing Planning Services Office of State Printing North 7th & Richards Boulevard Sacramento, California 95814
COLORADO	None published.	
CONN.	Checklist of publications of Connecticut state agencies received. Monthly. 1964 -	State Library 231 Capitol Avenue Hartford, Connecticut 06115
DELAWARE	Accessions list. Semi-annual. 1951 -	Department of State Div. of Historical & Cultural Affairs Hall of Records Dover, Delaware 19901
FLORIDA	Florida public documents. Monthly, annual cumulation. Feb. 1968 -	State Library Supreme Court Building Tallahassee, Florida 32304
GEORGIA	Checklist of official publications of the state of Georgia. Quarterly. Jan. 1948 -	State Library 301 Judicial Building 40 Capitol Square Atlanta, Georgia 30334
HAWAII	Current Hawaiiana. Quarterly. 1944 -	University of Hawaii Library Hawaiian and Pacific Collections 2425 Campus Road Honolulu, Hawaii 96822
	Hawaii documents; cumulative index. Annual. 1967 -	State Library Hawaii Documents Unit 478 S. King Street Honolulu, Hawaii 96813
IDAHO	Checklist of Idaho publications. In "Idaho Librarian," April issue. Annual, 1964 - (Idaho Library Association) $5/yr; $1.75 single issue.	University of Idaho Library Moscow, Idaho 83843

ILLINOIS	Illinois documents list. [Shipping list to depositories.] Semi-monthly. 1968 -	State Library Documents/Serials Branch Springfield, Illinois 62756
	Publications of the state of Illinois. Semi-annual. July 1961 -	Secretary of State State House Springfield, Illinois 62706
INDIANA	Indiana documents received. In "Library Occurrent." Quarterly. April 1906 -	State Library 140 N. Senate Avenue Indianapolis, Indiana 46204
IOWA	Iowa documents Quarterly, cumulating for year. 1956 -	University of Iowa Libraries Government Publications Department
KANSAS	Checklist of official publications of the state of Kansas received. Irregular. May-Oct. 1953 -	State Library Kansas Documents Division State House Topeka, Kansas 66612
KENTUCKY	Checklist of Kentucky state publications. Annual. 1962 -	Department of Finance Division of Archives & Records 851 Main Street Frankfort, Kentucky 40601
	Monthly checklist of Kentucky state publications; publications received. Monthly. April 1973 -	University of Kentucky Libraries Government Publications Department Lexington, Kentucky 40506
LOUISIANA	Public documents distributed to depository libraries. [Shipping list to depositories.] Monthly. 19 -	Recorder of Documents P.O. Box 15777 Baton Rouge, Louisiana 70815
	State of Louisiana public documents. Monthly, annual cumulation. Feb. 1949 - Quinquennial cumulation issued as: Official publications; list of public documents of Louisiana, [years].	Recorder of Documents P.O. Box 15777 Baton Rouge, Louisiana 70815
MAINE	Checklist of state of Maine publications received. Quarterly. 1941 -	State Library Augusta, Maine 04330
MARYLAND	Maryland state documents. In "The Crab." Bi-monthly. Aug. 1971 - $3/yr.	Maryland Library Association 115 W. Franklin Street Baltimore, Maryland 21201
	Maryland state documents received. Monthly, biennial cumulation. July 1969 -	Hall of Records Commission P.O. Box 828 Annapolis, Maryland 21404
MASS.	Commonwealth of Massachusetts publications received. Monthly. Jan. 1962 -	State Library State House Boston, Massachusetts 02133

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MASS. (Contd.)	Massachusetts executive department publications. Annual. 1962 -	State Library State House Boston, Massachusetts 02133
	Massachusetts material. Monthly. 19 -	State Library State House Boston, Massachusetts 02133
MICHIGAN	Michigan documents. Quarterly, cumulating for year. July-Sept. 1952 -	Department of Education State Library Services 735 E. Michigan Avenue Lansing, Michigan 48913
MINNESOTA	Minnesota miscellaneous checklist. Annual. 19 -	State Library 117 University Avenue St. Paul, Minnesota 55155
	Minnesota state documents received. Quarterly. 1970 -	Minnesota Historical Society Historical Building Cedar & Central St. Paul, Minnesota 55155
	Minnesota state publications. [Short price list only.] Irregular. 1957 -	Department of Administration Documents Section Centennial Building 658 Cedar Street St. Paul, Minnesota 55155
	Monthly checklist of Minnesota state publications. Monthly. June 1974 -	Legislative Reference Library State Capitol, Room 111 St. Paul, Minnesota 55155
MISS.	Public documents of the state of Mississippi. Semi-annual. July-Dec. 1966 -	Secretary of State P.O. Box 136 Jackson, Mississippi 39205
MISSOURI	Missouri state government publications. Bi-monthly. Jan.-Feb. 1972 -	State Library 308 E. High Street Jefferson City, Missouri 65101
MONTANA	State documents in the Montana state library. Annual. Dec. 1971 -	State Library 930 E. Lyndale Avenue Helena, Montana 59601
	Weekly list of Montana state publications received. [Shipping list for depositories.] Weekly. 19 -	State Library 930 E. Lyndale Avenue Helena, Montana 59601
NEBRASKA	Nebraska state publications checklist; abstracts. Monthly. Feb. 1973 -	Nebraska Library Commission Nebraska Publications Clearinghouse State Capitol Lincoln, Nebraska 68509
	--- Index. Monthly, cumulating for year. Feb. 1973 -	
	Guide to Nebraska state agencies [state agency classification schedule]. Annual. Feb. 1973 -	

NEVADA	Monthly depository shipping list. Monthly. 19 -	State Library Documents Distribution Center Carson City, Nevada 89701
	Nevada official publications. Monthly, annual index. March 1953 -	State Library Documents Distribution Center Carson City, Nevada 89701
N.H.	Checklist of New Hampshire state departments' publications. Biennial. 1942-44 -	State Library Concord, New Hampshire 03301
N.J.	Checklist of official New Jersey publications. Bi-monthly. July 1965 -	State Library 185 W. State Street Trenton, New Jersey 08625
N.M.	Monthly publications list Monthly. 19 - $6/yr.	State Records Center & Archives Publications Division 404 Montezuma Santa Fe, New Mexico 87501
	Publications of New Mexico state agencies. Biennial. 1968 - $1.50.	State Records Center & Archives Publications Division 404 Montezuma Santa Fe, New Mexico 87501
NEW YORK	A Checklist of official publications of the state of New York Monthly, annual cumulation. 1947 -	State Library Gift & Exchange Section Albany, New York 12224
N.C.	North Carolina publications; a checklist of official state publications. Bi-monthly, annual index. Aug.-Sept. 1952 -	Department of Cultural Resources Division of State Library Raleigh, North Carolina 27611
N.D.	North Dakota state publications Semi-annual. 1965 -	State Library Commission Highway 83 North Bismarck, North Dakota 58501
OHIO	Ohio documents; a list of publications of state departments. Quarterly, cumulating for year. 1971 -	State Library of Ohio 65 S. Front Street Columbus, Ohio 43215
	Ohio documents received. [Shipping list to depositories.] Monthly. 19 -	State Library of Ohio 65 S. Front Street Columbus, Ohio 43215
OKLAHOMA	Oklahoma state government documents. [Shipping list to ODL Archives Division.]	Department of Libraries Technical Services Division 3667 N. Everest Oklahoma City, Oklahoma 73111
OREGON	Checklist of official publications of the state of Oregon. Quarterly, annual cumulation. Jan.-March 1951 -	State Library Salem, Oregon 97310

PENNA.	Checklist of official Pennsylvania publications. Monthly. Sept. 1963 -	State Library Government Publications Section Harrisburg, Pennsylvania 17126
	Checklist of publications of state agencies. Irregular. 1935-55 -	State Library State House Providence, Rhode Island 02903
S.C.	Checklist of South Carolina state publications. Annual. July 1950-51 -	State Library P.O. Box 11417 Columbia, South Carolina 29211
S.D.	None published.	
TENNESSEE	A List of Tennessee state publications. Annual. April 1954 -	State Library & Archives State Library Division Nashville, Tennessee 37219
TEXAS	Texas state documents. Monthly. Jan. 1968 -	State Library Government Publications Box 12927, Capitol Station Austin, Texas 78711
UTAH	Checklist of Utah state publications. Annual. 1970 - (Done jointly with Department of Finance, State Archives & Records Service)	State Library Commission 2150 S. 2nd West, Suite 16 Salt Lake City, Utah 84115
	Weekly depository shipping list. Weekly. 19 -	State Library Commission 2150 S. 2nd West, Suite 16 Salt Lake City, Utah 84115
VERMONT	Checklist of available Vermont state publications. Annual. Aug. 1970 -	Department of Libraries Law and Documents Unit 111 State Street Montpelier, Vermont 05602
VIRGINIA	Check-list of Virginia state publications. Annual. 1926 -	State Library Richmond, Virginia 23219
WASH.	Washington state publications. Monthly, annual cumulation. 1952 -	State Library Documents Center Olympia, Washington 98504
W. VA.	Checklist, West Virginia state publications. Quarterly. 1947-48 -	Department of Archives & History 400 East, State Capitol Building Charleston, West Virginia 25305
WISCONSIN	Wisconsin public documents. Monthly, annual cumulation. Dec. 1916 -	State Historical Society 816 State Street Madison, Wisconsin 53706
WYOMING	None published.	

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WORKSHOP ON
STATE DOCUMENTS IN NEW ENGLAND
APRIL 23, 1976

7/76

The recent ALA Government Documents Round Table adoption of minimum standards for the servicing of state documents provides librarians with a tentative measure for evaluating existing state publications programs. This workshop is designed to acquaint New England librarians with the GODORT guidelines, to present a state-of-the-art report on the nature, bibliographic control, and distribution of New England state documents, and to offer a forum for the criticism or endorsement of the guidelines. Exhibits from Greenwood Press, Research Publications, Inc., the Council of Governments, the New England Documents Preservation Center, and the several states will supplement the workshop sessions.

TENTATIVE SCHEDULE

8:30 - 9:30	Registration/coffee/exhibit viewing
9:30 - 10:00	First general session--welcome
10:15 - 12:00	Individual sessions
12:00 - 1:30	Lunch/exhibit viewing
1:30 - 3:15	Individual sessions
3:15 - 3:45	Coffee/exhibit viewing
3:45 - 4:45	General session--The GODORT Guidelines: a critique
5:00 - 5:30	General session--final comments/questions

LIST OF TOPICS

1. Introduction to state documents: their use in the library. (Intended for librarians having little or no background in the field).
   Speaker: Nancy Gaudette, Documents Librarian, Worcester Public Library

2. Acquisition and selection methods for state documents.
   Speaker: Mohini ~~Mundakar~~ Mundkur, State Documents Librarian, University of Connecticut.

3. Classification and cataloging state documents: a survey of current methods.
   Speaker: To be announced.

4. Microform editions of state and local documents.
   Speaker: Rochelle Field, Director of Publications, Greenwood Press.

5. State maps: their use, acquisition and care.
   Speaker: Nancy Klein, Maps Librarian, University of Connecticut.

6. Methods of preserving documents.
   Speaker: Robert Morrison, Director of Education, New England Documents Conservation Center.

7. Enacting State legislation for state documents: two experiences.
   Speaker: Nancy Peace, Rhode Island Historical Society.
   Speaker: Henry Marcy III, Vermont State Library.

8. Explanation of state depository system in Maine.
   Speaker: David Rebasca, Documents Librarian, Maine State Library.

9. Explanation of state documents depository system in New Hampshire.
   Speaker: Claire Ryan, Technical Services, New Hampshire State Library.

10. Explanation of state documents in Massachusetts.
    Speaker: Hunter Rineer, State Librarian of Massachusetts.

11. Survey of state documents in Connecticut.
    Speaker: Ginny Vocelli, formerly Documents Librarian, Connecticut State Library.

12. Survey of state documents in Rhode Island.
    Speaker: Anne Shav, Documents Librarian, University of Rhode Island.

13. Survey of state documents in Vermont.
    Speaker: Henry Marcy III, Reference Department, Vermont State Library.

14. The GODORT Guidelines: a critique.
    Panel: Hunter Rineer, State Librarian of Massachusetts.
    Ginny Vocelli, Documents Librarian, State Library of Connecticut.
    Anne Shav, Documents Librarian, University of Rhode Island.

REGISTRATION DEADLINE: APRIL 1, 1976. ENROLLMENT LIMITED TO 200.

Registration fees are $20.00. This covers attendance at the workshop, lunch, coffee breaks, and information materials. Travel and overnight accommodations information, parking guide and exact schedules will be mailed upon receipt of application.

REGISTRATION FORM (Please print or type)

return this form to: Mrs. Frances Nilsson
Secretary, Nelinet Task Group on Government Documents
27 Bates Road
Watertown, Mass. 02172

Enclose check for $20.00 payable to: New England Board of Higher Education.

Please enroll me in the workshop on State Documents in New England to be held at the Murry Lincoln Campus Center of the University of Massachusetts-Amherst, April 23, 1976.

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I wish to attend the following workshops from the above list:

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WORKSHOP ON STATE DOCUMENTS IN NEW ENGLAND

APRIL 23, 1976

Murry Lincoln Campus Center
University of Massachusetts
Amherst, Mass.

Mrs. Frances Hilsson
Secretary, NELINET Task Group
on Government Documents
27 Bates Road
Watertown, Mass. 02172

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SELECTED STATE AGENCIES IN NEW ENGLAND WHICH PUBLISH AND DISTRIBUTE MAPS

NAME OF STATE AND AGENCY	PRICE LISTS OR CATALOGS AVAILABLE	ADDRESSES FOR OBTAINING CATALOGS, MAPS, OR ADDITIONAL INFORMATION
Connecticut		
State Geological and Natural History Survey of Connecticut	"List of publications, State Geological and Natural History Survey of Connecticut." 1975. Rev. annually by Dept. of Environmental Protection.	Sales and Publications, State Library, Hartford, CT 06115 *1 - 2 - 3 - 7
Department of Commerce	Share in publication of 1 map (the official highway map); also distribute maps published by other recreation/travel-oriented agencies or groups in CT *4	Barnett D. Laschever, Director of Tourism, Dept. of Commerce, 210 Washington St., Hartford, CT 06106 *3
Department of Transportation	"Map price list." Sept. 1975. Rev. irregularly.	Dept. of Transportation, Bureau of Administration, P.O. Drawer A, Wethersfield, CT 06109 *2 - 5
Department of Planning and Energy Policy	"Listing of maps on file at DPEP." Apr. 20, 1976. Rev. periodically.	James C. Bogar, Dept. of Planning and Energy Policy, 20 Grand St., Hartford, CT 06115 (203-566-2778) *5 - 6 - 9
Department of Environmental Protection, Natural Resources Center	"Summary of natural resources data for the town of _____." Rev. irregularly. [Price lists and order forms for orthophoto quads and miscellaneous field studies (MF) maps.] Rev. irregularly? Have on file reproducible town composites of detailed soils maps for more than 70 CT towns, plus streambelt maps.	Natural Resources Center, Dept. of Environmental Protection, State Office Building, Hartford, CT 06115 (203-566-3540) *5 - 13
Department of Environmental Protection, Parks and Recreation Unit	Publish maps of hiking and snowmobile trails in CT state forests and parks. (Distribution of maps is in limited quantities.) *4	Parks and Recreation Unit, State Office Building, Hartford, CT 06115 (203-566-2304) *3
Department of Environmental Protection, Water Resources	Publish inland wetland maps (by town) and tidal wetlands maps (by unit). *4	Dept. of Environmental Protection, Water Resources, Room 201, State Office Building, Hartford, CT 06115 *5 - 6
Maine		
Maine Geological Survey	"Publications of the Maine Geological Survey." Nov. 1975. Rev. annually.	Maine Geological Survey, Dept. of Conservation, Ray Building, Hospital St., Augusta, ME 04333, Attention: Jill Parks, Secretary *2 - 5
Department of Transportation	"Map price list." May 30, 1975. Rev. irregularly. (Publishes official highway map)	Dept. of Transportation, Bureau of Planning, Division of Special Services, State House, Augusta, ME 04333 *2 - 3 - 7
Department of Environmental Protection	Does not produce maps as such, except that Bureau of Air Quality publishes map of air quality regions. *4	Bureau of Air Quality, Dept. of Environmental Protection, State House, Augusta, ME 04333 *3
Department of Conservation, Bureau of Forestry	Only 1 map ("Forest campsites") published for public use. *4	Bureau of Forestry, Dept. of Conservation, State House, Augusta, ME 04333 *3
Department of Conservation, Land Use Regulation Commission	"Master list of townships and plantations by county; land use mapping blocks and sheets." Undated. Rev. irregularly?	Land Use Regulation Commission, Dept. of Conservation, State House, Augusta, ME 04333
State Planning Office	"Map overlay system list of maps." Feb. 1, 1976. Rev. irregularly? "Coastal planning newsletter." Oct. 3, 1975- . (Generally describes current map program.)	Dept. of Environmental Protection, State House, Augusta, ME 04333 (For "River basin series") Supervisor, Resource Planning Division, State Planning Office, 189 State St., Augusta, ME 04333 (For all other series) *3 - 6 - 10
Massachusetts		
Bureau of Transportation Planning and Development	"New general highway regional series map, price list." Undated. Rev. irregularly? (Bureau also distributes traffic flow map, railroad rights-of-way map, and official transportation map)	Thomas F. Humphrey, Director, Bureau of Transportation Planning and Development, Executive Office of Transportation and Construction, Dept. of Public Works, 100 Nashua St., Boston, MA 02114 Attention: Mr. Jenness. *2 - 5 - 8
Office of State Planning	[List of maps available through Office of State Planning.] Undated. Rev. irregularly?	Office of State Planning, John W. McCormack Building, Room 2101, One Ashburton Place, Boston, MA 02108 (617-727-5566)
Office of Local Assistance	"Available maps." July 1975. Rev. irregularly?	Constantine Yankopoulos or Charles Ballentine or Richard Khan, Office of Local Assistance, Dept. of Community Affairs, 141 Milk St., 5th Floor, Boston, MA 02109 *3 - 5 - 6

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New Hampshire		
Division of Resources Development (Forestry)	"Publications on the geology of New Hampshire." Sept. 1973. Rev. irregularly? "Department of Resources and Economic Development, surplus geology literature." Undated. Rev. irregularly.	NH Dept. of Resources and Economic Development, Division of Resources Development, State House Annex, Concord, NH 03301 *2 - 5
Division of Economic Development	"Publications." April 1974. Rev. irregularly? (Also distributes official highway map)	Visitors' Information Center, Division of Economic Development, 6 Park St., Concord, NH 03301 *2 - 3 - 5
Department of Public Works and Highways	"List of maps available." Undated. Rev. irregularly.	NH Dept. of Public Works and Highways, Planning and Economics Division, 85 Loudon Rd., Concord, NH 03301 *1 - 3
Rhode Island		
Department of Transportation	"General highway county maps." Undated. Rev. irregularly?	Mario Marcaccio, Chief Draftsman, Dept. of Transportation, Planning Division, 245 State Office Building, Providence, RI 02903 *2 - 3 - 5
Department of Economic Development	Publishes official highway map. *4	Dept. of Economic Development, One Weybosset Hill, Providence, RI 02903 *3
Department of Natural Resources	Publishes maps which are recreation-oriented, such as foot-trail maps. *4	Dept. of Natural Resources, 83 Park St., Providence, RI 02903 (401-277-3070)
Vermont		
Vermont Geological Survey	"Publications of the Vermont Geological Survey." July 1, 1974. Rev. irregularly.	VT Dept. of Libraries, Geological Publications, Montpelier, VT 05602 *2 - 3 - 12
Agency of Development and Community Affairs	Publishes only 4 maps (official highway map and 3 regional travelers services guides) *4	Donald Lyons, Director, Information/ Travel Division, Agency of Development and Community Affairs, 61 Elm St., Montpelier, VT 05602 *3 - 10
Department of Highways	"Price list of maps." June 1, 1975. Rev. irregularly?	VT Dept. of Highways, Montpelier, Vt 05602 *2 - 5 - 11
Department of Fish and Game; Department of Forest, Parks, and Recreation	Produce maps of State land ownership (specific State Forest of Wildlife Management Areas) *4	Benjamin Hoffman, Chief, State Lands Management, Agency of Environmental Conservation, Montpelier, VT 05602 *5 - 11
State Planning Office	Publishes county maps with broad information on land capability. *4	VT Dept. of Libraries, Montpelier, VT 05602
Department of Taxes	"Price list for reproductions of map sheets produced under the Vermont Mapping Program" Jan. 1, 1976. Rev. irregularly?	Raytheon Company, Equipment Division, Autometric Operation (MB), Boston Post Road, Wayland, MA 01778, Attention: David H. Refoy (617-358-2721, Ext. 2936) (For ordering maps) Emerson F. Baker, Director of Mapping, Dept. of Taxes, P.O. Box 694, Montpelier, VT 05602 (802-828-2538) (For any other information) *5 - 6

* 1 State Library is the only depository library.
2 Purchase of some maps or publications requires payment in advance.
3 Some maps or publications are free. (Sometimes, certain requirements must be met, such as "free only to public libraries.")
4 No price list or catalog.
5 No depository library.
6 Some maps or publications reproduced by commercial agency rather than by state agency.
7 State Library may distribute some maps or publications to selected libraries or other agencies.
8 Some maps or publications are free if postage is supplied.
9 Maps which are produced are generally included only within reports published and distributed by agency.
10 Agency may establish a library as a depository upon written request.
11 Agency may send bill, rather than requiring payment in advance.
12 State and University Libraries are the only depositories.

The U.S. Geological Survey will also enter into map reference library agreements with selected public, college, and professional society libraries which meet certain criteria. These agreements will enable the selected libraries to receive certain groups of topographic and other maps without charge. For further information, contact: Joseph Z. O'Neill, Branch of Data Systems, U.S. Geological Survey, Reston, VA 22092.

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Compiled by Nancy H. Kline, 11 June 1976
(Map Room, U-5; University of Connecticut Library; Storrs, CT 06268)

M-Regi REGION. 2

GUIDELINES FOR STATE DOCUMENTS PRESENTATION AT MPLA '75

These are some guidelines we developed in setting up our own presentation; and we thought it might be helpful to you in setting up yours. Also, it should lend some uniformity to the three presentations, and we'll each have a better idea of what the others are planning.

Since participants will represent many areas of interest (state, local, federal and international documents), we plan to present a very general discussion of our system--reserving the more technical aspects for discussion in the afternoon state documents section. Nebraska is planning to do an over-all review of its state documents system, briefly covering the following basic areas:

1) History of Legislation
   when the depository law was enacted, what it prescribes, how the move to enact the law was motivated, how long it took, etc.

2) Acquisition of Materials
   types of materials collected; source of materials (central printer, individual agencies, etc.); your function (documents distribution center, state archives, lending library, etc.); methods of procuring documents

3) Classification
   scheme used, how developed

4) Loan Policies
   to whom materials are loaned, and how

5) Depositories
   in-state depository system (number, how selected, type of materials sent) out-of-state depositories (where, how many)

6) Checklist
   who issues, frequency, indexing, cost, etc.

7) Authority List (for state agencies)
   is one produced in your state? who compiles it, distributes it?

8) Promotion
   special things done to promote usage of documents (brochures, posters, meetings, open-house, workshops, visitations, newspaper articles, etc.

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Nebraska is thinking of using slides to illustrate its presentation, and also possibly having packets of material for hand outs which participants may take with them after the presentation for more detailed information. If you need any audiovisual equipment for your presentation, please plan to provide it yourself or let Susan Kling know ahead so that she can make arrangements for the equipment for you.

Whatever methods, content, approach, etc. you choose for your presentation, is fine (30 minutes maximum). Since time may be running short, you probably should allow at least 5 minutes for questions from the group at that time. Lengthier questions should be answered in the afternoon session or individually after your presentation.

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M Regional REGION. 3
SWLA-MPLA
11/76

THE STATE OF STATE DOCUMENTS

- PAST -

- PRESENT -

- F U T U R E -

LRL
1976

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PLANNING COMMITTEE

Chairman: Brenda F. Shelton Olds, Documents Librarian
Legislative Reference Library
Box 12488, Capitol Station
Austin, Texas 78711

Betty Brown, Oklahoma Librarian
Oklahoma Dept. of Libraries
200 N.E. 18th Street
Oklahoma City, Oklahoma 73105

Gladys Sachse
Univ. of Central Arkansas
Conway, Arkansas 72032

Margaret T. Lane
Doc. Recorder, retired
7545 Richards Drive
Baton Rouge, Louisiana 70809

Eleanor Ferrall
Documents Service
Arizona State Univ. Library
Tempe, Arizona 85281

Laura McGuire, Librarian
Eastern New Mexico Univ.
1025 W. 18th Street, #30
Portales, New Mexico 88130

Dale Propp, State Doc. Librarian
Texas State Library
Box 12927, Capitol Station
Austin, Texas 78711

This publication has been prepared cooperatively by the Planning Committee and by the participating states to give participants an overview of state documents in the fourteen states and of the status of state documents planning nationwide. It is our intention to provide some of the background necessary for more interstate cooperation in state documents.

Special thanks are due the SOUTHWESTERN LIBRARY ASSOCIATION BIBLIOGRAPHIC NETWORKING AND RESOURCE SHARING ADVISORY GROUP, sponsors of the Institute, who realize the importance of state documents in the world of information.

Brenda F. Shelton Olds, Editor

LEGISLATIVE REFERENCE LIBRARY
Box 12488, Capitol Station
Austin, Texas

November, 1976

Limited edition

CENTER FOR RESEARCH LIBRARIES*

"The Center For Research Libraries is a non-profit organization operated and maintained by its member institutions for the purpose of increasing the library materials available to their readers for research. Founded in 1949 by a group of ten universities, with the help of grants from the Carnegie Corporation and the Rockefeller Foundation, the Center is now an international organization with over 150 members and associate members and a collection of over three million volumes of materials important for research.

ACCESS AND USE

Any material owned by the Center can be borrowed by a member library for research use by its readers on the same basis as if it were the library's own material. Since the materials are intended for research use only, they may not be assigned to reserve book reading rooms for class use. Materials may be kept for as long as needed, rather than for only two weeks as with the usual interlibrary loan, though of course they remain subject to recall if needed by another reader.

Also unlike the usual interlibrary loan, material borrowed from the Center can be available within, usually, three to four days after the request is made. Member libraries can transmit their requests to the Center via collect teletype, telephone, or telegram, and the Center will send the material via United Parcel Service or Air Parcel Post.

Readers may not send their requests directly to the Center but must make them through their library's Interlibrary Loan Department.

MATERIALS AVAILABLE

In order to appreciate the scope of the materials available, it is important to understand these do not consist, as is sometimes thought, only of older materials deposited in the Center by its member libraries. ...the policy has been to acquire directly by purchase, exchange, or gift, those materials needed for research but not readily available in the member's own collections and whose use can be shared without handicap. ...Such directly acquired material includes both newly published titles and older printed works and archives, both of the latter usually in microform.

...One of the Center's significant benefits is that for several major categories of materials it will acquire and lend any accessible title needed for present research that it does not already have. These categories are foreign doctoral dissertations, microfilms of U.S. or foreign newspaper files, and microfilms of U.S. or foreign archives....

For more complete and detailed descriptions consult the Center's Handbook.

...A printed catalog in eight volumes, covering newspapers, monographs, and serials is also available in all member and most associate member libraries.

STATE DOCUMENTS

Since January 1952 the Center has collected on a continuing basis and as comprehensively as possible all documents of all 50 U.S. states and territories, and of their various departments and agencies, except session laws and compiled statutes. Agricultural experiment station publications are collected selectively. Well over 100,000 volumes of pre-1952 state documents have been deposited by member libraries."

*Excerpts from Library Materials Available for Research.

STATE PUBLICATIONS PROGRAM

LIBRARY AND EDUCATION DIVISION

INFORMATION HANDLING SERVICES

The STATE PUBLICATIONS PROGRAM consists of three distinct parts:

1. A Checklist of virtually every state publication (Excluding College and University Catalogs, Case Law, statutes and statutory codes and Books published by University Presses).
2. Microfiche copies of select state publications.
3. Bibliography/Index of the publications produced on microfiche.

CHECKLIST

The 1976 Checklist will be published in 3 columns. It will contain bibliographic citations of state publications issued during 1975 and 1976.

Starting with 1977, the checklists will be published quarterly. Each year's checklist will contain the state documents most recently identified. Thus, it is possible that the 1978 Checklist could contain some 1975 publications due to the time lag between the publication of a document and its distribution.

Documents published before 1975 will be included in a retrospective STATE PUBLICATIONS PROGRAM, if a need for checklists of these older materials is determined.

Each checklist will contain a main entry section and four computer generated keyword-out-of-context (KWOC) Indices to which enrichment terms are added as needed. The main entry section will be arranged in alphabetical order by state and within each state by agency.

Each citation will contain an accession number consisting of the two letter abbreviation assigned to the state by the Postal Service, a four digit number which is unique for each citation within a state, followed by a colon and a single digit number, which designates the checklist volume in which the citation appears. This accession number allows the citation to be identified in the indices.

The title of the document follows the accession number followed by: the date of coverage, if known; personal author; place and date of publication; and pagination. The availability of the document is also included whenever possible.

The four indices in the checklist give access to the data in the main entry section by: 1. Personal Author; 2. Date of Coverage; 3. Agency; 4. Subject.

All the indices are produced by our computer-generated KWOC program. This means that the subject index is based on the titles, however, these have been enriched whenever the title is not descriptive enough. An annual cumulated index in included as part of a subscription to the checklists.

MICROFICHE

The microfiche portion of the program will contain documents selected for their quality and the probable continued interest in their subject matter.

The subject areas to be included this year, taken from the list of subject headings included in the sample packets are: ADMINISTRATION; LEGISLATIVE CONFERENCE PUBLICATIONS; LEGISLATIVE COMMISSION PUBLICATIONS; LEGISLATIVE MANUALS; REVENUE; BUDGET; GEOLOGICAL SURVEYS; NATURAL RESOURCES; AGRICULTURE; EDUCATION; TRANSPORTATION; SOCIAL STATISTICS; LAW ENFORCEMENT; HEALTH AND MEDICINE; SOCIAL REFORM; STATE PLANNING AND LABOR AND EMPLOYMENT.

As the program progresses, it will be expanded to include at least all the subject areas on the list.

Documents from the following states will be microfiched this year: Calif.; Fla.; Ga.; Hawaii; Ill.; Ind.; Iowa; Texas; Mass.; New York; Ohio; Ore.; Penn.; S. Car.; S. Dak.; Virgin Is.; & Puerto Rico.

This will, of course, be expanded to include all the fifty states.

The microfiche will be produced monthly.

BIBLIOGRAPHY/INDEX

The Bibliography/Index part of the program will have the same format as the checklist, except that it will be arranged by broad subject headings rather than by state and the alpha portion of the accession numbers will refer to these headings. The microfiche will have the same alpha-numeric accession number so that the index to the bilbiography is also the index to the microfiche file.

The material will be indexed by: 1. Primary author; 2. Subject; 3. Date of Coverage; 4. Agency; 5. State; 6. Date of Publication.

The subject index here, will be in depth, not confined to enriched titles, and it will be thesaurus controlled.

The bibliography will be published monthly with annual accumulations. Although this will begin relatively modestly, we expect to produce a separate Thesaurus and to make the bibliography/index available as an on-line computer search program. (Samples of the bibliography, microfiche and checklist are included in the sample packet.)

AVAILABILITY

The parts of the STATE PUBLICATIONS PROGRAM will be made available in various ways: for example: The checklist will be available by state. There are indices with the individual state checklists, but no cumulated indices.

The microfiche will be available in silver or Diazo by Subject, by state, or by agency. Also, individual titles will be available in Diazo only.

CURRENT SESSION LAWS

The Current State Session Laws program contains the official session laws of all the 50 states, Puerto Rico and the Virgin Islands. The first segment contains the Session Laws from 1970 through 1974. This will be a continuing program.

Bibliographic control of the Session Laws will be made possible with the catalog cards we are producing, using Library of Congress format.

Subject retrieval of the material is possible through the coordinate Subject index, tied to the microfiche headers.

We are making this program available in segments by state, by year and by session in addition to the entire file. The catalog cards and index are provided free only to purchasers of the complete program; however, these items can be purchased separately to go with the individual segments.

INDEX TO STATE AGENCIES

This index is being produced as a direct result of our activities in producing the STATE PUBLICATIONS PROGRAM Checklist.

It will include all of the agencies cited in the Checklist.

Access to the agencies will be by state and by subject. This will make it possible to determine how a state designates a particular agency and which agency is concerned with a specific subject area. In a sense, it provides something like a "master" authority list for all states, plus the Virgin Islands and Puerto Rico.

COUNCIL OF STATE GOVERNMENTS

The Council of State Governments (CSG) was organized in 1933, by all the states to provide a central focal point of state government activity. It exists to serve all branches of government through research and the dissemination of information. The collecting and disseminating of information on the states is a major part of its work.

In 1947, the Council was designated as a depository for the legislative research reports of all the states and territories. Each state deposits three copies of the reports with the CSG Interstate Loan Library so that all legislative service agencies can borrow the reports on request. CSG provides bibliographic access through its Legislative Research Checklist (now issued bi-monthly).

The interstate exchange of state legislative service agency publications began in 1956, as a program of the National Legislative Conference (NLC) and CSG with 16 states participating. By 1973, 40 states exchanged reports. The Manual for Interstate Exchange of Legislative Service Agency Publications, revised 1973, lists the library designated to send and to receive out-of-state reports. SWLA-MPLA states participating in 1973 are Colorado (2/24/61, Legislative Council), Kansas (6/6/66, Legislative Service), Louisiana (2/23/59, Legislative Council), Nevada (6/11/57, Legislative Counsel Bureau), North Dakota (2/21/52, Legislative Council), South Dakota (3/30/57, Legislative Research Council), Texas (3/4/57, Legislative Council), Wyoming (4/26/61, Legislative Service Agency).

The Interstate Documents Exchange program is currently being reviewed by CSG in an effort to increase its usefulness to the states. Some of the problems being studies include: 1) Increasing coverage to all 50 states; 2) Reassessing the states' legislative service agencies to determine if the participating agencies are the ones most responsible for legislative research, and 3) Evaluating the usefulness of the Legislative Research Checklist as a current acquisitions tool, and as a research tool.

Some of the major reference tools published by the Council are Book of the State (1935), Suggested State Legislation (1941), Legislative Research Checklist (1947), State Blue Books and Reference Publications (A selected Bibliography) (1974).

Editor

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LIBRARY OF CONGRESS

MONTHLY CHECKLIST OF STATE PUBLICATIONS

The *Monthly Checklist of State Publications* begun in January 1910, is—with the exception of the *Annual Report of the Librarian of Congress* and the Copyright Office issuances—the Library's oldest serial publication. A pioneer in the field of State documents bibliography, it was the first current bibliography of the publications of all the States. Its coverage also extends to the Territories and insular possessions of the United States, as well as to associations of State officials and to interstate organizations. In addition to documents issued by the various departments, bureaus, and other administrative agencies of State governments, the publications listed include those of State-supported societies and institutions, such as historical societies, universities and colleges, libraries, hospitals, and agricultural experimental stations.

It was J. David Thompson, Chief of the former Division of Documents, who in the fall of 1909 conceived the idea of issuing a list of State documents for distribution throughout the Nation. As a first step, Dr. Thompson invited State librarians and other officials charged with distributing State documents to cooperate by sending copies of their publications to the Library as soon as possible after issuance. The response was so favorable that he received permission to proceed with the publication. The January 1910 issue appeared under the title *Monthly List of State Publications*, the title it retained until 1921, and contained 43 pages. Through the cooperation of State librarians and officials the new publication became an immediate success. It stimulated the flow of State materials to the Library and facilitated bibliographic control over the currently received items. Within two years of its first appearance the annual receipt of State publications grew from 3,500 to over 7,500 pieces. This trend has continued over the past six decades. The *Checklist* itself has grown from the total of 3,500 entries in volume 1 to 29,687 in volume 66. In contrast to the 600 institutions and individuals receiving the *Checklist* in 1910, distribution has now passed the 4,700 mark in 1975.

Over the years a number of changes and improvements have been made in the form of the headings used in the *Checklist* and in its bibliographic style. At the request of the American Association of State Libraries a new feature was added with the January 1960 issue—a section entitled "State Library Surveys, Studies, Manuals and Statistical Reports." Since 1969 the entries have been numbered consecutively throughout the volume. This enables a user to refer from the annual index directly to the entry without scanning an entire page.

From its inception, the *Checklist's* avowed goal has been to acquire all State publications that have been issued and by listing them to present a complete record of such materials. As yet this goal has not been fully realized but, fortunately for the *Checklist* and its users, an increasing number of States are cooperating fully with the Library in sending their publications as issued. As a part of a general movement toward establishing depository library systems within the States, almost all the depositories have been made responsible for furnishing State documents to the Library of Congress. The following list of 43 State institutions currently designated as central document sources testifies to the present extent of this development.

Alaska. Division of State Libraries, State Library.
Arizona. Division of Library and Archives.
California. State Library.
Colorado. State Library.
Connecticut. State Library.
Florida. University of Florida Library.
Georgia. State Library.
Hawaii. State Library.
Idaho. State Library.
Illinois. Office of the Secretary of State.
Indiana. State Library.
Iowa. State Library Commission.
Kansas. State Library.
Louisiana. Office of the Secretary of State, Recorder of Documents.
Maine. State Library.
Massachusetts. State Library.
Michigan. State Library.
Minnesota. Historical Society.
Mississippi. State Library.
Missouri. State Library.
Montana. State Library.
Nebraska. State Library.
Nevada. State Library.
New Jersey. State Library.
New Mexico. State Library.
New York. State Library.
North Carolina. State Library.
North Dakota. State Library Commission.
Ohio. State Library.
Oklahoma. State Library.
Oregon. State Library.
Pennsylvania. State Library.
Rhode Island. State Library.
South Carolina. State Library.
South Dakota. State Library.

LC 65-61C (6/76)

Texas. State Library.
Utah. State Library.
Vermont. Department of Libraries.
Virginia. State Library.
Washington. State Library.
West Virginia. Department of Archives and History.
Wisconsin. Historical Society.
Wyoming. State Library.

State legislation requiring distribution of publications to the Library of Congress has proved to be a most effective means of broadening the *Checklist's* coverage. At present, 21 States have enacted laws requiring distribution of specified types of publications to the Library, and, in addition, 16—Idaho, Indiana, Iowa, Kentucky, Maine, Mississippi, Montana, Nebraska, Nevada, New Hamsphire, New Mexico, North Carolina, North Dakota, Ohio, South Dakota, and Utah—have laws requiring at least one copy of each State publication to be sent to the Library.

To States that wish to provide by law for sending their publications to the Library of Congress, particularly States having no centralized distribution system, the model law following these remarks is offered as a guide in drafting legislation.

In the Prefatory Note appearing in the January 1910 issue, which Herbert Putnam, then Librarian of Congress, also signed, Dr. Thompson, the *Checklist's* founder, wrote: "It is hoped that the publication in this form while serving the Library of Congress as a record of accessions and an acknowledgment of receipt, will at the same time meet the needs of libraries, legislative reference departments, and others interested in State activities."

The following is recommended as a guide for States desiring to provide by law for furnishing the Library of Congress with copies of their official publications. Note that sections 1 and 3 are designed to provide for establishing a centralized administrative source to collect and distribute official publications. If a State already has this capability, sections 1 and 3 may be omitted. Note also that in section 2, which contains the basic provision of distributing publications to the Library of Congress, the ideal number of copies desired by the Library within each listed category is suggested in square brackets.

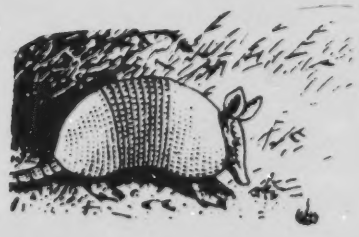
Be it enacted by the _____ of the State of _____:

SECTION 1. The _____ shall be the administrator, collector, and distributor of official State documents in printed or nearprint form. The several departments of the State government shall, upon request of the _____, supply said _____ with such copies of their reports and other publications as may be necessary to effect exchange with other States for similar publications for the use of _____ or distribution to other agencies as provided herein.

SECTION 2. The _____ is authorized and directed to furnish the Library of Congress [five (5)] copies of the Session Laws, [five (5)] copies of Codes or Statutes, [one (1)] set(s) of Legislative Journals, [five (5)] copies of Court Reports as issued, and [two (2)] copies of all other official State Publications in printed or nearprint form. Such specified numbers of copies shall be distributed to the Library of Congress before the State Printer shall certify the payment of any bill for printing or reproduction from State funds.

SECTION 3. The _____ shall, at his discretion, distribute publications so received to the public libraries, and other educational, scientific, literary, or art institutions of the State, which may apply to be put on the mailing list for all or a portion of the State publications; and to such libraries and other institutions outside this State with which the _____ may have established exchange arrangements.

SECTION 4. This Act shall be in full force and effect following its approval.



GUIDELINES FOR MINIMUM STATE

SERVICING OF STATE DOCUMENTS

1. In each state an agency or agencies should be designated by law to act as the depositories for the documents published by the state to maintain a collection of and to distribute copies of such documents within the state and to exchange copies with other states. The functions of such depository should be adequately defined and determined in legislation.

2. The appropriate state agency should maintain a list of in-state depositories to which it regularly sends some or all state documents, and should receive a sufficient number of copies to serve those depositories.

3. The appropriate state agency should be prepared to exchange documents with other states, or at least, to have an adequate supply of copies available to meet out-of-state requests. What is an adequate supply will depend on the nature of the document and its potential interest to persons in other states.

4. The appropriate state agency should compile and distribute a checklist and/or shipping list of its state publications.

(a). Such a list should appear at least quarterly.

5. The appropriate state agency should deposit at least one copy of all its state publications with the Library of Congress, and send at least one copy to an additional designated national depository, if and when one is created.

6. The appropriate state agency should maintain and have available for distribution an authority list of state agencies.

7. In the appropriate state agency at least on professional person (full time or equivalent) should be assigned to the state documents function, and that person should have adequate supportive staff.

Approved by Government Documents Roundtable, July 8, 1974.

Approved by ALA Council, January 24, 1975.

ar·ma·dil'lo (är'mə-dil'ō), n.; pl. -LOS (-ōz). [Sp., dim. of armado armed, past part. of armar to arm.] 1. Any mammal of the family Dasypodidae (order Edentata), having body and head encased in an armor of small bony plates. Armadillos burrow in the earth, seldom going abroad except at night; when attacked, some species can curl up into a ball, presenting the armor on all sides. Their flesh is good food. The ova always undergo two preliminary divisions, resulting in the birth of identical quadruplets. Excepting the peba, found as far north as Texas, armadillos are confined to South and tropical America. See PEBA, POYOU. 2. (cap.) Syn. of ARMADILLIDIUM.

Armadillo (*Tolypeutes tricinctus*). *A* Walking; *B* Rolled up.

STATEMENT OF AMERICAN ASSOCIATION OF STATE LIBRARIES
Adopted by the membership at the annual meeting June 22, 1969

"STATE DOCUMENTS

A state agency, preferably the state library, should be a central depository for its own state documents. It should be the agency to distribute its state documents to other libraries within the state and to document centers outside the state. Depository libraries should be designated throughout the state so that the people will have ready access to state publications. The central depository library or state agency responsible for collecting state documents should publish periodically a checklist of state publications, and if no checklist of earlier publications has been made, the depository library should oversee such a project, and keep the checklist up to date."

From ALA. American Association of State Libraries. Standards Revision Committee. Standards for Library Functions at the State Level. Rev. Chicago: ALA, 1970. p. 36

REPORT FROM THE STATES

ARIZONA

We have not established a depository system. However, we do, in the near future plan to implement a statewide depository program by authority of A.R.S. 41-1335 (1976 Leg., Ch.104), effective September 23, 1976. The Arizona Library, Archives and Public Records Division of the Department of Administration will be known as the Department of Library, Archives and Public Records. The jurisdiction will be the legislative branch of the Arizona State Government.

The present Assistant Director of the Division of Library, Archives and Public Records will become the Director of the Department. The Department is responsible for distributing the documents; listing them on the checklist; housing them; and making them available through interlibrary loan.

Our State Documents Roundtable is a liason to ALA GODORT.

Marguerite B. Cooley, Director
Dept. of Library, Archives & Public Records
Phoenix, Arizona 85007

ARKANSAS

Under Act 163 of 1971 (Acts of Arkansas, 1971, pp. 405-7) each department or division of the state, city and county is required to send to the Secretary of State a list of all of its publications quarterly. (1947-1971, the publications were sent to the General Library of the University of Arkansas at Fayetteville.) From the information received, the Secretary of State is required to publish a checklist of publications to be mailed to all Arkansas Libraries of institutions of higher education (each being eligible to become a selective or partial depository). The libraries are to forward their requests for publications to the Secretary of State who is directed to acquire the publications and fill the orders. Legislation specifies that publications be furnished without charge to the Secretary of State and academic libraries. All other libraries should request documents from the issuing agency.

The 1971 law became a reality through the efforts of academic and reference librarians working through the Arkansas Library Association and with members of The Arkansas General Assembly.

Arkansas statutes designate the Secretary of State as Librarian for the State Library and give him the responsibility of maintaining files of some publications of historical and legal significance, including the Acts of the General Assembly. (Arkansas Statutes Annotated, 1947: 12-414)

Since its establishment in 1911, The Arkansas History Commission has been charged with the preservation of state documents and, in the beginning, was designated a depository for exchange of documents. In 1963, the Commission was relieved of its responsibility to collect 60 copies of each state document for exchange purposes. Now, the Commission receives two copies for preservation. The History Commission microfilms state records and some state publications. Inquiries should be addressed to the Arkansas History Commission, 300 West Markham, Little Rock, AR 72201.

The Checklist of Arkansas State Publications Received by the University of Arkansas Library is prepared by the library of the University of Arkansas at Fayetteville. Started as an annual publication in 1943, this is now a semi-annual publication. Of course, libraries also use the Monthly Checklist of State Publications.

The Library Science Department of the University of Central Arkansas conducted a workshop for public librarians August 1-6. One day of the workshop was devoted to state documents. A list of state documents, prepared by Joan Roberts of the University of Arkansas, was distributed to the 34 participants. Mrs. Roberts was present "to sell" the participants on the usefulness of state publications.

An effort has been made to form an organization of documents librarians in the state, but this is still in the "talking" stage.

The challenge to Arkansas librarians is to help make Act 163 of 1971 effective. There is still a problem in knowing what is published.

Gladys Sachse, Assistant Librarian
Torreyson Library
University of Central Arkansas
Conway, Arkansas

COLORADO

Colorado has no state documents depository program. Now that the checklist is started we have the basis for initiating one.

Kurt Keeley, Supervisor
Library Services
Colorado State Library

KANSAS

The Kansas State Library was established in 1854 and reestablished in 1861 when Kansas became a State.

The Library became a depository in 1911 (K.S.A. 75-1023) when a bill passed requiring the State Printer to deposit a certain number of publications with the Library. This basically remains the same today except two new laws have been added.

1.) In 1972 (K.S.A. 75-3048a et. sec.) a) All state agencies reproducing more than fifty copies are required to send two copies to the Library. b) Central duplicating the other major printing service, is required to send two copies to the Library of any publication it reproduces in quantities of more than 50.

2.) In 1976 (Session Laws, Ch. 358) "Each agency shall deposit with the Kansas state library copies of any publication issued by such agency in such quantity as shall be specified by the state librarian."

All the state universities are a depository by the State Printer.

The checklist comes out four times a year. This previously was irregular but seems to be more consistent now. The list includes those publications the Library receives in quantity for distribution as well as the copies for the Library only. Since the Library cannot distribute those copies limited in number, an address is given so anybody on the exchange list can write to the issuing agency. (A copy of the lastest Checklist is enclosed.)

Our Kansas documents collection is treated as a specialized collection and is, therefore, separated from the rest of the collection. One reason it is treated as a special collection is that we do specialized indexing. For another reason the collection itself presents a shelving problem since there are so many pamphlets and serials.

For classifying, we use sort of a "sloppy" Dewey Decimal System. We use the decimal system o.k., but we do not Cutter it. We just use any letter (usually based on the title) that will not conflict with what is already in the shelf list. Using the decimal system, most agency publications will fall together on the shelves. If an agency changes its name, we do not have to rearrange any shelves, since the classification number remains the same.

Some libraries arrange the publications alphabetically. I would assume that when an agency changes its name, the library has to either rearrange the shelving to keep the publications together or separate them.

Off hand, I would say one advantage to the decimal system or any numbering method of classifying as opposed to the alphabetizing method is that we do not have to rearrange shelves nor separate a serial when an agency changes its name. (About 80% of our collection is serial.) It would seem that an advantage for alphabetizing is that the collection would lend itself to easy browsing. Also, a librarian could quickly learn the agency and not be bothered with a card catalog. On the other hand, our state publications cannot be easily browsed solely due to the physical attributes of the collection - pamphlets, serials and thin publications that have to be labeled on the front rather than the spine.

Mrs. Jean Barton, Assistant Director
Legislative Reference Division
Kansas State Library
Topeka, Kansas 66612

LOUISIANA

The depository library system for state documents in Louisiana was established by Act 493 of 1948, the result of legislative interest by librarians in the Louisiana Library Association, and the support of then Secretary of State Wade O. Martin Jr. Thus in the Revised Statutes (Title 25, sections 121-124), for the first time systematic distribution of documents was provided. (Ed. note. New legislation introduced in 1976, which would permit formal out-of-state distribution, did not pass.)

The agency responsible by law for the program is the Department of State. The Secretary appoints a Recorder of Documents as administrator (preferably a graduate librarian). Documents received from agencies are mailed several times a month, to forty participating libraries (including three out-of-state). Ten of the libraries are complete for two copies of the publications, six are complete for one, and the rest are selective. The contract to become a depository is rather informal. Simple application is made to the Secretary of State, and a form is returned to the Library to be filled out. College, university and public libraries are qualified to participate.

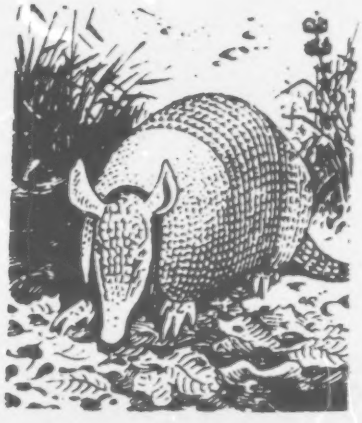
The documents issued for public distribution received by the Secretary of State are listed monthly, semi-annually, and cumulatively. The monthly checklist contains author, title, date, pagination, classification number, price, and whether the publication is of limited distribution. Indexes in the cumulations contain author, title, subject, and keywords. The documents are classified in a scheme which has numbers assigned to the corporate authors, after which they are Cuttered. The classification scheme was devised by the New Orleans Public Library and was first used by the Recorder of Documents in 1965. Many of the depository libraries use their own classification system.

Under a pilot program in 1975 of a federal grant project administered by the State Library, the 1973 state documents were microfilmed and distributed free of charge to selected libraries in Louisiana. The format was 28 reels of 35 mm diazo microfilm. Other libraries desiring copies may purchase them for $168.00 (not including mailing) from the State Archives and Records Service, 1515 Choctaw Dr., Baton Rouge, LA 70805. We hope to be able to continue filming from 1973 onward.

The Secretary of State's Office does not maintain a library of documents. Persons seeking inter-library loans should contact the Louisiana State Library in Baton Rouge.

There is a Documents Committee of the Louisiana Library Association, composed of five members this year, one of which is the Recorder, in an ex-officio capacity.

Miss Patricia Foster
Recorder of Documents
P.O. Box 44125
Baton Rouge, La. 70804



NEBRASKA

The Nebraska Publications Clearinghouse--a division of the Nebraska Library Commission--began operation July 1, 1972. Created by Legislative Bill 1284 (R.R.S. Nebraska 51-411-418), the Clearinghouse is responsible for collecting state documents, maintaining a central loan collection, establishing and supplying depositories, and publishing an "official list of state publications" (Checklist).

During its four-year existence, the Clearinghouse has built a collection of more than 17,000 Nebraska documents, has published four volumes of the Checklist, established a depository system, and made significant strides toward documents accessability.

One of the early steps in organizing the collection was devising a classification scheme. The Nebraska document classification scheme is based loosely on that developed for California documents. An alphanumeric agency code, derived from each agency's place alphabetically among all the state agencies (e.g., T2000 for State Treasurer) makes up the first part of the classification number. The number is then completed by the addition of a form-designating letter ("A" designates annual/biennial reports; "D" directories; etc.), an accession number for that title or series, and the publication year. A typical number looks like the following: T2000A001-1976. Series publications are further differentiated by the insertion of a period and a four-digit series number following the accession number, i.e., T2000A001.0011-1976.

Six months after its inception, the Clearinghouse published the first issue of its Checklist. The Nebraska State Publications Checklist, a bi-monthly, computer-generated index to state publications, provides for state documents: complete bibliographic citation, ordering information, classification number, abstract, and a cumulative subject-author-title-series index.

The most recent major accomplishment has been the initiation of a depository system, which began July 1, 1976, with five Nebraska libraries contracting for depository status. These (as well as the Nebraska State Historical Society, Center for Research Libraries, and the Library of Congress) receive monthly shipments from the Clearinghouse. All Nebraska municipal, county, or regional public libraries, as well as state college or state university libraries, are eligible to participate in the depository system. Participants must sign a formal contract with the Clearinghouse whereby they agree to provide adequate facilities and personnel to make the documents collection accessible to the public, and to abide by the rules and regulations established by the Clearinghouse.

A continuing effort, on which we place major emphasis, is publicity. Regular columns in state-wide periodicals, booths at various state conventions, occasional television appearances, and meetings and workshops with Nebraska librarians are among the publicity channels utilized.

Current special projects include a feasibility study on converting the documents collection to microfiche (and supplying documents to depositories in this format) and work on a five-year cumulation and a retrospective edition of the Checklist.

The most pressing need in the Publications Clearinghouse is additional space, but with a rapidly growing collection, this will undoubtedly be a never-ending problem. A major disappointment has been limited response to open houses, workshops, and other events conducted for the benefit of state-agency personnel.

Clearinghouse activities are not limited to state documents. U.S. government publications are a major part of the collection. The Clearinghouse has been designated the Regional Depository in Nebraska for government publications supplied by GPO. The activities in this area include: maintaining a collection of all

depository publications, supplementing the collection with microfiche of non-depository items and other published material, presenting workshops on the use of government publications, and offering interlibrary loan of any document. The collection is kept in Su Doc number order and access is through the use of the Monthly Catalog and an acquisition shelf list.

The Publications Clearinghouse has been very fortunate in the high level of support it has received from the Legislature and the Governor. This has allowed for maintenance of the program and increases in staffing to match increasing workloads--even at times when other programs faced cutbacks.

Note: Copies of the computer program for our State Publications Checklist are available (for the cost of duplication). If interested, please contact the Publications Clearinghouse.

Susan Kling
Nebraska Library Commission
1420 P Street
Lincoln, Nebraska 08508

NEVADA

The Nevada State Library began systematically collecting State government publications and publishing a checklist (Nevada Official Publications) in 1953. In 1968 we began an "unofficial" depository system as a demonstration project for the Nevada Legislature. In 1971 our depository legislation was passed, and while it has some loopholes and some undesireable requirements it has proved to be quite serviceable when administered and complied with in the spirit rather than the letter of the law.

There are nine depository libraries including our two universities, three regional resource centers for the interlibrary loan network (each public libraries), the State Legislative Counsel Bureau and State Archives, the California State Library and the Library of Congress. Each of these depositories is named in law with provision for establishing more as necessary. We produce both a monthly checklist and a monthly shipping list. Our checklist is currently computerized as we are building a data base of fully cataloged state documents. The Nevada Documents Book Catalog in mocrofiche will be ready for distribution after January, 1977 updated monthly by the checklist and reissued annually. As of January, 1976 we are making available all major state publications in diazo microfiche.

Our program has the unique feature of including city, county and intergovernmental documents in the depository law. While this portion is much harder to enforce it has been extremely valuable in facilitating bibliographic control of local documents.

The Nevada State Library is responsible for the program in its entirety, including distributing, listing, housing and interlibrary loan. We accomplish this with a staff which includes one full-time Library Assistant III for state documents, one 3/4 time Clerk, one 1/4 time student and one documents librarian who is also responsible for a federal documents depository.

We produce special publicity brochures biennially aimed at reminding the State Agencies of their responsibilities for depositing their publications and also aimed at encouraging their use of the collection.

We do have an active documents roundtable in Nevada and because it is a GODORT affiliate we call it N-GODORT. This year under the sponsorship of N-GODORT we were able to establish a precedent for purchasing expensive government documents resources on a statewide basis. This year we will be obtaining the American Statistics Index microfiche for instate interlibrary loan. We have developed a shopping list for future years which includes both State and federal documents resources.

Of course, our constant millstone is acquisition - particularly for local government documents. We have been attempting to get letters of endorsement from each county commission and Board of Supervisors to their respective agencies and have been successful now in two cases. We do send several copies of the Official Publications to each state agency - somewhat costly, but it has its rewards. After the basic completion of the Book Catalog it will be time to begin our next session of the Legislative Hot Line. After that we plan to present a series of training sessions for depository libraries and state agencies on using federal and state documents as reference sources. These sessions will be presented under the auspices of the State of Nevada Staff Development Section.

Joan G. Kerschner
Documents Librarian
Nevada State Library
Carson City, Nevada 89710

NEW MEXICO

New Mexico's depository program began in 1969 after passage of an amendment to the 1967 State Rules Act (71-7-5 NMSA 1953). State executive agencies must file five copies of each publication with the State Records Center and Archives, which sends three copies to the one official depository, the New Mexico State Library. Two of the three copies circulate and may be used for Interlibrary Loan. The Records Center retains two copies.

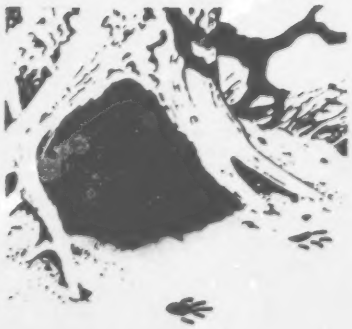
The Records Center compiles a monthly listing of the publications and rules it receives; the State Library supplies a subject index for each issue (LC subject headings) and adds its own classification number, which is similar to the federal SUDOCS number. There have been no cumulations since 1973.

The Records Center depends mainly on voluntary cooperation from the agencies to collect publications; an annual memorandum reminds agencies of the legal requirement. Cooperation is not one hundred per cent. The Records Center's microfilming program has thus far covered only large groups of old archival materials.

The depository program's most apparent weaknesses are its failure to include the Legislature and the Judiciary, or to provide for depositories outside of Santa Fe. Carefully selected legislative and judicial documents are sent to the Library of Congress. New Mexico law (10-1-15 NMSA 1953) requires the forwarding of two copies of all publications to the Library of Congress, but judging from the brief lists appearing in the Monthly Checklist, this law is largely ignored. The Council of State Governments also receives selected publications, but many excellent ones are not included in any bibliography. A more pressing problem is that the very existence of the one depository is making it very difficult to get an expanded program to serve areas remote from Santa Fe. Paradoxically, the strength of the program lies in its very existence: New Mexico documents are being collected and preserved; they are available for study and interlibrary loan; there is a current bibliography; all of this is much better than having nothing at all!

NMLA has no Documents Round Table, and has no affiliate with GODORT. Some of its Documents Librarians are GODORT members. Since early 1969, an active Committee on State Documents has been successfully working to improve bibliographic control and distribution of state documents, and has promoted their use. For three years it has held well attended open program meetings at the Annual Conference, and it supplied the impetus for the State Library's film on state documents. An NMLA sponsored depository bill failed in the 1975 Legislature when it received a negative recommendation in its second committee referral. NMLA is making another effort in 1977 to get an expanded depository system for the state.

Laura H. McGuire, Documents Librarian
Eastern New Mexico University
Member, NMLA Committee on State Documents



NORTH DAKOTA--No response

OKLAHOMA--No response

SOUTH DAKOTA

South Dakota's state documents program was first authorized by the 1974 state legislature. The legislation, originally Session Laws 1974, Chapter 150, which created a "State Publications Library Distribution Center" within the State Library, has since been codified as SDCL 14-1A. Funding for the program was made available as of July 1, 1974, but because the State Library had just entered the Federal depository system as well, with initial depository shipments arriving in April, it was not until December 1974 that the state documents program could be implemented. (The same staff members--a clerk-typist, a library technician, and the Documents Librarian--are responsible for both the Federal and state facets of the Documents Sub-Program.)

State documents acquired by the State Library during the second half of 1974 were listed in the first issue of the checklist, South Dakota State Government Publications (No.1, January 1975). The checklist has been issued monthly since then, each issue listing the documents received at the State Library during the previous month. The first year's issues were simply numbered Nos. 1-12; the January 1976 issue was designated Vol.2, No.1, and every issue since January has carried the volume designation. There has been no cumulation of the checklists thus far, although a two-year cumulation (1975-1976) with subject access is being contemplated for the spring of 1977.

There are currently ten depository libraries in addition to the State Library itself, among which the fourteen depository copies of each state publication which are required by the law are distributed. In-state public and academic depository libraries have to meet certain qualifications related to staffing (there must be a librarian with an ALA MLS on the staff), service hours (so many hours per week, including so many weekend hours), and willingness to make state documents available to any citizen of the state. There are six of these libraries with which contracts have been made by the State Library Commission. Another four depositories--the Library of Congress, the Center for Research Libraries, the S.D. Historical Resource Center, and the University of South Dakota Library--are specified in the law as amended. Of these, the University Library has contracted with us in the same manner as the other in-state depositories; the other three have signed pro forma contracts which exempt them from any particular requirements or qualifications.

The depository law states that we are to receive, besides the fourteen copies of printed publication, two copies of audio-visual materials produced by state agencies. We have not actually received any audio-visual materials as a result of the law. Microforms are not mentioned in the law, except that in a 1976 amendment there is the provision that the two depositories charged with retaining depository documents permanently for historical purposes (the University and the Historical Resource Center) may substitute microforms for the hard copy. There are no systematic projects of microforming of state documents being conducted by any of the depositories at present.

An alphanumeric classification scheme for South Dakota documents based on the system used by the California State Library is nearing completion. The system is essentially alphabetical by issuing agency, with Cutter numbers for individual titles derived from key words in the titles.

Other than an initial state-wide news releases, the only publicity for the program comes from the distribution of the checklist, which goes each month to all public and academic libraries, state agencies, state legislators, and the South Dakota Congressional delegates. Interested libraries outside the state may also receive the checklist upon request.

The South Dakota Library Association's Documents Committee meets twice a year to discuss items of interest. In recent years, the committee has devoted its attention to the developing state documents program, to South Dakota libraries' lack of access to a regional depository for Federal documents, and currently, to the publication of a retrospective checklist of South Dakota documents, which is in the final stages of preparation by Mrs. Estella Helgeson, of the South Dakota School of Mines and Technology. The committee is not affiliated with GODORT.

Our program's very existence is probably its greatest milestone at this point. We have encountered no particular problems other than the usual ones of identifying and obtaining depository copies of elusive state publications. Future areas of concentration will include the problem of subject access to state documents. Our next immediate goal is the preparation of a guide to South Dakota state agencies which will also serve as an agency name authority list.

Robert Newby, Documents Librarian
South Dakota State Library
Department of Education & Cultural Affairs
Pierre, South Dakota 57501

TEXAS

The Texas State Library has been responsible for collecting and distributing state documents since its establishment in 1909. This responsibility was formalized by legislation in 1913 and 1919. The original legislation calls for the State Library to be provided with 150 copies of "all annual, biennial and special reports of State departments, boards and institutions, findings of all investigations, bulletins, circulars, laws issued as separates, and legislative manuals." These were to be delivered to the State Library to be disposed of at the discretion of the Librarian.

In conjunction with the collection and distribution of state publications the State Library has produced and distributed a periodic listing of all publications received since 1921. This listing is sent to libraries throughout the nation to serve as an acquisition tool for the publications issued by Texas state agencies.

In 1963 legislation was passed creating the state documents depository system in Texas. Under this legislation (V.A.T.S. 5442a) the State Library presently serves 50 official state depositories in Texas and 13 depositories in other states. Upon designation as a depository by the Texas Library and Historical Commission a library automatically receives copies of all publications sent to the State Library in large enough quantities for distribution. Although there is no contractual agreement involved all depositories must provide access to all documents received and service to all patrons.

The State Library's Texas Documents program added another dimension in September 1974 with the creation of a centralized Texas Documents Collection. This separate collection was established to serve as a focal point for a new, aggressive program designed to pursue systematic bibliographic control of, and more effective access to, state publications.

The Texas Documents Collection is in the process of building a permanent, classified collection of state publications. Whenever possible multiple copies are obtained to facilitate interlibrary loan, but the primary objective is to secure at least one copy of all identifiable documents issued by Texas state agencies. Each month the Documents Section issues a checklist of all documents received by the

State Library. This list, TEXAS STATE DOCUMENTS, is automatically distributed to all depository libraries and to any other requesting library. In the past TEXAS STATE DOCUMENTS has served primarily as a selection tool for ordering documents from the State Library's Documents Distribution Program. With the creation of the Texas Documents Collection however, the scope of the checklist has altered considerably thereby increasing its potential utility as a reference tool. All documents listed in the checklist are available for use at the State Library, most are also available to other libraries through interlibrary loan.

In addition to locating and listing new documents, the Texas Documents Collection has also been charged with developing new means to organize Texas documents more efficiently. After several months of investigation the State Library adopted the classification scheme used by the Texas Legislative Reference Library for their Texas documents. Consequently, in January 1975 classification numbers began appearing with the documents listed in TEXAS STATE DOCUMENTS. In September 1975 the State Library began cataloging documents using the new classification scheme. This cataloging information is currently available through the OCLC network. Future plans call for the distribution of a "Cataloging Information Bulletin" which will supply this same information to those libraries not allied with the OCLC system.

Lack of adequate subject access has always been a major obstacle in effectively using Texas documents as information sources. Recognizing this, the State Library and the University of Texas Graduate School of Library Science recently cooperated to produce the first subject index to Texas state documents. This index is included in the GUIDE TO TEXAS STATE DOCUMENTS 1974, along with a compilation of the 1974 monthly checklists, a Title Index, and a cumulation of titles by issuing agency. This guide is intended to be a prototype for future annual guides.

With the imminent arrival of subject access to the publications listed in TEXAS STATE DOCUMENTS, physical access to these documents becomes more essential than ever. Due to the unavailability of multiple copies, many important publications are never distributed to other libraries. In order to overcome this distribution problem and maximize the potential usefulness of the new indexes, the State Library initiated a microfilming program early in 1976. All documents listed in the GUIDE TO TEXAS STATE DOCUMENTS 1974 have been microfilmed in checklist sequence. (At the present time we can only produce roll film copies but we are in the process of planning for microfiche capability by early 1978) Eventually copies of this microfilm will be made available to all interested libraries.

Texas Special Libraries Association has sponsored two state documents workshops in 1974 and 1975 on the value, use and acquisition of state documents. At 1976 TLA annual meeting, a seminar was presented on the value of a state documents collection -- who should have one, why and how to decide if it will benefit the library community.

In 1971 TLA created a documents roundtable which is affiliated with the ALA GODORT.

Dale Propp
Texas State Library
Box 12927 Capitol Station
Austin, Texas 78711

UTAH

On July 1, 1957 the Legislature passed a law creating the State Library Commission and a State Librarian was appointed on October 15, 1957. The library laws of Utah were passed by the Legislature and became a part of the Utah Code Annotated in 1963 (U.C.A. Sec. 34-4-4). It was 1965 before the documents library and the depository system began to function with state agencies contributing their publications and depository libraries shelving them. There are 16 depository libraries. At present there is no statute describing the conditions or responsibility of a depository library.

During the last two years the Library Commission in cooperation with the Division of Archives and the Utah State University Library has worked to collect, index, and microfiche all state publications in Utah. The State Library, as hub of the depository system, collects all publications published by state agencies which are then sent to Archives for microfiching. Archives has in their section of the "Utah Code Annotated" an administrative rule which allows them bibliographic control by assigning a number to each publication before it can be published. Every publication that is on fiche is then filed under that number.

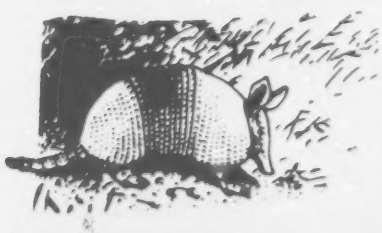
Archives sends a complete copy of fiche to both the Utah State Library and Utah State University (USU). USU feeds all publications received into the computer and from the computer they extract an index by title, author, agency, key word, geographical location, plus the original entry. The computer tape is then sent back to Archives and put on fiche. The State Library then receives sufficient copies of the index, known as the Utah Publication Retrieval System, (UPRS) to be mailed to all depository libraries. We are considering at the present using the UPRS program for our State Checklist.

The UPRS program is the most exciting now working in the state and the state is anticipating their first OCLC terminal in the near future. We are, therefore, thinking of the possibility of expanding the UPRS program and putting it on line. To our knowledge UPRS is a first in the United States and to put it on line with OCLC would be icing on the cake.

Our classification system is done alphabetically with agencies being assigned a number, which follows the alpha letter. The number is then followed by a form number to be followed by a Cutter of the first three letters in the word of the title. Example: L900 for Library -- .2 is for Newsletter -- Hor for Horsefeathers. The title Cutter will be followed by the date or volume and number, then the classification number will look as follows: L900.2:Hor/3/6.

We are not completely happy with it. We are checking into the possibility of using the state appropriation numbers for our agency number in the classification scheme, which would aid considerably in cataloging, as the archivist is requesting that the publication number and the appropriation number both be added to the last page of publications. If this information was on the title page it would make cataloging a cinch, particularly if the appropriation number was also the agency number.

As of January 1976, Utah has an active documents roundtable which presented a pre-convention workshop at the March 1976 Utah Library Association Convention. The workshop drew over 130 persons interested in state, local, federal and international documents. Our next step is to become affiliated with ALA's GODORT.



Mr. Alma G. Swann, Documents Librarian
Utah State Library Commission
2150 South 300 West - Suite 16
Salt Lake City, Utah 84115

WYOMING

The Wyoming State Library is the depository library for state publications as designated by statute (Wyoming Statutes 9.7, 1941 amended 1945). As you can see, we are somewhat at the mercy of the issuing agencies for acquiring materials, especially since a definition for "state publications" is not included in the statutes anywhere. However, this is not as bad as it sounds, since most agencies have been most cooperative in providing us with materials.

The collection is arranged by issuing agency, but has not been catalogued or shelf-listed. A decision on procedure to do this will depend upon arrangements which we might make with our archives division (see below).

We are issuing a monthly "Checklist" which appears as a regular feature of the Wyoming State Library's Outrider, which can be used as an awareness tool.

Immediate goals include for provisions for the documents section to acquire at least two copies of each publication printed by the Central Printing division, with provisions for purchasing additional copies; and a definition of "state publication" to be included in the statutes.

A possibility which is being explored is combining activities of the Archives division with the State Library, with the Archives providing storage, access, and circulation of state publications for materials published prior to a cut-off date, as yet unset, with the Library being responsible for the acquisition, storage, and circulation of newer materials. This program, however, is only in the early discussión stage, with at least one major problem, a mutually acceptable cataloguing/classification scheme for both divisions, yet to be handled.

All in all, although we have been limited to the maintenance of the status quo, prospects for future development appear quite favorable.

Jerome B. Frobom, Chief
Government Publications Regional Depository
Wyoming State Library
Cheyenne, Wyoming 82002

SOME SELECTION & ACQUISITION AIDS FOR CURRENT STATE DOCUMENTS
by Mrs. Mohini Mundkur

Sources

1. "Acquisitions of state documents," by Margaret T. Lane. Law Library Journal 63: 92-99, February 1970.

2. "Current checklists of state publications," compiled by Barbara Nelson. Government Publications Review 1 (3): 295-301, 1974.

   "...The state checklists themselves are the best available sources in terms of currency and coverage, but even this varies from state to state."

3. Government publications; a guide to bibliographic tools, by Vladimir M. Palic. Washington: Library of Congress, 1975 4th ed.

   Chapter on "States, territories, and local government" pp.81-155.

4. State government reference publications: an annotated bibliography, by David W. Parish. Littleton, Colorado: Libraries Unlimited, Inc., 1974.

   "A selective annotated guide to important and representative documents issued by various state departments, bureaus and agencies." Gaps and errors present are natural in this type of publication given the poor bibliographic control of state documents ....

5. "State publications: a bibliographic guide for reference collections," by Peter Hernon. Library Journal 99 (19): 2810-2819, Nov. 1, 1974.

   Both current and retrospective sources. An excellent informative article.

Selection Tools

1. Accession list of the University of California (Berkeley) Institute of Governmental Studies Library. Monthly. Free on request.
   Institute of Governmental Studies Lib., Univ. of Calif, Berkeley, Calif. 94720.

2. Accessions list of the U.S. Advisory Commission on Intergovernmental Relations. Monthly. 726 Jackson Place, N.W., Washington, D.C. 20575

3. Legislative research checklist, 1959- Lexington, Ky.: Council of State Governments. Bi-monthly. $7.00. Iron Works Pike, Lexington, Ky. 40501.

4. Monthly checklist of state publications, 1910 - Washington, D.C.: U.S. Government Printing Office. (LC 30.9:vol./issue) $21.90
   Annual index available as well as a semi-annual and annual listing of serials in the June and December issues.

5. Public Affairs Information Service bulletin, 1915- New York: Public Affairs Information Service, Inc. Weekly

A weekly subject listing cumulated quarterly and annually. Includes some state and local publications with addresses and price information when pertinent. Emphasis on publication of social, political and economic interest. Coverage is uneven for state publications but good in terms of currency.

6. Recent publications on governmental problems, 1932- Chicago, Illinois: Joint Reference Library, Center for Public Administration. 24/year $18.00

   Includes all levels of government, providing full bibliographic information including price and addresses, and also to index over 300 periodical titles. Available through subscription or exchange.

   1313 East 60th Street, Chicago, Illinois 60637

7. State blue books and reference publications: a selected bibliograpy. Rev. and annotated ed. Lexington, Ky.: Council of State Governments, 1974. (RM-526) $4.00

   List includes bluebooks or nearest equivalent, government manuals, legislative directories, almanacs, statistical compendia. A detailed tabular annotation for each state blue books indicates specific type of data to be found in each.

8. State reports on state and local government finances. Washington, D.C.: U.S. Government Printing Office, 1973 (Census of governments, 1972, vol.6, no.2) C56.247/2:972/vol/6/pt.2 90¢

   Annotated listing of regularly published financial and economic reports of state governments yielding data on state and local finances. Alphabetical by state. Appendices include a list of state publications checklists, state statistical abstracts and selected bibliographies issued by state and federal agencies.

9. Statistical abstract of the United States, 1879- Washington, D.C.: U.S. Government Printing Office. C56.243:yr annual

   Since 1962, includes as an appendix a guide to the latest available editions of state statistical abstracts published by either private or governmental agencies.

Mrs. Mohini Mundkur
State Documents Librarian
University of Connecticut Library
Storrs, Connecticut 06268

Editor's note: The original annotated bibliography has been abbreviated for inclusion in this publication. Omissions and typographical errors are the fault of the editor, not Mrs. Mundkur.

SELECTED REFERENCE SOURCES ----------

STATE	STATE CONTRIBUTOR(S) OF INFORMATION +	I. BIBLIOGRAPHY A. REFERENCE
U.S.		Winchell, C.M. Guide to Reference Sources. Chicago: ALA, 1967. Supplements, 1st-3rd, 1968-72
COLLECTIVE		Parish, D.W. State Government Reference Publications: an annotated bibliography. Colorado: Libraries Unlimited, 1974.
ARIZONA	Eleanor Ferrall, Ariz. State Univ. Lib.; Marguerite B. Cooley, Dept. of Lib., Archives & Public Records	n/a
ARKANSAS	Joan Roberts, Mullins Lib., Univ. of Arkansas; Gladys Sachse, Torreyson Lib., Univ. of Central Arkansas	Matthews, Jim P. A Bibliographical Study of Arkansas State Publications. Unpub. Master's thesis. Univ. Ill., 1933. (Covers 1836-1933)
COLORADO	Kurt Keeley, Colorado State Lib.	n/a
KANSAS	Mrs. Jean Barton, Kansas State Lib.; Ron Haselhuhn, Emporia Kansas St. College, School of Lib. Sci.	n/a
LOUISIANA	Miss Patricia Foster, Recorder of Documents , Secretary of State's Office	n/a
NEBRASKA	Susan Kling, Nebraska Lib. Commission	n/a
NEVADA	Joan G. Kerschner, Nevada State Lib.	n/a
NEW MEXICO	Laura H. McGuire, Eastern New Mexico Univ.	Southwest Research & Information Center. New Mexico: An Annotated Directory of Reference Sources. Albuquerque, 1971.
NORTH DAKOTA		
OKLAHOMA		
SOUTH DAKOTA	Robert Newby, South Dakota St. Lib.	n/a
TEXAS	Dale Propp, Texas State Lib.	Texas Lib. Assoc. Texas Reference Sources; a Selective Guide. 1975. ($7.35) 1976 update in its Library Journal.*
UTAH	Mr. Alma Swann, Utah State Lib.	n/a
WYOMING	Jerome B. Probom, Wyoming State Lib.	n/a

*Texas. Univ. Bureau of Business Resources. Texas Sources: a Bibliography, by Rita Wright. Austin, 1976. (Limited to economic and related publications).

+ Editor's note: Due to space limitations, some entries were shortened; a few entries were augmented by footnotes from The Statesman's Year-Book, 1976-1977 & Council of State Government's State Blue Books and Reference Publications (A Selected Bibliography) Rev. 1974.

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COMPARATIVE CHART OF FEDERAL/STATE SOURCES

B. CURRENT	C. SELECTIVE
Superintendent of Documents. Monthly Catalog of U.S. Government Publications, 1895-	Jackson, Ellen. Subject Guide to Major United States Government Publications. ALA, 1968.
Library of Congress. Monthly Checklist of State Publications, 1910-	Parish, David W. State Government Reference Publications. Littleton, Colorado: Libraries Unlimited, 1974. ($11.50)
Monthly Checklist of Publications of the State of Arizona Received by Library, Archives & Public Records Division.1962/3- Index. Annual cumulations.	Ferrall. State of Arizona Publications. Arizona State Univ. Library, (Know Your Library Series, 7, supplement)
Secretary of State. Checklist of Material Received Univ. of Ark.Library. Checklist of Arkansas State Publications....1943- (Semi-annual)	n/a
State Library. Coin Colorado Index Project. Oct., 1976- (Quarterly)	Beuthel, William E. Selected Colorado State Government Publications. Univ. of Colorado, Bur of Governmental Research & Services, 1976. (117p.) (Annotated; Intro. includes 4 recommendations for bibl. control)
State Library. Checklist of Official Publications ..., 1953-	n/a
Secretary of State. State of Louisiana Public Documents, 1934- (Semi-annual)	n/a
Library Commission. Nebraska State Publications Checklist, 1973- (Bimonthly) (Issue contains Abstracts & Index. Index cumulative)	n/a
State Library. Nevada Official Publications, 1953- (Monthly)	n/a
State Records Center & Archives. Publications & Rules Filed, 1969- (Monthly) (Executive agencies only, no annotations, 1969-1973)	n/a
State Library Commission. North Dakota State Publications,1965- (Semi-annual)	
State Library. South Dakota State Government Publications, Jan. 1975- (Monthly)	n/a
State Library. Texas State Documents, 1921- (Monthly) (Annual cumulation & index, 1975- Quarterly index, 1976 -)	Olds, B.F.S. Texas State Documents: A Primer For Librarians. Legislative Reference Library, 1976. (Reference series,6) 22p (Out-of-print)
State Archives & Records Service. Checklist of Utah State Publications, 1953- (Semi-annual)	n/a
State Library. "Checklist of State Publications" (monthly in Outrider)	n/a

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SELECTED REFERENCE SOURCES ----------

STATE	2. HISTORIC/ENCYCLOPEDIC/DICTIONARY / ATLAS / OTHER...	3. GOVERNMENT ORGANIZATION MANUAL
U.S.		U.S. Government Organization Manual.
COLLECTIVE	n/a	Council of State Governments. Book of the States. (Biennial in even years) See 4A for supplements
ARIZONA	Bahre, S. Atlas of Arizona. Yuma, Arizona Information Pr., 1976. (Comprehensive)	Arizona Blue Book. (Biennial; Legally entangled - probably be done by State Library Association)
ARKANSAS	Secretary of State. Historical Report... 1968. ($6.00) (Decennial) Dept. of Planning. Atlas of Arkansas, 1973. (Comprehensive)	Arkansas State Directory: Directory of State Offices, Department, Functions, Personnel. Little Rock: Heritage Pub. Co. (Annual, $2.00)
COLORADO	State Historical Society. Historical Encyclopedia of Colorado. Denver, 1960. ($68.50) 1,492p.; Hafen, L.R. Colorado and its People... Lewis Hist. Pub. Co., *	State Dept. of Administration. Colorado State Government Organization, correct. Jan. 1975. (1974; chart); Walton, R.A. Colorado: A Practical guide to its government & politics. Ft. Collins+
KANSAS	State Historical Society. Kansas In Maps. 1961. (Historical)	Secretary of State. Kansas Directory. (Odd years; supplemented in even years) " " ". Kansas Biennial Report, 1878-
LOUISIANA	Louisiana State Univ. and A & M College, School of Geoscience. Atlas of Louisiana; a Guide for Students. 1972	Public Affairs Research Council of Louisiana. Louisiana State Agencies Handbook. (Quadrennial-Approx.; latest, 1974); Leg. Council. Manual For La. Legislators, 1976 (Quadrennial)
NEBRASKA	n/a	Legislative Council. Nebraska Blue Book. (Biennial, Odd years) ($7.50)
NEVADA	Highway Department. Nevada Map Atlas. 1974.	Legislative Counsel Bureau. Legislative Manual (Includes organization charts & lists boards & commissions; Biennial, loose-leaf)
NEW MEXICO	Beck, Warren A. Historical Atlas of New Mexico. Norman, Okla: Univ. of Oklahoma, 1969. ($5.95; 2.95 pa)	Secretary of State. New Mexico Blue Book, 1913- (Biennial, Odd years) Legislative Council Service. Executive Agencies, 1970- (Irregular)
NORTH DAKOTA		Secretary of State. North Dakota Blue Book, 1973 ed.(Previous ed., 1961) State Library Comm. North Dakota State Government, 1973. (Occasional publication, v.4,no.1)
OKLAHOMA		Legislative Council. Boards, Agencies & Commissions ... a compendium. Dept. of Libraries. Same. Printed by West Pub.
SOUTH DAKOTA	State Historical Society. South Dakota History Collections. (Biennial); State Atlas of South Dakota. (1970) 3-Brothers Atlas Co.	Secretary of State. South Dakota Legislative Manual. (Biennial, Odd years) " " ". Digest of Annual Reports. Governor. Budget Request (Annual)
TEXAS	Historical Assoc. Handbook of Texas. 2 vol. Austin, 1952. (3rd vol., update, 1976) Univ. of Texas. Bureau of Business Research. Atlas of Texas, 5th ed. 1973.	Advisory Commission on Intergovernment Relations. Handbook of Governments in Texas, 1973- (Loose-leaf updates); U.T. LBJ School of Public Affairs. Guide to Texas State Agencies. (5th ed.Dec.1976)
UTAH	n/a	Legislative Council. Manual for Legislators, 2 vol. 1972.
WYOMING	State Archives & Historical Dept. Wyoming Blue Book. (3v.) 1977 (1st ed. o.p., 1,471p.; title: Wyoming Historical Bluebook, 1868-1943)	Secretary of State. Wyoming Official Directory and Election Returns. (Biennial, Odd years)

* 2.(Colorado Cont)1948 (4v.); Dept. of Highways, Colorado Highway Atlas.
\+ 3.(Colorado Cont) Colorado Shields, 1976 (Rev.; 153p.)

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------ COMPARATIVE CHART OF FEDERAL / STATE SOURCES

4. DIRECTORIES

A. ELECTED OFFICIALS	B. GOVERNMENT EMPLOYEES
Congressional Directory (Annual)	Congressional Staff Directory, Inc. Congressional Staff Directory (Annual; $18.00)
Council of State Governments. Book of the States; Supplement 1 & 2. State Administrative Officials..; Selected State Officials (Biennial, Odd Years)	n/a
n/a: Limited information on elected officials in Arizona Blue Book; Mountain Bell Telephone Co. Directory of the (---) Legislature (Biennial)	n/a
n/a: Southwestern Bell Telephone Co. Directory of the ... Legislature, (1965?- Biennial, Odd years)	n/a
Colorado Press Assoc. Colorado Legislative Directory, with continuing revision. (Biennial Odd years); General Assembly. Directory of the General Assembly (Annual)	n/a
Secretary of State. Kansas Directory, 1877- (Annual)	Dept. of Administration. Kansas Agency Network KANS-A-N Telephone Directory, 1976-
Secretary of State. Louisiana Roster of Officials (Biennial, Odd years; 1976 supplement)	n/a
See 3; Leg. Council, Clerk. Directory of Membership, Committees, Employees of the Legislature. (Annual)	Dept. of Administrative Services, General Services Division. Nebraska Capitol Directory (Annual; $1.00)
A.A. Carlisle. State, County, Legislative & Judicial Officers of Nevada (Freq?)	Buildings & Grounds Division. State of Nevada Telephone Directory
Secretary of State. Roster of N.M. Elected State, Legislative, District, and County Officials, 1915- (Biennial, Odd years)	Office of Telecommunication. State of N.M. Telephone Directory. (Annual)
Secretary of State. Directory, State of N.D. Officials, Boards and Institutions (Biennial, Odd years)	
Secretary of State. S.D. Legislative Manual (Biennial, Odd year)	State Telecommunications. S.D. State Telephone Directory (Annual)
Legislative Reference Library. Chief elected and Administrative Officials. (Biennial, Odd years) (Its Reference series, 1)	Texas State Directory, 1946- (Biennial, Odd years $7.50) Board of Control. TEX-AN Telephone Directory. (Biennial) Board of Control. Tx Capitol Complex Telephone Directory. (Biennial, Odd years)
Dept. of Finance. Utah Official Roster (Biennial, Odd years)	Dept. of Finance. State of Utah Employee Telephone Directory ( )
Secretary of State. Wyoming Official Directory and --- Election Returns. (Biennial, Odd years)	n/a

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SELECTED REFERENCE SOURCES ----------

STATE	5. STATISTICS A. GENERAL	B. CONSTRUCTION
U.S.	Statistical Abstract of the United States, 1879- (Annual)	Bureau of the Census. Census of Construction Industries, 1967, 1972 - (Formerly part of Business Census, 1929,1935 & 1939)
COLLECTIVE		" "
ARIZONA	Arizona Statistical Review. Valley National Bank of Arizona, Phoenix. (Annual; 31st ed, 1975)	See 5E
ARKANSAS	Arkansas Almanac, the Encyclopedia of Arkansas. C. Armitage Harper, Little Rock. (Biennial, Even years; 14th ed, 1976)	n/a
COLORADO	State Planning Commission. Year Book of the State of Colorado, 1918-1964.(26v.) (Plans to publish again); Colorado Interstate Corp. Colorado Yearbook, 5th ed. '73	n/a
KANSAS	Kansas Statistical Abstract, 1964- Univ. of Kansas. Institute for Social & Environmental Studies. (Annual, 10th ed 1975, $5.25) & See 5C	n/a
LOUISIANA	Statistical Abstract of Louisiana. Univ. of New Orleans, Div. of Business & Economic Research. (Irreg.; 5th ed., 1974) ; Louisiana Almanac. (irreg., 9th ed.	n/a (5A cont) 1975-76.
NEBRASKA	Nebraska Statistical Handbook. Dept. of Economic Development, Div. of Research. (Biennial, Even years)	n/a
NEVADA	Office of State Planning Coordinator. County Data Files	n/a
NEW MEXICO	New Mexico Statistical Abstract, 1970- Univ. of New Mexico. Bureau of Business & Economic Research (Biennial, v.3, 1975) New Mexico Almanac, 1975- (Clovis, N.M.)	n/a
NORTH DAKOTA	Business & Industrial Development Dept. North Dakota Growth Indicators (13th ed., 1975)	
OKLAHOMA	Statistical Abstract of Oklahoma Univ. of Oklahoma. Bureau for Business & Economic Research. (Annual, $5.00)	
SOUTH DAKOTA	n/a	n/a
TEXAS	Texas Almanac & State Industrial Guide, 1857- Dallas Morning News. (Biennial, Odd years)	Building Construction in Texas. Univ. of Texas, Bureau of Business Research (Monthly)
UTAH	Statistical Abstract of Utah, Univ. of Utah. Bureau of Economic & Business Research. (Freq?;7th ed., 1976) Statistical Review of Government in Utah	n/a(5A cont) Utah Foundation (Annual? $3.00); Univ. of Utah. Bureau of Economic & Business Research. Utah: Facts (1975)
WYOMING	Wyoming Data Handbook. Dept. of Administration & Fiscal Control. (latest 1972) ; Wyoming Data Book. Univ. of Wyoming. Div. of Business & Economic Research.	n/a (5A cont) (Latest 1972)

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STATISTICS (cont)

C. BUSINESS	D. AGRICULTURE
	Census of Agriculture, 1969. Bureau of the Census. (1840-1920, every 10 years; 1920-1965, every 5 years; 1969- in years ending in 4 and 9)
	" " "
Dept. of Economic Security. Economy of Arizona With Projections & Economic Indicators. (Semi-annual)	Crop & Livestock Reporting Service. Arizona Agricultural Statistics. (Annual)
Univ. of Ark. Bur. of Business & Economic Research Arkansas Business & Economic Review. (Quarterly) Indust. Research & Extension Center. State & County Economic Data For Arkansas. (June, 1975)	Crop & Livestock Reporting Service. Agricultural Statistics for Arkansas, 1919- (Annual)
Graduate School of Business Administration. Colorado County & City Retail Sales by SIC, 1976- (Quarterly)	Colorado Agricultural Statistics, 1948- (Issued by Crop & Livestock Reporting Service, 1922-1944)
Dept. of Admin. Div. of State Planning & Research. Annual Economic Report of the Governor; Wichita State Univ. College of Bus. Adm. Kansas Economic Indicators, 1971- (Mo.) Louisiana State Univ. College of Business Admin. Louisiana Business Review, 1937- (Monthly)	State Board of Agriculture. Kansas Agriculture (Annua " " " ". Farm Facts (Annual) " " " ". Report (Biennial) La. State Univ. & A & M College. Agriculture Statistics for Louisiana, 1964-1972. (1973)
Dept. of Economic Development. Div. of Research. Annual Economic Report. ; Univ. of Nebraska. Bureau of Business Research. Business in Nebraska, 1948- (Monthly) Nevada Univ. Bureau of Business & Economics. Nevada Business Review, (Monthly)	Dept. of Agriculture. Div. of Agricultural Statistics. Nebraska Agricultural Statistics. (Annual) n/a
Univ. of New Mexico. Bur. of Business & Economic Research. New Mexico Business, 1948- (Monthly)	Dept. of Agriculture. New Mexico Agricultural Statistics, 1962- (Annual)
Univ. of Oklahoma. College of Business Admin. Oklahoma Business Bulletin, 1928- (Monthly)	
Univ. South Dakota. Business Research Bureau. South Dakota Business Review, 1942- (Quarterly) " " ". South Dakota Economic & Business Abstracts (Bul.107) Decennial?	Crop & Livestock Reporting Service. South Dakota Agriculture (Annual; 1975 last year to publish due to fund cut)
Univ. of Texas. Bureau of Business Research. Texas Business Review, 1926- (Monthly)	Crop & Livestock Reporting Service. Texas County Statistics, 1968- (Annual) " " (Annual bulletins on Cotton, 1959-); Dairy (1961-); Field Crops (1959-) Fruit (1969); Livestock, etc
Univ. of Utah. Bureau of Economic & Business Research. Utah Economic & Business Review, 1949- (Monthly)	Dept. of Agriculture. Utah Agricultural Statistics, (Annual)
Dept. of Economic Planning & Development. Wyoming Progress Reports, 1960- (Monthly)	Dept. of Agriculture. Wyoming Agricultural Statistics (Freq?)

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SELECTED REFERENCE SOURCES

STATE	STATISTICS (cont)	
	R. MINERALS	F. HIGHWAY
U.S.	Bureau of The Census. Census of Mineral Industries, 1972 (1840-1929 every ten years;1929-39, every 5 years;1954 - every 5 years)	Dept. of Transportation. Federal Highway Admin. Highway Statistics, 1945- (Annual)
COLLECTIVE	" " "	" " "
ARIZONA	Dept. of Economic Security. Arizona Mining & Manufacturing. (Annual)	Dept. of Transportation. Factual Review (Annual)
ARKANSAS	n/a	n/a
COLORADO	Bureau Bureau of Mines. Mineral Industry Activities ... 1966.	Dept. of Highways. Colorado's Annual Highway Report
KANSAS	n/a	n/a
LOUISIANA	Dept. of Conservation. Louisiana Annual Oil & Gas Report	Dept. of Highways. Financial & Statistical Report. (Freq?)
NEBRASKA	Univ. of Neb. Conservation & Survey Division. Inventory of Mining Operations in Nebraska. (1974; $2.00)	Dept. of Roads. Biennial Report Nebraska Dept. of Roads & Nebraska State Patrol (with statistical supplement). (Biennial)
NEVADA	n/a	Highway Dept.Patrol Division. Annual Report.
NEW MEXICO	State Inspector of Mines. Annual Report, 1911/12- (Does not include petroleum and turquois)	State Highway Dept. Highway Statistics & Related Information, (Freq?; latest, 1973/4)
NORTH DAKOTA		
OKLAHOMA		
SOUTH DAKOTA	n/a	n/a
TEXAS	Railroad Commission. Annual report (&) reports of Divisions: Gas Utilities Div. (1921-);Liquified Petroleum (1951/2-); Oil & Gas Div. (1921-	Highway Dept. Texas Road, Street, and Highway Finance Facts, 1974 (Rev. irreg.) " " Road Inventory-State Highways, County, Local Roads & City Streets Milage Compilation, (Annual)*
UTAH	n/a	Dept. of Highways. Annual Highway Statistical Summary.
WYOMING	Dept. of Economic Planning & Development. Wyoming Minerals Yearbook.	n/a

* Texas. Highways & Public Transportation Dept. Biennial Report, 1918-
(Name changed from Highway Dept.)

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STATISTICS (cont)

G. JUDICIARY	H. REVENUE/ EXPENDITURES *
Annual Report of the Director of Administration Offices of the U.S. Courts	Treasury Dept. Report of Treasurer
U.S. Dept. of Justice. Uniform Crime Reports (Annual) Council of State Governments. Book of the States (Biennial)	n/a
n/a	Executive Budget (Annual)
Judicial Dept. Annual report...Judicial Statistics, 1964 -	Dept. of Finance & Admin. Financial Report, State of Arkansas, Fiscal years 1972-3 & 1973-4. 2 vol.
Office of the State Court Administrator. Annual Statistical Report of the Colorado Judiciary, 19 -	Dept. of Revenue. Annual Report, 1st 1941/2- Dept. of the Treasury. Annual report ...-1962/3 (Additional info. in G.A. Joint Budget Committee & Dept. of Local Affairs publications)
Office of the Judicial Administrator. Statistical Report on the District Courts of Kansas (Freq?)	Dept. of Administration. Accounts & Reports Div. Kansas Annual Financial Report. (Fiscal year ending June 30)
Judicial Council of the Supreme Court. Annual report.	Dept. of Revenue. Annual Report
Coms. on Law Enforcement & Criminal Justice. Uniform Crime Report. (Quarterly & Annually) n/a	State Treasurer. Treasurer's Report (Monthly) Dept. of Administrative Services. Annual Report of Receipts & Disbursements (Annual); Executive Budget (Annual) Controller. Annual Report. Budget Office. Biennial Budget; Legislative Counsel Bur. Appropriations & Expenditures during ... biennium.
Administrative Officer of the Courts. Annual Report, 1960 -	State Treasurer. Report, 1917- (Biennial)
n/a	Dept. of Revenue. Annual Statistical Report State Treasurer. Annual Report
Judicial Council. Annual Report.	Comptroller of Public Accounts. Annual Report. Legislative Budget Office. Fiscal Size-up of Texas State Services (Biennial, Odd years & before special sessions of the Legislature)(Fiscal year ending Aug. 31) Office of Legislative Analyst. Appropriations report (Biennial); Secretary of State. Compiled Digest of Administrative Reports (Annual)
Judicial Council. Annual Report State Juvenile Court. Juvenile Court Statistics (Freq?)	
n/a	n/a; Annual reports of all agencies of the executive branch are available in a multi-volume compendium issued annually by the Dept. of Administration & Fiscal Control.

* Texas is only state listed with fiscal year ending in August 31; all others end June 30.

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SELECTED REFERENCE SOURCES ----------

STATE	6. LEGISLATURE/ LAW A. STRUCTURE	B. FREQUENCY*	C. SESSION LAWS & SESSION "HOT LINE"
U.S.	Bicameral Congress	Biennial-Odd years (Annual sessions)	Government Printing Office. Statutes at Large. (Annual)
COLLECTIVE			Information Handling Services. Current Session Laws of All American States, 1970-74. Microfiche.
ARIZONA	Bicameral Legislature	Biennial-Odd years (Meets annual)	Secretary of State. Session Laws. (Annual)
ARKANSAS	Bicameral General Assembly	Biennial-Odd years	Secretary of State. Session Laws. (Biennial)
COLORADO	Bicameral General Assembly	Biennial-Odd years (Meets annual - Even years: budget session)	Secretary of State. Session Laws. (Annual) Hot line: (303) 892-3055
KANSAS	Bicameral Legislature	Biennial-Odd years (Meets annual)	Secretary of State. Session Laws. (Annual) Hot line:
LOUISIANA	Bicameral Legislature	Annual	Secretary of State. Session Laws. (Annual)
NEBRASKA	Unicameral Legislature	Biennial-Odd years (Meets annual)	Legislative Council, Clerk of the Legislature. Laws Passed by the Legislature of the State of Nebraska. (Title varies) (Annual; $10.00) Hot Line:
NEVADA	Bicameral Legislature	Biennial-Odd years	Legislative Counsel Bureau. Session Laws. Biennial Hot Line:
NEW MEXICO	Bicameral Legislature	Biennial-Odd years (Meets annual - Even years: budget session)	Secretary of State. Session Laws. (Annual)
NORTH DAKOTA	Bicameral Legislative Assembly	Biennial-Odd years	Secretary of State. Session Laws. (Annual)
OKLAHOMA	Bicameral Legislature	Biennial-Odd years (Meets annual)	West Pub. Co. Session Laws. (Annual)
SOUTH DAKOTA	Bicameral Legislature	Annual	Secretary of State. Session Laws. (Annual)
TEXAS	Bicameral Legislature	Biennial-Odd years	Secretary of State. Session Laws. (Biennial) Hot Line:
UTAH	Bicameral Legislature	Biennial-Odd years (Meets annual - Even years: budget session)	(Secretary of State) Session Laws. (Annual)
WYOMING	Bicameral Legislature	Biennial-Odd years (Meets annual - Even years: budget session)	Legislative Service Office. Session Laws. (Annual) (Annual)

* When a session of the Legislature retains the same name for two years, it is listed as biennial even though it meets annually. (64th Legislature meets in 1973 and in 1974 it is listed as biennial beginning in odd years with annual sessions).

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---------- COMPARATIVE CHART OF FEDERAL / STATE SOURCES

LEGISLATURE/ LAW (cont) D. STATUTES	E. STATUTES ANNOTATED
Government Printing Office. U.S. Code.	
	West Pub. Co. Revised Statutes Annotated, 1956- (20v. in 22)
	Bobbs-Merrill Co. Statutes Annotated, 1947- (10v. in 23)
	Bradford-Robinson Co. Revised Statutes Annotated, 1973- (20v.)
	Secretary of State. Statutes Annotated, 1963- (7v. in 13)
Secretary of State. Revised Statutes, 1950- (7v. in 8)	West Pub. Co. Statutes Annotated, 1951- (76v.)
	Legislative Council, Revisor of Statutes. Revised Statutes of Nebraska, 1943- (10v.) (Biennial cumulations: 1972, 1974, 1976; Annual paper supplement)
Legislative Counsel Bureau. Revised Statutes, 1964- (33v. loose-leaf)	Legislative Counsel Bureau. Annotations to Revised Statutes, 1964- (6v. loose-leaf)
	Allen Smith Co. Statutes Annotated, 1953- (12v. in 19)
	Allen Smith Co. Century Code Annotated, 1959- (14v. in 15)
West Pub. Co. Statutes, 1971- (4v.; 1975 supp.)	West Pub. Co. Statutes Annotated, 1936- (63v.)
	Allen Smith Co. Compiled Laws Annotated, 1967- (17v.)
West Pub. Co. West's Texas Statutes & Codes, 1974- (5v.; 1975 supp)	West Pub. Co. Vernon's Statutes Annotated, 1925- (93v)
	Allen Smith Co. Code Annotated, 1953- (10v. in 16)
	Michie Co. Statutes Annotated, 1957- (10v. in 11)

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SELECTED REFERENCE SOURCES ----------

STATE	LEGISLATURE/LAW (cont) E. ADMINISTRATIVE CODE	G. LEGISLATIVE ANALYSIS/ POLITICAL JOURNAL
U.S.	Government Printing Office. Code of Federal Regulations. (147v.) " " Federal Register (daily-Monday-Friday)	Congressional Quarterly Inc. CQ Weekly Report, 1945- Government Research Co. National Journal Reports, 1969 - (weekly)
COLLECTIVE	n/a	Council of State Governments. State Government; the Journal of State Affairs, 1930- (quarterly)
ARIZONA	Secretary of State. Official Compilation of Administrative Rules & Regulations. (loose-leaf)	Arizona Legislative Review. (weekly newspaper) Arizona News Service, Phoenix, Ariz.
ARKANSAS	n/a	Arkansas Daily Legislative Digest, 1939- General Pub. Co., Little Rock. (Loose-leaf) (not analysis)
COLORADO	n/a	n/a
KANSAS	Secretary of State. Kansas Administrative Regulations Service. (3v.; loose-leaf)	Legislative Research Dept. Summary of Legislation (not analysis, but summary)
LOUISIANA	Governor's Office. Dept. of the State Register. Louisiana Register	n/a
NEBRASKA	Legislative Council, Revisor of Regulations. Administrative Rules & Regulations, 1976-	n/a
NEVADA	On agenda for coming session; currently rules filed with Secretary of State with copies to State Library.	The Springmeyer Report (Daily during session. Analysis of proposed legislation by independent company. Written by Jeff E. Springmeyer.)
NEW MEXICO	No codification; Rules listed in Publications and Rules Filed	Capitol Observer (weekly - $400.00/yr) Ed. by Robert Huber. Santa Fe, N.M. (Subscriptions for shorter periods possible) New Mexico Review & Legislative Journal, 1969- (m)
NORTH DAKOTA		
OKLAHOMA		
SOUTH DAKOTA	Code Counsel. Administrative Rules of South Dakota, 1974 - " " South Dakota Register	n/a
TEXAS	Secretary of State. Texas Register, 1976 - (100/yr; indexed quarterly; $25.00)	n/a; Some reporting services are: Austin Report, 1943- (weekly); Texas in Action, 1970- Texas Government Newsletter, 1973- Texas Legislative Service (Daily)
UTAH	State Archivist. Administrative Rules (1975 - (U.C.A. 63-46)	n/a
WYOMING	n/a	n/a

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COMPARATIVE CHART OF FEDERAL/STATE SOURCES

7. COURTS A. ATTORNEY GENERAL'S OPINIONS	B.*SUPREME & APPEALS COURT REPORTERS
Attorney General. Opinions of the Attorney General of the U.S.	West Pub. Co. Supreme Court Reporter, 1882-
	West.Nat'l Reporter System: North Western, Pacific, South Western & Southern Reporters
Attorney General. Opinions & Reports of the Attorney General. (annual)	West. Arizona Reports (Supreme Court) West. Pacific Reporter West. Appeals Reports.
Attorney General's Office. Digest of Official Opinions, 1973- (monthly)	West. Southwestern Reporter (1886- Secretary of State. Reports (Supreme Court), 1837-
Attorney General. Reports & Opinions.	West. Pacific Reporter A.B. Hirschfeld Press. Reports (Supreme Court) 1864- Bradford-Robinson Co. Appellate Reports
Attorney General. Opinions of the Kansas Attorney General (irreg.) v.6 (1968-71)	West. Pacific Reporter. State Library. Reports (Supreme Court), 1862-
Attorney General. Reports & Opinions. (biennial, odd years)	West. Southern Reporter
Attorney General. Report (includes opinions) (biennial, odd years) Lists Supreme Court cases & U.S. district court cases.	West. North Western Reporter State Library. Reports (Supreme Court), 1860-
Attorney General. Reports & Opinions. (annual)	West. Pacific Reporter Legislative Counsel Bureau. Reports (Supreme Court), 1865-
Attorney General. Report (annual)	West. Pacific Reporter Supreme Court. Reports (Supreme Court), 1852-
Attorney General. Reports & Opinions. (latest; 1972-74)	West. North Western Reporter West. Reports (Supreme Court), 1890-
Attorney General. Opinions. (annual)	West. Pacific Reporter
Attorney General. Cases & Opinions. (biennial, odd years)	West. North Western Reporter State Library. Reports (Supreme Court), 1890-
Attorney General. Digest of Opinions. (annual, 1947-) Index, 1947-70. " ". Open Records / Open Meetings Decisions Index, 1969-75.	West. Southwestern Reporter (1886-
Attorney General. Reports & Opinions. (biennial, even years)	West. Pacific Reporter Supreme Court. Reports, 1855-
Attorney General. Opinions. (latest: 1969-72)	West. Pacific Reporter West. Wyoming Reporter

* For current latest volumes issued see: American Association of Law Libraries. Current Publications in Legal and Related Fields. Comp. by E.D. Franklin. Rothman, 1976: "Section 3" For historical information, consult:Price, Miles O. Effective Legal Research. New York: Little, Brown, 1953 (Reprint: Rothman, 1969) : Appendix 1.

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REVISED STANDARDS FOR STATE AUTHOR

HEADING LISTS (1947)

The following revised standards are intended to apply to all lists of state author headings begun subsequent to June 1, 1947, and to any compilation begun prior to that date, the final typing of which had not been started as of June 1, 1947.

1. A complete list of state entries should be compiled. Territorial entries should be included whenever feasible. (If the list of territorial entries is too small to be published later as a separate list, the Committee urges that these entries be included.)

2. Lists should include all known official state departments, boards, bureaus, commissions, etc., both current and obsolete, and all main entries for state supported schools and colleges. Divisions of these schools may be included at the option of the compiler.

3. Entries should be in full form as recorded in the statutes, administrative rules, etc. Headings should appear in the list exactly as they would be used on the catalog card, with the name of the state at the beginning of each heading. In the case of such states as New York and Washington, which are likely to be confused with other geographical units, the designation (State) should follow the place name. Offices of territorial government should be designated by (Ter.) following the place name. Use usual spacing after punctuation within headings, e.e., two spaces after a period, one space after a comma, etc.

4. With the entries, there should be incorporated brief histories of agencies showing dates of establishment and abolition, mergers, and changes of name. Functions of agencies should not be included, except to distinguish between different agencies with similar names. The history should appear only once, under the latest name of the agency; references should be made from earlier names to the latest name.

5. Bibliographic references to session laws, etc., should accompany the histories.

The number of the law should be cited rather than the page number.

6. All entries should be arranged in one alphabet in direct form.

7. There should be adequate cross-references for significant word entries, changes of name, and for functional and subject approach (e.g., cross-references from Education, Agriculture, etc., to the specific agencies dealing with these subjects; also, from Division, Bureau, etc. when necessary.)

8. Omit "refer froms" from the final typescript.

9. Use the following form for "see" and "see also" references:

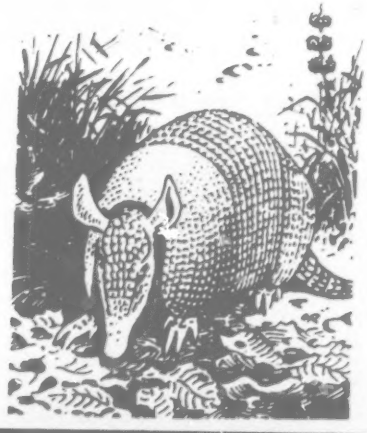
Alabama. Equalization board.
See ALABAMA. STATE BOARD OF ASSESSMENT; ALABAMA STATE DEPARTMENT OF REVENUE

10. Main entries should be in capital letters; cross-references in lower case. (See example in rule 9).

Any deviation from these rules should be agreed upon by the president of the Division of Cataloging and Classification, the chairman of the Division's Committee concerned with this series, and the publisher.

Note: These standards were re-examined and revised by the members of the Special Committee on State Author Headings, the Publications Committee of the Division, the Publishing Department of the A.L.A., and by Ethel Bond, then President of the Division.

Copied from: A.L.A. In retrospect, a history of the Division of Cataloging and Classification of the American Library Association, 1900-1950.



ALA GOVERNMENT DOCUMENT ROUND TABLE, WORK GROUP ON STATE CHECKLISTS
(Final draft, July 1976)

WHEREAS, the ALA has adopted "Guidelines for Minimum Servicing of State documents" which states: "(4) The appropriate state agency should compile and distribute a checklist and/or shipping list of its publications. Such a list should appear at least quarterly"; and

WHEREAS, the Library of Congress Monthly Checklist of State Publications is selective and does not purport to be a ccomprehensive state bibliographic tool; and

WHEREAS, checklists of state publications are necessary for bibliographic control; now therefore be it

RESOLVED that each state must assume primary responsibility for bibliographic control of its own publications in order to provide access to state documents, and, be it further

RESOLVED that Guidelines for checklists of state publications are hereby promulgated.

1. LEGALITY. A checklist of state publications should be required statutorily.

2. SCOPE. This official state document checklist should provide the most complete listing of the state's publications as is possible.

3. FORMAT. The checklist publication should follow the American National Standards Institute, Inc. American National Standard for Periodicals: Format and Arrangement. 1967 (11 p.) (ANSI Z39.1-1967) Sponsored by the Council of National Library Associations.

4. FREQUENCY.

   A. The checklist should be published at least quarterly (ALA Guidelines for Minimum Servicing of State Documents, 4a)

   B. A cumulative index should appear at least annually.

5. DISTRIBUTION. Adequate in-state and appropriate out-of-state distribution should be provided.

6. PREPARATION. Preparation of the checklist should be by, or supervised by, professional library personnel.

7. CHECKLIST CONTENT. The following should be included:

   A. Full statement of the scope of the checklist:
      1) Period covered (publication date or receipt date of publications listed).
      2) Inclusion policy for older publications.
      3) Types of publication included and/or excluded.

   B. Information on how to obtain copies of listed publications (including agency addresses if necessary.

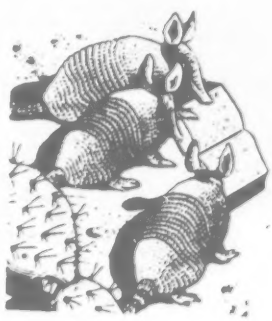
   C. Statement of the arrangement of the checklist.

   D. List of depository libraries with addresses at least annually.

   E. Frequency and scope of index.

   F. Availability of microforms.

   G. Cross-references.



8. BIBLIOGRAPHICAL CONTENT OF ENTRIES

   A. Corporate author.
   B. Full title.
   C. Personal author(s).
   D. Imprint (including copyright if applicable).
   E. Collation.
   F. Series.
   G. Price.
   H. Restrictions on distribution.

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CURRENT CHECKLISTS OF STATE PUBLICATIONS
From: Palic, Vladimir M. Government publications: a guide to bibliographic tools. 1975.

ARIZONA. Dept. of Library and Archives. Annual checklist of publications of the state of Arizona received by the Dept. of Library and Archives during the fiscal year. [1956/57+] Phoenix.
Issues for 1956/57 to 1962/63, typewritten copies only.

ARKANSAS. University. Library. Checklist of Arkansas state publications received by the University of Arkansas Library. no. 1+ 1943+ Fayetteville, 1944+ semiannual.

COLORADO. Division of State Archives and Public Records. Checklist [of] Colorado publications received. v. 1+ Oct./Dec. 1964+ Denver. quarterly.
From Jan. 1971, called Colorado Checklist, published monthly.

KANSAS. State Library, Topeka. State Documents Division. Checklist of official publications of the state of Kansas. v. 1, no. 1+ May/Oct./ 1953+ Topeka, Kans.
Continues list published in Kansas Library Bulletin from 1936 (see below).

LOUISIANA. Dept. of State. Official publications. v. 1+ 1935/48+ [Baton Rouge]
Continues the Bibliography of the Official Publications of Louisiana, 1803-1934, by Foote (see below). Volumes 2+ are cumulations of the semiannual Public Documents [of] the] State of Louisiana.

----- Public documents [of the] state of Louisiana. no. 1+ Feb. 1949+ [Baton Rouge] semiannual.
Title varies: no. 1, Publications of State Agencies; no. 2-10, Semiannual List of the Public Documents of Louisiana (varies slightly). Nos. 11, 25, and 37 not issued separately. Documents for those periods are included in the department's Official Publications, vols. 2-4. A mimeographed monthly list called Public Documents of Louisiana Distributed to Depository Libraries has also been issued since March 1949, to supplement the semiannual list.

NEBRASKA state publications checklist [Abstracts; Index] vol. 1, 1973+ [Lincoln] Nebraska Publications Clearinghouse.
To be used in conjunction with the Guide to Nebraska State Agencies, January 1973 (Lincoln, Nebraska Clearinghouse).

NEVADA. State Library, Carson City. Nevada official publications. List no. 1+ Feb. 1953+ Carson City. monthly
Title before 1968 (no. 90): Official Nevada Publications. There is a semiannual and an annual index.

Nevada official publications periodical index. List no. 1+ Jan./June 1969+ Carson City, Nevada State Library. semiannual.

NEW MEXICO. State Records Center and Archives. Publications Division. Publications of New Mexico state agencies. Santa Fe. 1968+
The first issue covers publications for the period 1960 to spring 1968. Supplements issued in 1970 and in 1972. A monthly list, called Publications Filed, is also issued.

NORTH DAKOTA. State Library Commission. North Dakota state publications. 1965+ Bismarck. semiannual.

OKLAHOMA. No current checklist published at the present time.

SOUTH DAKOTA. No current checklist published at the present time.

TEXAS state documents. Jan. 1963+ Austin, Texas State Library, Archives Division. Texas Documents.
Superseded Checklist for Official State Publications (1921-67), and List of State Publications Issued (1963-67).

(UTAH) Official publications of the state of Utah. v. 1, no. 1+ July 1, 1970+ Salt Lake City, Utah State Library Commission.
The first issue covers state publications for the period Jan.-June 1970.

Utah. Dept. of Finance. State Archives and Records Service. Checklist of Utah state publications. [July 1, 1967/June 30, 1969+ Salt Lake City]

WYOMING. No current checklist published at the present time.

New titles for Arkansas, Texas, Utah and Wyoming on following page.

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New titles to supplement list in Palic.

ARIZONA. Dept. of Library and Archives. Monthly checklist of publications of the state of Arizona. July 1974-

COLORADO. State Library. COIN Colorado Index Project, October 1, 1976- Quarterly, annual cumulation. (Colorado. Checklist Oct./Dec. 1964 no longer published.)

TEXAS. State Library, Government Publications Section. Guide to Texas state documents, 1974- Austin, 1975- (Annual cumulation)

UTAH. State Library Commission. Checklist of Utah state publications, Jan. 1, 1971 to July 1, 1975. Salt Lake City, 1975.

WYOMING. State Library. Checklist of state of Wyoming publications. In its Outrider. v. --, April, 1973- Cheyenne.

Titles of shipping lists.

LOUISIANA - "Public documents of Louisiana distributed to the depository libraries under R.S. 25: 121-124." monthly. Available to libraries which are not depositories.

NEVADA - "Monthly depository shipping list no. --"

NORTH DAKOTA - The shipping list does not have a title.

TEXAS - The checklist is used as a shipping list.

UTAH - "Weekly depository shipping list."

Editors or compilers of state checklists for the 11 states are:

ARIZONA: Louise Muir, Department of Administration, Division of Library, Archives & Public Records, 3rd Floor, Capitol, Phoenix, Arizona 85007

ARKANSAS: Nancy Webb, University of Arkansas, University Library, Fayetteville, Arkansas 72701

KANSAS: Jean Barton, Kansas State Library, 3rd Floor, State House, Topeka, Kansas 66612

LOUISIANA: Patricia Foster, Recorder of Documents Division, Secretary of State's Office, P.O. Box 44125, Baton Rouge, LA 70804

NEBRASKA: Vern Buis and Susan Kling, Nebraska Publications Clearinghouse, Nebraska State Library Commission, 1420 P. Street, Lincoln, NE 68508

NEVADA: Joan G. Kerschner, Nevada State Library, 401 So. Carson Street, Carson City, Nevada 89701

NEW MEXICO: E. P. Griego, Publications Management Division, State Records Center and Archives, 404 Montezuma, Santa Fe, New Mexico 87503

NORTH DAKOTA: Richard J. Wolfert, State Library Commission, Bismarck, N.D. 58505

TEXAS: Dale Propp, Texas State Library, Box 12927 Capitol Station, Austin, Texas 78711

UTAH: Alma G. Swann, Utah State Library Commission, 2150 South West Suite 16, Salt Lake City, Utah 84115

Compiled by M. T. Lane

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SUMMARY AND ABSTRACT OF RESPONSES
TO NEW YORK STATE DOCUMENTS QUESTIONNAIRE

Of 405 questionnaires distributed, 256 were returned. Fifty-five responses were from out-of-state (64% of those distributed); 201 were distributed to libraries in New York State (63% of those distributed). The following represents an abstract and summary of the answers to the questionnaire.

1. Overwhelmingly the Checklist is used as a selection tool (73%). Its use is primarily by the staff (96%).

2. The Checklist is the most frequently used selection tool for New York documents (46%). Other tools rank in the following order:

   LC Monthly Checklist (25%)
   PAIS (14%)
   Proof slips (5%)

3. Overwhelmingly respondents were satisfied with the present pattern of cumulation (93%) and the adequacy of bibliographic information (95%). Most indicated speed and timeliness (75%) were more important than correctness of catalog entry (24%).

4. Most respondents felt that the Checklist would be improved by the availability of a subject, personal author, and title index (89%).

5. Although most libraries prefer to receive hard copies of documents (61%), a substantial number (84 libraries) would be interested in purchasing current New York State documents in microform at cost.

6. Ninety-four libraries indicated an interest in purchasing retrospective New York State documents in microform. The titles most frequently suggested were legislative documents and journals, and the publications of the New York State Museum.

7. In general, most repsondents evaluated their collections of New York State documents as adequate to the needs of their patrons (74%). However, a significant number (70%) indicated that there were other series of documents, not available to them, which would be useful. Most frequently suggested were the hearings of legislative committees.

8. Most libraries (66%) cataloged and classified some New York State documents, about 20% cataloged and classified all New York State documents. The number of libraries using the Dewey and LC classification was about equal (Dewey 82, LC 78), although about 25% of of those libraries classifying New York State documents use some other scheme.

9. Eighty-four per cent of the respondents made the new York State documents in their collections available on interlibrary loan.

Compiled 1973?
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HORDUSKY QUESTIONNAIRE ON STATE DOCUMENT CHECKLISTS - 1975

States in SWLA and MPLA regions only; Colorado, Oklahoma and South Dakota not included. The "Over-all" column is taken from Mr. Hordusky's tabulation and indicates percentages for the 42 replies he received.

	ARIZ.	ARK.	KAN.	LA.	NEB.	NEV.	N.M.	N.D.	TEX.	UTAH	WYO.	OVER-ALL
Required by law	No	No	No	Yes	Yes	Yes	Yes	No	Yes	No	No	Yes 33%
Checklist issued	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes 100%
Shipping list issued separately	No	No	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes 26%
Frequency	Mo	½-Ann	½-Ann	½-Ann	Bi-mo	Mo	Quart	½-Ann	Mo	Irreg.	Mo	
OVER-ALL	(Monthly 35%; Bi-monthly 7%; Quarterly 19%; Semi-annual 14%; Annual 24%)											
Checklist series began	1936	1943	1953	1934	1973	1953	1968	1965	1921	1960	1973	
Number of copies issued, total	118	212	200	1000	1000	650	325	100	500	1000	800	
Distribution												
State agencies	-	-	-	318	Yes	All	Yes	25	Yes	300	-	
Statewide to libraries	Yes	Yes	Yes	135	Yes	All	-	25	Yes	191	Yes	
National to libraries	Yes	Yes	Yes	100	Req'st	Req'st	LibCong	5	Yes	50	Yes	
Other	Yes	Few	Yes	20	Legis.	Int'l	Attys	45	-	459	LibSch	
Charge	$2	No	No	No	No	No	$6	$2.50	No	No	No	14%
Cross-references in body of list	No	No	No	No	Yes	No	No	No	No	No	No	Yes 28%
New state agencies indicated	No	No	No	No	Guide	No	No	Yes	Yes	No	No	Yes 38%
Legal citation for new agencies	-	-	-	Yes*	No	-	-	Yes*	No	No	No	Yes 17%
	(* - citations in a separate publication)											
Types of indexes												
Author	-	-	-	Yes	Yes	Yes	-	-	Yes	Yes	-	66%
Title	-	-	-	Yes	Yes	Yes	-	Yes	Yes	-	-	58%
Subject	-	-	-	-	Yes	Yes	Yes	-	Yes	-	-	46%
Keyword	-	-	-	Yes	-	-	-	Yes	-	-	-	
Other	-	-	-	Yes	Yes	-	-	-	-	-	-	None 43%
Checklist cumulated	Yes	No	No	Yes	No	-	No	Yes	No	No	No	36%
Index cumulated	-	-	-	Yes	Yes	Yes	No	Yes	Yes	No	No	19%
Subject authority for index	-	-	LC	-	2	LC	LC	None	LC	Other	-	
OVER-ALL	(LC 33%; Sears 5%; Other 21%; No answer 45%) (KAN. both LC & Sears)											

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	ARIZ.	ARK.	KAN.	LA.	NEB.	NEV.	N.M.	N.D.	TEX.	UTAH	WYO.	OVER-ALL
Included in list												
Non-current documents	No	Yes	No	Yes	Yes	No	No	No	Yes	No	No	52%
All documents known				Yes		Yes	Yes					19%
Documents financed but not issued						Yes						12%
Documents not distrib. nor avail.						Yes			Yes			12%
Documents received	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	88%
Periodicals	Annual	Issue	Issue	Issue	New	New	Issue	Issue	Issue	No	Annual	
OVER-ALL	(Yes 95%; in each issue 45%; semi-annually 10%; annually 45%; new titles only ??)											
Publications other than state docs.	No	No	No	Yes	No	Yes	No	No	Yes	No	No	21%
	(LA.- few regional; NEV.- County, regional, city, multicounty & other; TEX.- local & regional											
Excluded from list				None				None				
Maps							Yes			Yes	Yes	24%
Press releases			Yes		Yes	Yes	Yes		Yes	Yes	Yes	48%
State university publications						Internal						30%
Other	Yes	Yes	Yes		Yes	Yes			Yes			30%
(ARIZ.- Governor's proclamations; periodicals on monthly; ARK.- in-house publications; KAN.- Memorandums; NEB.- Inter-office memos; NEV.- Inter- and intra-office memos; TEX.- Minutes & hearing transcripts)												
Classification scheme	Dewey	Dewey	Dewey	Other	Other	Swank	Other	None	Other	Other	Other	
OVER-ALL	(LC 7%; Dewey 30%; Other 66%)											
Content of entry												
Personal author	X	X		X	X	X		X	X			69%
Joint author	X	X		X	X	X		X				67%
Corporate author	X	X	X	X	X	X	X	X	X	X	X	90%
Full title	X	X		X	X	X	X	X	X	X	X	100%
Spine or short title	X				X	X				X		38%
Publication date	X	X	X	X	X	X	X	X	X	X	X	100%
Pagination	X	X	X	X	X	X	X	X	X		X	86%
Size in cm						X						12%
Subject headings					X							14%
Classification number				X	X	X	X		X	X		38%
Abstract	X				X							7%
Restrictions on distribution				X	X	X		X	X			47%
Where obtainable	X	X	X		X	X	X			X		53%
Price		X		X	X	X		X	X			47%
Series entry	X	X		X	X	X	X	X	X		X	61%
Item entry number					X	X		X	X			28%
Update of mailing list	No	Irreg	Irreg	Irreg	Ann	Ann	Mo	As Req	Ann	2-yr	Yes	
OVER-ALL	(Annually 36%; Every two years 22%; Other 42%; No 14%)											
Staff												
Total		3	3	1½	3½	1	2			2		
Professional	1	2	1	½	3	½	2		1	1	1	
Clerical	1	1	2	1	½	½		1	½	1	2	
Full-time equivalent				1½				.05				

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DEPOSITORY LEGISLATION

Statutory provisions requiring the issuance of a checklist: (Excerpts)

LOUISIANA: R.S. 25:123. "List of publications: distribution to depositories. Each agency... shall furnish to the secretary of state semiannually a list of all its printed and mimeographed publications issued for public distribution, and the secretary of state shall make and furnish to each depository a duplicate copy of the same. (Acts 1948, No. 493, § 2)

NEBRASKA: R.S. 51-415. "Official list of publications; publish; contents. The... Clearinghouse shall publish and distribute regularly to contracting depository libraries, other libraries, ...an official list of publications with an annual cumulation. The official list shall be a record of each agency's publishing and show author, agency, title and subject approaches. Source: Laws 1972, LB 1284, § 5. Effective date July 6, 1972."

NEVADA: NRS 378.210. "Publication, distribution of list state publications. The... center shall periodically publish, and, upon request, distribute to all state agencies and contracting depository libraries a list of state publications." (Added to NRS by 1971, 500)

NEW MEXICO: NM St. Ann 71-7-8. "Listing of current rules - Transfers by Supreme Court librarian. - The... administrator shall prepare and publish a listing and index of all current rules which are filed with it...." History: Laws 1967, ch. 275, § 10; 1969, Ch. 92, § 5,... The 1969 amendment inserted "current" in the first sentence."

NM St. Ann. 71-6-23. "State publications for sale or issue by state agencies - Listing by state administrators. - The... administrator shall maintain a file of all state publications.... The list shall include such documents as books, manuals, pamphlets, bulletins, monographs and periodicals designed to instruct, inform or direct either the general public or public officers and employees. . . . Each agency shall, for the purpose of this section, furnish the state records administrator two (2) copies of all publications of the category to be listed. History: C. 1953, § 71-6-23 enacted by Laws 1967, ch. 275, § 8

Definitions of "State Agency" in depository legislation (Excerpts)

COLORADO - "State agency: includes every state office, officer, department, division, bureau, board, commission and agency of the state, and, where applicable, all subdivisions of each.
KANSAS - State agencies means every State office, officer, department, division, section, unit, service, bureau, board, commission, committee, educational facility, and subdivision thereof of all branches of the State government.
NEBRASKA - State agency shall include every state office, officer, department, division, bureau, board, commission and agency of the state, and, where applicable, all subdivisions of each including state institutions of higher education, defined as all state-supported colleges, universities, junior colleges, and vocational technical colleges.
NEVADA - "State agency" includes the legislature, constitutional officers or any department, division, bureau, board, commission or agency of the State of Nevada.
NEW MEXICO - "agency" means any agency, board, commission, department, institution or officer of the state government except the judicial and legislative branches of the state government.
NORTH DAKOTA - All state departments, offices, and agencies shall deposit....
OKLAHOMA - Every agency, authority, department, commission, board, institution, office or officer of the State, except institutions of higher education, who issue or publish...
TEXAS - Each state agency shall furnish...
UTAH - The several officers and agencies of the state shall furnish...

An analysis... reveals that twelve states, all of which have recently enacted depository legislation, found it necessary to have a definition for "state agency." The states which do not have a definition have a long recitation of types of agencies.

Colorado, Kansas, Montana, Nebraska and Washington have practically the same definition. I think the definition originated in Washington in 1963. Nebraska and Kansas are a little more comprehensive than the original Washington definition because they specifically include educational institutions.

Educational institutions are also mentioned in the Iowa definition, and are included in the South Carolina recitation of types of agencies. All the states mentioning educational institutions have legislation less than five years old. One state, Oklahoma, specifically excludes educational institutions. Although California does not have a definition of state agency, it should be mentioned that the California act excludes the publications of the University of California in the paragraph defining "state publications."

Another element of the definitions of state agency is the specific mention in the Hawaii and Iowa acts of the three branches of government. The Minnesota definition is limited to the executive branch. However, the Minnesota legislation is a special act providing for a checklist for legislators. The New Mexico act limits its definition to the executive branch by excepting the judicial and legislative branches.

BEST COPY

Contract or agreement is found in the laws of several states. (Excerpts)

COLORADO - The center shall enter into depository contracts...
KANSAS - To be placed on the mailing list as a "complete depository" or as a "selective depository" any municipal, county or regional public library, state college or state university, and out-of-state research libraries, must contract with the State Library...
NEVADA - Depository agreements with other libraries; standards. The state publications distribution center may enter into depository agreements with...

All these laws, except those of California and Kansas, place a duty on the depositry center or the state library to initiate the contracts: The center shall enter into depository contracts.... Colorado and Washington use the word shall; Alaska, Hawaii and Nevada use may.

The California and Kansas laws provide that the library desiring depository status must contract with a central agency. The terminology used is "to be placed on the mailing list as a 'complete depository'..."

The word contract is used in all the legislation except that of Nevada which uses the word agreement. Alaska uses "contract or agreement."

Compiled by M.T. Lane, 9/4/75

BEST COPY

63-30-00 STATE PUBLICATIONS TO LIBRARY OF CONGRESS*

For over sixty years the Library of Congress has published the monthly Checklist of State Publications. A pioneer in the field of state documents bibliography, it was the first current bibliography of all the States. Its coverage also extends to the Territories and insular possessions of the United States, as well as to associations of state officials and to interstate organizations. In addition to documents issued by the various departments, bureaus, and other administrative agencies of state governments, the publications listed include those of state-supported societies and institutions, such as historical societies, universities and colleges, libraries, hospitals, and agricultural experimental stations.

State legislation requiring distribution of publications to the Library of Congress has proved to be a most effective means of broadening the Checklist's coverage. At present, twenty-one States have enacted laws requiring distribution of specified types of publications to the library, and, in addition, nine--Iowa, Kentucky, Maryland, Mississippi, New Hampshire, North Carolina, Ohio, South Dakota, and Utah--have laws requiring at least one copy of each state publication to be sent to the library.

To States that wish to provide by law for sending their publications to the Library of Congress, particularly States having no centralized distribution system, the model law following these remarks is offered as a guide in drafting legislation.

Note that Sections 1 and 3 are designed to provide for establishing a centralized administrative source to collect and distribute official publications. If a State already has this capability, Sections 1 and 3 may be omitted. Note also that in Section 2, which contains the basic provision of distributing publications to the Library of Congress, the ideal number of copies desired by the library within each listed category is suggested in square brackets.

SUGGESTED LEGISLATION

(Title, enacting clause, etc.)

Section 1.

The [department] shall be the administrator, collector, and distributor of official state documents in printed or nearprint form. The several departments of the state government shall, upon request of the [department], supply the [department] with such copies of their reports and other publications as may be necessary to effect exchange with other States for similar publications for the use of [department] or distribution to other agencies as provided herein.

Section 2.

The [department] shall furnish the Library of Congress [five (5)] copies of the Session Laws, [five (5)] copies of Codes or Statutes, [one(1)] set[s] of Legislative Journals, [five (5)] copies of Court Reports as issued, and [two (2)] copies of all other official state publications in printed or nearprint form. These specified numbers of copies shall be distributed to the Library of Congress before the State Printer shall certify the payment of any bill for printing or reproduction from state funds.

Section 3.

The [official] shall, at his discretion, distribute publications so received to the public libraries and other educational, scientific, literary, or art institutions of the State, which apply to be put on the mailing list for all or a portion of the state publications, and to such libraries and other institutions outside this State with which the [department] establishes exchange arrangements.

---

*pp. 104-105, 1971 Suggested State Legislation. Lexington, Kentucky: Council of State Governments, 1971.

BEST COPY

BEST WISHES TO ARMADILLOS & DOCUMENTS

Ugly as a document .....

Just as seldom seen

Ever ranging further

increasing

its number,

Since the Oligocene

Spreading o'er the land.

Untamed,

Unloved,

Misunderstood,

Quietly persevering, shy,

SUDDENLY .....

ca t a p u l t e d

TO

FAME!

**This illustration courtesy of Armadillo World Headquarters; other illustrations from Texas documents.*

AL

B. Letters and commentaries

AL:B

STATE OF ALABAMA
DEPARTMENT OF ARCHIVES AND HISTORY
MILO B. HOWARD, JR., DIRECTOR
MONTGOMERY, ALABAMA 36104

April 9, 1973

Mr. Earl Shumaker
Documents Librarian
Western Kentucky University
Bowling Green, Kentucky 42101

My dear Mr. Shumaker:

Mrs. Beamguard has just forwarded me your letter of March 28 and since there is scarcely time to answer your questions which are not entirely applicable, I am sending you a copy of a letter which I just wrote answering a questionnaire which Mrs. Beamguard also forwarded to the Archives.

If this is not sufficiently explanatory, please send me any further questions and I shall try to answer them - but not before April 15.

Yours very truly,

Milo B. Howard, Jr.

Milo B. Howard, Jr.
Director

ala AL:B1

STATE OF ALABAMA
DEPARTMENT OF ARCHIVES AND HISTORY
MILO B. HOWARD, JR., DIRECTOR
MONTGOMERY, ALABAMA 36104

April 9, 1973

Mr. Albert Halcli
Assistant Director for Public Services
Illinois State Library
Office of the Secretary of State
Springfield, Illinois 62756

My dear Mr. Halcli:

Mrs. Beamguard has sent me your letter of March 21 since this Department is the agency involved in state documents. In 1915 an act was passed by the State Legislature which made this Department the depository for certain classes of state printing. We were to hold two hundred and fifty copies of each state document for distribution. Prior to that time as one of the original responsibilities of the Archives we had established a collection of state documents in our library.

Distribution of state documents has never been funded nor has there ever been any organization for the systematic distribution of them. We have held them and have distributed them on request to state agencies or to libraries outside of the state. On occasion this has been done on a systematic basis but never as a sustained effort.

Realizing the need for the systematic distribution of documents, I am attempting to get the program underway and am only waiting on money from the Federal Government handled through the Alabama Public Library Service. The raw material for a checklist is partially prepared. Once the list is prepared, we will know what documents are published and how they are already being distributed. In some instances distribution is by subscription, in others it is managed by the agency producing the document, and in yet other instances they are mailed to a very small number of persons or agencies which are interested.

After the checklist is prepared, annual supplements will be issued. There will be an indication of how one may obtain documents whether from the depository or from the agency which prepares the document. Mailing lists will also be maintained by this Department.

If I can be of any further assistance to you in answering questions about state documents in Alabama, I shall be glad to attempt to do so.

Yours very truly,

Milo B. Howard, Jr.

Milo B. Howard, Jr.
Director

MBH/fw

enc.

AK

B. Letters and commentaries

C. Depository contracts

J. Promotional materials

MAY 1 4 1973

AK:B 3

STATE OF ALASKA

WILLIAM A. EGAN, GOVERNOR

DEPARTMENT OF EDUCATION

Richard B. Engen, Director DIVISION OF STATE LIBRARIES POUCH G — STATE CAPITOL JUNEAU 99801

April 18, 1973

Mr. V. Lloyd Jameson
Curator/Government Documents
Boston Public Library
Boston, Massachusetts 02117

Dear Mr. Jameson:

Our depository legislation is recent--1970. At that time letters were sent out to State agencies, but it seems that there are many people still unaware of the program.

Since the legislation does not give the library enforcement powers receipt of State publications depends upon the cooperation of State agencies and their valuation of the program. Some have felt resentment in providing 20 copies of a publication--particularly if they are costly publications.

In setting up a depository system, a library might think about considerable public relations groundwork with the State agencies before the legislation actually occurs. Our program is working, and is steadily improving, but it has taken a few years.

Very truly yours,

Catherine Van Doren

(Mrs.) Catherine Van Doren
Documents Librarian

CVD:ap

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p. 1/2

ALASKA DEPOSITORY LIBRARY CONTRACT

This agreement made this_____day of_____, 19___, by and between the State Publications Library Distribution Center of the Alaska State Library hereinafter called the "Center", and the_____ _____Library, hereinafter called the "Depository".

WITNESSETH: WHEREAS, the legislature of the State of Alaska in 1970 enacted legislation as Chapter 2, SLA creating a State Publications Library Distribution Center within the State Library and

WHEREAS, under that law the Center is authorized to enter into depository contracts with any municipal, college or university library, any public library association, state library agencies, and the Library of Congress; and

WHEREAS; the_____Library is desirous of entering into such a contract;

NOW, THEREFORE, IT IS MUTUALLY AGREED AND UNDERSTOOD, that

(1) The Center shall publish an annual list of documents.

(2) The Center shall send documents on permanent deposit to the Depository in monthly shipments.

(3) The Depository shall provide space to adequately house the publications in a manner approved by the Center.

(4) The Depository shall provide an orderly systematic record of receipt of all documents from the Center and all state publications shall be processed and shelved within thirty days after receipt.

(5) A Depository shall provide trained personnel to provide service to patrons of the depository in the use of such publications.

Alaska L
p 2/2

(6) The Depository agrees to make the documents readily available for public use.

(7) The Depository agrees to accept and maintain all publications received and dispose of publications only with the permission of the Center.

(8) The Depository agrees that all inquiries and special requests concerning state documents for libraries will be channelled through the Center.

(9) The Depository agrees to send to the Center the name of every state agency from which it is currently receiving publications.

(10) The Depository agrees to comply with all of the rules, regulations and standards adopted by the Alaska State Library for depository libraries.

The contract may be terminated by either party upon six (6) months written notice to the other party that said contract is to be terminated. Upon termination of the contract the Depository shall ship all documents to the Center or to such other Depositories as may be specified by the Center.

In signing this contract the_____Library makes application to become a_____Depository of Alaska State Publications.
(Selective, Complete)

Dated this_____day of_____,19___.

By:_____
Librarian

_____
Library

_____
Address

Approved for_____Depository

By:_____
Director, Division of State Libraries

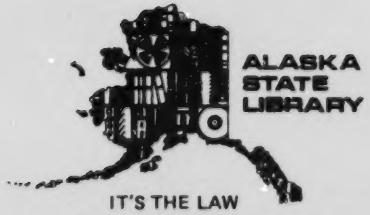
_____
Date

AK:J

If you'd like more copies of this pamphlet, please let us know. We also welcome questions about our government publications services by telephone and will be happy to have you visit us to see our documents collection.

Documents Librarian
Phone 586-5242

IT'S THE LAW



IT'S THE LAW
A Federal State Program Under the
Library Services and Construction Act

Alaska Division of State Libraries
Alaska Department of Education

Dr. Marshall L. Lind
Commissioner of Education
April 1972

BEST COPY

AND FOR A GOOD REASON

When you, as an officer or staff member of a state government department or agency, send the State Library 20 copies of your publications, you're complying with the law. You are also being a good administrator. After allocating staff time and agency funds to produce a publication you want it to be widely read. When we at the State Library place your publications in libraries, you are assured that your message will reach not only the citizens of today but also the research workers of the future.

The law requiring this distribution of publications is Section 14.56.120 of the Alaska Statutes. It says that all State departments, divisions, bureaus, boards and commissions must send to the State Library copies of each publication. At the present time, only 20 copies are needed. Special arrangements have been made to receive municipal documents in limited quantity and retain them in the Historical and State Library collections.

IF YOU'LL DO ONE THING--

We ask you to send us 20 copies of each publication your agency produces for general public use. This includes everything from lengthy technical printed reports to [illegible] mimeographed leaflets.

THEN WE'LL DO THREE--

1. We'll place one copy of your publication in the Alaska Historical Library's non-circulating reference collection. One copy is always kept in the library for consultation or for photocopying. One copy is placed in the Alaska State Library and may be borrowed.

2. We'll send copies to other libraries that have contracted to meet the depository requirements. One copy will go to the Library of Congress. We'll also send a copy to 8 public, college and university libraries in Alaska which have been designated as documents depository libraries. These depository libraries have agreed to keep all publications indefinitely. As a result, every Alaska resident can consult state government publications in a nearby library or, if he wishes, he can ask his local library to borrow a publication through interlibrary loan. Feel free to forward requests for your publications to the State Publications Distribution Center. We will refer your correspondent to the depository library nearest him so that he may borrow publications on interlibrary loan. Finally, we'll send copies to contracting libraries in major regions throughout the country where they will be available for loan to any individual interested in Alaska.

3. We'll include your agency's reports and pamphlets in the annual *State Publications Received.*

AND EVERYONE BENEFITS

This distribution of documents means that citizens throughout Alaska can easily find out what publications state agencies have issued and obtain copies of those which interest them. In addition, specialists in other states can keep up on the progress of our State government. Whether it is a citizens' group studying standards for guidance in junior high schools or a researcher seeking information for a conference on drug abuse, the required information is readily accessible. And by keeping copies of all documents in the Alaska Historical Library's permanent reference collection, we make sure that your department's publications will always be available. In fact, you may often find it quicker and easier to check on your agency's publication at the State Library than in your own offices.

Send 20 copies of each of your department's publications to:

State Publications Distribution Center
Alaska State Library
Pouch G, State Capitol
Juneau, Alaska 99801

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AZ

B. Letters and commentaries

D. Forms and form letters

G. Mailing lists

I. Procedural guidelines

K. Selection lists and basic lists

M. Studies, surveys and workshops

JAN 26 1973

Arizona AZ:B

DEPARTMENT OF
LIBRARY AND ARCHIVES
STATE OF ARIZONA
3RD FLOOR CAPITOL
PHOENIX, ARIZONA 85007

MRS. MARGUERITE B. COOLEY
DIRECTOR

January 12, 1973

Mrs. Margaret T. Lane, Chairman
"Documents on Documents" Ad Hoc Committee
1515A Choctaw Drive
Baton Rouge, Louisiana 70805

Dear Mrs. Lane:

Enclosed are what few publications Arizona has concerning our State documents program. It is a pleasure to aid the Committee's goal to make such information more easily available.

The information for inclusion in the Directory of Documents Librarians was sent to Miss Meryl Wold on January 8, 1973.

On January 3, 1973, I asked the Directory of the State Library (Mrs. Marguerite B. Cooley) to prepare a brief commentary on the State's depository legislation, and she agreed to do so. However, I do not yet have the statement. I will send it to you as soon as possible.

I am sorry that I will not be attending ALA Midwinter so cannot attend your proposed meeting. However, I will do my best to answer any further correspondence.

Yours truly,

Mary L. Brickey

Mary L. Brickey
Arizona Liason
"Documents on Documents" Ad Hoc Committee

" I asked New Mexico and Arizona to send me anything they had to add to what they sent you, and they did not send anything, so you have all their material."

Letter from Meryl Wold, Missouri State Library, June 15, 1973

AZ:B2

STATE OF ARIZONA

DEPARTMENT OF ADMINISTRATION
LIBRARY, ARCHIVES AND PUBLIC RECORDS DIVISION

MEMORANDUM:

TO : Brenda Olds

DATE : 7-19-76

FROM : Louise Muir

SUBJECT :

Attachment should have been included in package of documents sent to you 7-6-76. We're very sorry.

STATE OF ARIZONA

DEPARTMENT OF ADMINISTRATION
LIBRARY, ARCHIVES AND PUBLIC RECORDS DIVISION

MEMORANDUM:

TO : Brenda Olds

DATE : 7-6-76

FROM : Louise Muir
State Documents Librarian

SUBJECT : Annual Checklist

We regret that the cost of photocopying the Annual checklist is prohibitive. We hope that one complimentary copy will be useful.

BEST COPY

Xlog 4 copies

AZ:B3

Government Documents Round Table
American Library Association

June 11, 1976

Dear Librarian,

In 1974, the American Library Association Government Document Task Force Committee on Documents on Documents wrote to you requesting any documents on your state documents program. The responses were gratifying. This information was compiled into a three-volume set entitled "Documents on Documents (5 sets were compiled). The sets are available on interlibrary loan to any librarian or teacher of library science in the nation. So far, over 100 persons have borrowed the sets to pick up new ideas, to plan workshops, to prepare teaching units on state documents (little is available in book form) and to study prior to revising their state documents program. The Task Force Committee has updated the sets as materials come our way. Now, we are launching a formal attempt to update our collection as much has happened in the state document area since 1974.

We are asking for 5 copies of each item, as the compiling library is forced to bear the cost of duplicating copies to update all five sets. The list of materials needed in each state section is as follows:

Bibliographies of bibliographies— not applicable
Commentaries on the state's document program - not applicable
Depository contracts, rules, list of depository libraries. - not applicable
Forms and form letters used.— enclosed
Labels.— enclosed
Legislation (also, legislation which did not pass, with comments).
Mailing Lists.— [illegible] not applicable
Manuals on the handling, acquisition, and use of state documents. - not applicable
Procedural guidelines.— not in print
Promotional brochures. - not applicable
Selection lists.— enclosed
Checklists (and a sample of annual cummulation, if applicable) - enclosed
Shipping lists.— enclosed
Studies, surveys, and, especially workshop materials. [illegible]

We would appreciate your special cooperation in this endeavor. If you would like to use the sets, send an interlibrary loan request to me. Another set of documents on classification schemes with annotations will be available soon.

Thank you for your cooperation.

Sincerely,

Brenda Olds

Brenda Olds, Secretary
ALA GODORT State Documents Task Force
Legislative Reference Library
Box 12488, Cap. Sta.
Austin, Tx 78711

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DEPARTMENT OF ADMINISTRATION
LIBRARY, ARCHIVES AND PUBLIC RECORDS DIVISION
3rd Floor, State Capitol
Phoenix, Arizona 85007

Consignment:

___Departmentals selected from Monthly Checklist

___Session Laws

___Pocket Suppl., Statutes

___Supreme Court Reports, Vol. ___

___Court of Appeals Reports, Vol. ___

___Journals

___ _____Library

City_____State_____

PLEASE SIGN AND RETURN PROMPTLY

Date Received_____

_____Librarian

BEST COPY

AZ-

PLEASE SIGN AND RETURN PROMPTLY
Received from Department of Library and Archives
3rd Floor, State Capitol
Phoenix, Arizona 85007

Consignment:

___Departmentals

___Session Laws

___Pocket Suppl., Statutes

___Supreme Court Reports, Vol.____

_____Library

_____Librarian

Date_____ City_____State_____

AZ:D1

SAMPLE RECEIPT

AUG76

AZ:D2

Ariz D2

From: ARIZONA LIBRARY, ARCHIVES AND PUBLIC RECORDS DIVISION Date:
3rd Floor, Capitol Building
1700 W. Washington St.
Phoenix, AZ 85007

To:

Gentlemen:

Please send our library a copy of the following publications which are available from your office. If there is a charge to State libraries, please notify us before sending the documents.

Author:

Title:

Price _____ Not yet published_____

Out of print _____ Not available for distribution_____

Author:

Title:

Price_____ Not yet published_____

Out of print_____ Not available for distribution_____

Author:

Title:

Price_____ Not yet published_____

Out of print_____ Not available for distribution_____

AZ AZ:G

LIBRARIES CURRENTLY RECEIVING QUARTERLY CHECKLIST
from
ARIZONA STATE DEPT. OF LIBRARY AND ARCHIVES

Arizona Historical Society
949 East 2nd St.
Tucson, Ariz., 85719

Arizona State University
Gift & Exchange Section
Tempe, Ariz., 85281

Head Librarian
Arizona Western College
P.O. Box 929
Yuma, Ariz., 85364

Learning Resources Center
Cochise College Library
Douglas, Ariz., 85067

Copper Queen Library
Drawer X
Bisbee, Ariz., 85603

Eastern Arizona College
Thatcher, Ariz., 85552

Mesa Public Library
59 E. First Street
Mesa, Ariz., 85201

Government Documents Collection
Northern Ariz. Univ. Library
Box 6022
Flagstaff, Ariz., 86001

Phoenix College
1202 W. Thomas
Phoenix, Ariz., 85013

Phoenix Public Library
Ref. Division
12 East McDowell
Phoenix, Ariz., 85004

Prescott College Library
Office of the Librarian
P.O. Box 2299
Prescott, Ariz., 86301

Prescott Public Library
P.O. Box 2059
Prescott, Ariz., 86301

Scottsdale Community College
Pima & Chaparral Roads
P.O. Box Y
Scottsdale, Ariz., 85252

Tucson Public Library
Ref. Division
P.O. Box 5077
Tucson, Ariz., 85701

Yuma City-County Library
350 3rd Ave.
Yuma, Ariz., 85364

University of Arizona libraries:

Arizona Medical Center Library
University of Ariz.
Tucson, Ariz., 85724

Arizona State Museum
U of A
Tucson, Ariz., 85721

College of Law
Univ. of Arizona
Tucson, Ariz., 85721

University of Ariz. Library
Serials Section
Tucson, Ariz., 85721

AZ:I

ARIZONA STATE DEPT. OF LIBRARY AND ARCHIVES

PROCEDURE FOR OBTAINING ARIZONA STATE PUBLICATIONS

The Library Dept.:

I. Collects annual reports from all State agencies which are required by law to make such reports. (50 copies, if available)
   A. We catalog 3 copies.
   B. We send 2 copies to the Library of Congress.
   C. We hold 45 copies for distribution.
   D. Sample exceptions:

      1. 37 State agencies are NOT required to make annual reports.
      2. The Power Authority has chosen not to make a report since 1965/6.
      3. The State Compensation Fund has taken over this function for the Industrial Commission.
      4. The Auditor General files one copy of each of his audits with us, as required by law, but extra copies are never available.
      5. Universities and colleges do their own distribution.

II. Quarterly, prepares a numbered checklist of all reports received, of which we have enough copies for distribution. Two copies of this checklist are sent to each library on our mailing list. (One copy for the library, one copy to be returned to us)

III. When the checklists are returned, we fill requests for State documents as long as the supply lasts. With the package of material, we include a receipt to be signed and returned to us.

If you would like to receive State documents:

I. All libraries which receive public funds - public libraries (city and/or county), State college and university libraries, community college libraries, and libraries affiliated with State institutions - are eligible to receive our quarterly checklist, but only one list will be sent to each library.

II. If your library qualifies, we invite you to drop us a card telling us that you wish to be on our mailing list; and PLEASE tell us how you want the checklist addressed:

Librarian, Cataloging Dept.
Harper Valley Library
Harper Valley, Ariz.

Aug - I
p 2/2

III. Upon receiving the checklist, mark the items you want; return the checklist to us. We will fill your requests according to the following priority ranking:
A. 1st priority - In-State tax supported libraries.
B. 2nd " - In-State private libraries.
C. 3rd " - Out-of-state libraries.

IV. When you receive your package of documents, fill out the enclosed receipt form and return it to our department.

State Agencies NOT REQUIRED to Submit Annual Reports

State Board of Accountancy.

Dept. of Aeronautics.

Anatomy Board.

Athletic Commission.

State Banking Dept.
General report not required. Division of Small Loans must submit annual summary of licenses.

State Board of Chiropractic Examiners.

Civil Air Patrol.

Registrar of Contractors.

Coronado International Monument Commission.

State Dept. of Corrections.

State Dairy Commissioner.

State Board of Dispensing Opticians.

Estate Tax Commissioner.

State Board of Funeral Directors and Embalmers.

Health Planning Authority.

Industrial Commission.
(Last report published in 1967. Annual report taken over by State Compensation Fund)

Law Enforcement Merit System Council.

Loan Commissioners.

Board of Medical Examiners.

Oil and Gas Conservation Commission.

State Board of Optometry.

Board of Osteopathic Examiners in Medicine and Surgery.

Outdoor Recreation Coordinating Commission.

Board of Pardons and Paroles.

Personnel Commission.

Pioneers' Home.

Podiatry Examiners.

Practical Nurse Committee.

Prescott Historical Society.

State Board of Private Technical and Business Schools.

State Board of Psychologists Examiners.

Public Accountants Advisory Committee.

Racing Commission.

School Board Association.

State Supreme Court.
--Administrative Director.

Tuberculosis Sanatorium.

State Veterinarian.
(Separate report not required. Usually included in report of Livestock Sanitary Board)

AZ:I2

DEPARTMENT OF ADMINISTRATION
LIBRARY, ARCHIVES AND PUBLIC RECORDS DIVISION
STATE OF ARIZONA

3RD FLOOR CAPITOL
1700 W. WASHINGTON
PHOENIX, ARIZONA 85007

JACK WILLIAMS, GOVERNOR
Raymond S. Long, Director
Marguerite B. Cooley
Assistant Director

Library, Archives and Public Records Division proposes the following services to other libraries:

MONTHLY CHECKLIST.

1. Beginning July 1, 1974, a monthly checklist of all documents received from State agencies will be published and sent free to all libraries on our exchange program.

2. Each item on the checklist will have a brief annotation when the title is not self explanatory.

3. The monthly checklist will include a coding system denoting documents available from the Library Division, documents available from issuing agency, and documents not available for distribution. The checklist will incorporate an order form for ordering those documents available from the Library Division.

4. An annual cumulation of the checklist will be available for sale from Library, Archives and Public Records Division.

5. The quarterly checklist of publications available for distribution will be discontinued.

HISTORY CARDS.

1. History cards for State agencies will be cumulative and filmed annually after the printed Session Laws become available to us.

2. Microfilm of the history cards will be available for $5.00 per reel after July 1, 1974, from Library, Archives and Public Records Division, 3rd Floor Capitol, Phoenix, Arizona 85007. Please send us your order now (without payment) so that we will know how many reels to prepare.

4-30-74

AZ:K

DEPARTMENT OF LIBRARY AND ARCHIVES
3rd Floor, State Capitol
Phoenix, Arizona 85007
May 1, 1972

Dear Librarian:

Please check the items you desire, return one copy to us at once and retain the other for your files. If we do not hear from you by June 1, 1972, we shall take it for granted that you do not desire any of the material.

Legal publications will be sent as published to accredited exchanges and are not included on this list.

Yours truly,

Marguerite B. Cooley
Director

___All items
___Corporation Commission. 59th Annual Report. 1971
___Economic Planning and Development. Third Annual Report. 1970/71
___Employment Security Commission. Industrial Development in Arizona - Manufacturing, 1969/1970. March 1972
___Finance, Dept. of. Federal Grant-in-aid Programs. 1970/1971
___Governor. Executive Budget, 1972/1973. Volume 1 and Volume 2
___Health, Dept. of. Annual Report, 1970/1971
___Arizona Vital Statistics, 1968
___Land Commissioner, State. Annual Report, 1970/1971
___Library and Archives, Dept. of. Basic State Plan (State/Federal Agreement) 1971/1972
___Mental Retardation, State Dept. of. Annual Report, 1970/1971
___Mineral Resources. 32nd Annual Report, 1970/1971
___Pardons and Paroles, Board of. Annual Report, 1970/1971
___Public Instruction, Superintendent of. Educational Directory, 1971/1972
___Retirement System. 18th Annual Report, June 30, 1971
___Tax Commission. 1970/1971 Annual Report
___Treasurer, State. Annual Report, 1968/1969
___Annual Report, 1970/1971
___Water Commission, Arizona. First Annual Report, 1970/1971

_____Library

_____Librarian

City_____State_____

Consignment #207

SAMPLE QUARTERLY LIST

AZ:M

State Documents

Recommendations

I. Revision of the depository law to require all state agencies and state supported projects to deposit 25 copies of their publications with the State Department of Library and Archives.

II. Distribution of an index of state publications and classification of documents.

There are two basic problems in dealing with state publications: Acquisition and bibliographic control. These recommendations are designed to overcome some of the difficulties.

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Acquisition

Under the present depository law, the State Department of Library and Archives is authorized to requisition copies of state publication. Those publications deposited or available by requisition in sufficient quantity to be distributed are listed in the quarterly Checklist from which libraries select what they wish to receive. The annual Checklist includes all state publications received by the State Department of Library and Archives. The titles on the last five years' annual lists averaged 369, while those offered for distribution in the 1971/72 quarterly lists numbered 48. [1]

Individual libraries also receive publications through mailing lists of the various agencies. This is satisfactory to the degree in which agencies maintain mailing lists. Librarians still find themselves contacting agencies for specific publications not in their collections.

Using these three methods of acquisition, libraries are still unable to obtain a large portion of information emanating from the state. This is primarily due to the limited scope of the depository law. The proposed revision of the depository law enlarges the scope of agencies required to supply publications and places with the issuing agency the responsibility of depositing sufficient copies of publications to be distributed. The State Department of Library and Archives will still need to maintain an awareness of what is being published to guarantee that agencies comply with the law. Some publications will still have to be requested, but the basic method of acquisition will be automatic.

[1] The State Department of Library and Archives does not distribute university publications, so the average of 369 does not include those publications. The average does include the publications of the Auditor General which are deposited with the State Department of Library and Archives but which are not available to other libraries. The Auditor General's publications totaled 147 on the 1971/72 annual Checklist.

Bibliographic Control

State documents are indexed in the Checklist of State Publications, but the list of documents is not comprehensive nor is the indexing. No classification is assigned. The Library of Congress selectively catalogs state publications, so that libraries which catalog state documents must do original cataloging for many titles. In the state of Arizona, there are currently four classifications systems being used for state documents.

Arizona State University Library is currently producing a computer-based KWOC index which provides quick and comprehensive subject, author, agency and title access to documents. A simple classification system has been developed which is based on issuing agency and type of publication--much like the Superintendent of Documents classification system. It is proposed that ASU serve as an agent for the State Department of Library and Archives to index and classify all state documents which are deposited with that library. Classification numbers would appear on the quarterly Checklist and could be quickly transfered to the documents. Copies of the index would also be available to all libraries. This would reduce the cost of processing, at the same time providing the indepth indexing possible with a KWOC program. Northern Arizona University Library is planning to adopt both the index and the classification. Another benefit is that using the index, libraries which do not comprehensively collect state documents would have immediate access to other collections through CHAIN.

A potential project for the future is microfiching the documents as well as the index. This would alleviate space and handling problems, reduce cost of printing, and make a total collection of state publications available to all libraries. Individual documents could also be reproduced on request.

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It is also recommended that the catalog of the State Department of Library and Archives be added to the list of Arizona library catalogs to be microfilmed by the College and University Library Division of ASLA. Since the State Department of Library and Archives has one on the most complete collections of Arizona material, its catalog would be a valuable resource to other libraries.

mid winter 1973.
Jan.
ariz AZ:M1 1, 114
NORTHERN ARIZONA UNIVERSITY
GOVERNMENT DOCUMENTS SECTION

GOVERNMENT PUBLICATIONS. . .

A W A R E N E S S I S T H E K E Y

Proceedings of a Workshop

Flagstaff, Arizona, July 7-8, 1972

Editor: Jane A. Julien

Flagstaff 133 1972

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PREFACE

In the fall of 1971 while working on some research about procedures for organization of documents collections, I began thinking about the need for and the possibility of a workshop on government publications in the state of Arizona. I realized that several librarians were working with the same materials, the same problems, and the same procedures--we should get together and compare notes.

My library director, Dr. Frank Schneider, was very receptive to the idea as were the documents librarians at the other two state universities and the Department of Library and Archives.

In February, 1972, I suggested that the documents librarians and other interested persons get together at the Arizona State Library Association Conference in April in Tucson. If there seemed to be enough interest and need, I would go ahead with plans for a summer workshop. ASLA assigned us a room and announced our meeting in the printed program of the April Conference.

Thirty persons attended the meeting, the first formally organized meeting of documents librarians in the state. I presided over the discussions of acquisition, processing, storage, and service of government publications. We also touched on international documents and microforms. We were honored by the presence at our meeting of Mr. Lee Ash, the keynote speaker at the conference, and Mrs. Marguerite Colley, the State Librarian.

Most of the people in attendance were enthusiastic about the prospect of a two-day summer workshop in Flagstaff. We discovered that we had many ideas, problems, and solutions to discuss and to share. The date for the workshop was set--July 7-8, 1972, at Northern Arizona University Library.

Plans were begun immediately. Mr. Filmore Stanton of the Phoenix Commerce Department Field Office agreed to speak at the workshop. Helen Mayhew of Arizona State University and Mary Sanders of the Department of Library and Archives of the state of Arizona were planning to attend the annual meeting of the American Library Association in Chicago in June and agreed to tell the workshop group about activities regarding documents at the ALA conference. Mary Dale Palsson of the University of Arizona planned to lead a discussion on cooperation, exchange, and inter-library loan. Linda DeFato of Arizona State University would be prepared to discuss the state documents.

Notices were sent to librarians in Arizona and to documents librarians in Utah, Nevada, Colorado, and New Mexico. To cover expenses, we charged a two-dollar registration fee.

The rest is recounted in the following pages. The workshop, the first in Arizona, was a success. Over forty persons attended; the discussions were informative and interesting; new contacts were made; the follow-up activities were many and rewarding. Our group was awarded Round Table status in the Arizona State Library Association and legislation is being proposed regarding state documents. Many lines of communication have opened and many ideas have crossed paths. A follow-up meeting is planned at the next ASLA Conference.

Jane A. Julien
Workshop Chairman
September, 1972

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PROGRAM
GOVERNMENT PUBLICATIONS WORKSHOP
Northern Arizona University Flagstaff, Arizona
July 7-8, 1972

Friday, July 7 -- Public Service of Documents

9:00 - 9:30 a.m.	Registration and Coffee - Library
9:30 - 10:00	Tour of Documents Department - NAU
10:00 - 11:00	Mr. Filmore Stanton, Commerce Department Field Office, Speaker
11:00 - 11:30	Questions and Discussion with Mr. Stanton
11:30 - 12:00	ALA Conference and SRRT on Government Documents--report and discussion with Helen Mayhew and Mary Sanders
12:00 - 1:30	Lunch - Faculty Dining Room - NAU Administration Building (No host - $1.15 - payable at luncheon)
1:30 - 2:30	Promotion and Publicity of Documents--discussion with Jane Julien and Helen Mayhew
2:30 - 3:00	Break and Free Discussion Period
3:00 - 4:00	Cooperation between libraries, exchange and inter-library loan of documents--discussion with Mary Dale Palsson and Mary Sanders

Saturday, July 8 -- Technical Services of Documents

9:00 - 10:00 a.m.	Acquisition of Documents--discussion with Mary Sanders
10:00 - 11:00	Processing of Documents--discussion with documents librarians
11:00 - 12:00	Reprints and Microforms of Documents--discussion with Jane Julien
12:00 - 1:30	Lunch
1:30 - 3:00	State documents and Classification Scheme--discussion with Eleanor Ferrall and Linda DeFato
3:00 - 4:00	General wrap-up and random thoughts on documents

- - - - - - - - -

These meetings are intended to be working sessions. Bring ideas, samples, questions, suggestions, experiences that you can share. We will have only one speaker, the others are discussion leaders and resource people.

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THE ROLE OF THE COMMERCE DEPARTMENT IN GOVERNMENT DOCUMENT COLLECTIONS

Filmore Stanton
Commerce Department Field Office
Phoenix, Arizona

I. Information on materials that are available from the Commerce Department

- A. Census Material
- B. Information for the Private Businessman
- C. Information on Economic Developments
- D. Information on the Economy
- E. Information on National Bureau of Standards
- F. Information on Policies for Strengthening Economic Relations
- G. Trademark and Patent Information
- H. Travel Information
- I. U.S. Promotion of Exports
- J. Weather Bureau Information (climatological maps)

II. Current Publications

BUSINESS SOCIAL INDICATORS (Proposed publication)

CENSUS REPORTS (Weekly, Monthly and Annual)

CHECKLIST OF INTERNATIONAL BUSINESS PUBLICATIONS

FEDERAL PROGRAMS ASSISTING MINORITY ENTERPRISES (Publication on Minority Enterprises)

(All materials listed are available at the Commerce Department Field Office. They can be ordered there directly.)

QUESTION: Are there census materials about Indian reservations?

ANSWER : Yes. There are census materials by enumeration districts which do include the reservations.

SUMMARY :

The Commerce Department publishes material that is valuable to patrons of the government document collection. There is information on several areas of interest ranging from the small businessman to the person who is interested in travel and weather conditions. In addition, the census material makes up a great deal of the publications put out by the Commerce Department.

The government document librarian may want to receive many of the publications dealing with census and business indicators or climatological maps. There were 24,012 publications issued in 1971 by the Commerce Department and an attempt is being made to meet with people who are authorities in the fields for which the commerce publications are intended. Seminars are held and visits to the offices of the businessmen are made with the idea of updating and making the material of more value to these people.

ALA CONFERENCE AND SRRT ON GOVERNMENT DOCUMENTS

Discussion with Helen Mayhew and Mary Sanders

The purpose of the ALA and SRRT on Government Documents conference was to provide an exchange of ideas and increase communication between documents librarians.

There were valuable speakers at the convention who informed the librarians of the proposed materials to better serve the government document users. William Knox from NTIS (National Technical Information Service) told the librarians that NTIS is a customer--oriented agency and research for their government publications is done all over the world. NTIS is increasing its coverage by 10 per cent a year and now includes telecommunication lines. There are many problems that their service has. One of the most important, is getting agencies to list what publications they have available and also encouraging libraries to make maximum use of GPO and NTIS publications.

The publications published by NTIS include Weekly Government Abstract Series, and Government Reports Topical Announcements.

A representative from CIS (Congressional Information Service) stressed that work should be done on improving present depositories rather than establishing new depositories. They are presently working on improving their index so that it will have advantages over Monthly Catalog. CIS in the future is going to index tables within the publications.

The Social Responsibilities Round Table on Government Documents was the first such roundtable to be established. Many proposals and task forces are being formed for the purpose of improving the distribution and use of government documents. Such activities include a clearing house for activities of the National Roundtable. Task forces are working on such problems as improving Monthly Catalog. To accomplish this, pressure will be put on GPO. Misappropriations of money will be investigated. Some form of control needs to be given to the roundtable to stop

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government agencies from recalling documents from the depository libraries. Laws regulating depositories are to be reviewed and possibly revised. An attempt is being made to have three depository libraries in each district; make the highest appellate court in each state a depository, and every accredited law library a depository. All three bills are before congress at the present time.

In summary, the Documents Roundtable Task Forces will include federal, international, and state documents and also microforms. All this hopefully will be done through a central clearing house for government documents.

Mary Sanders from the State Department of Library and Archives will be the Arizona State Library Association liason officer between the National Roundtable and the state of Arizona programs.

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PROMOTION AND PUBLICITY OF DOCUMENTS

Discussion with Jane Julien and Helen Mayhew

One of the most important areas of Government Documents is promotion and publicity. There are several ways in which you can get the patron to use government documents.

Jane Julien discussed the ways in which Northern Arizona University promotes their documents. At the NAU library, a special attempt is being made to make the patron aware of government documents and their value and use. Many times patrons are not aware of what subjects are covered by government documents and the various types of publications available. Special displays are arranged adjacent to the documents department to let the patrons know what government documents are and how they can be of help to them. ERIC (Educational Resource Information Center) microfiche collection is a heavily used area of the NAU government documents collection and special promotion is made for this area. Individual tours are arranged with classes at the university that might be interested in the materials in the government documents collection. The faculty is also kept well informed of all new publications received by the documents department. Also, bibliographies on special subjects that might be of use to patrons are compiled. This aids in quick access to certain publications for the patron.

Helen Mayhew discussed the ways in which Arizona State University promotes their documents. At the ASU library, subject specialists work with the reference librarians in all areas of the library and inform them of what areas of interests the professors and students have. Freshmen orientations also include a tour of Government Documents and a special attempt is also made to set up individual tours with different professors. Bibliographies are also made on special subject areas. Various kinds of documents are displayed and a newsletter is published.

The University of Utah also includes many of the same government document promotions as the ASU and NAU government document collections do.

All of these promotion and publicity ideas have proven to be successful ways

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of making the patron aware of government documents and aiding the patron to use the documents easily.

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COOPERATION BETWEEN LIBRARIES, EXCHANGE AND INTER-LIBRARY LOAN OF DOCUMENTS

Discussion with Mary Dale Palsson and Mary Sanders

Cooperation between libraries can include several different areas. Regional depository responsibilities, reference service, interlibrary loan and disposal of duplicate documents can all be shared among the different libraries.

In regard to interlibrary loan, there are several restrictions. Reference materials, rare materials and currently in print materials are not usually loaned between libraries. The lending of microforms is decided by individual libraries. Interlibrary loan is only available to graduate students and faculty.

The loan policy at the Arizona State Department of Library and Archives varies somewhat. Anyone can use their materials, however, publications can only be checked out by people working in State agencies.

Depository libraries may submit all duplicate materials to the Arizona Department of Library and Archives and then they will make available this material to libraries that are in need of documents such as the new Arizona Junior College at Coolidge. The Government Printing Office has no responsibility for duplicate exchange.

SUGGESTIONS AND COMMENTS--

There must be complete cooperation between all libraries, including the public libraries because they presently do or will eventually include Government Documents.

The sharing of subject bibliographies in interest areas between all libraries will prevent overlapping purchases and make available a wider variety of materials for the patrons. A system for a mailing list will be devised at a later date and suggestions are welcome.

A list of large special acquisitions in each library will be sent to other libraries. This will help in interlibrary loan and acquisitions.

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ACQUISITION OF DOCUMENTS

Discussion with Mary Sanders

The Document Expediting Project is now in effect and is a function of the Library of Congress. This project provides depository libraries with publications they do not automatically receive from the Government Printing Office.

There are several publications that aid in acquisitions of government documents. The U.S. Book Exchange has an order form for government documents. The Annotated Guide to the Social Sciences and Information and the Congressional Quarterly Guide to the Congress of the U.S. aid in acquiring different information from government publications.

Materials that are not obtained from depository shipping lists will be searched by Ludwig Company in Tucson, Arizona and sold to anyone who needs this service.

Discussion groups then met to discuss the acquisition and processing of government documents. In these discussion groups, checking card files, record keeping, classification systems, examples of reference tools and indexes were all shared and different methods of organization of government documents among the libraries were compared.

SUMMATION OF FEDERAL DOCUMENTS DISCUSSIONS

Ideas, problems and solutions involving the promotion and publicity of documents, cooperation between libraries, disposal exchange and inter-library loan of documents, as well as aquisition and processing of documents were all discussed among the government document librarians. An exchange of ideas, communication and cooperation was established.

Proposals for the future include becoming a Round Table in the ASLA. A committee was established to lay the groundwork for such a proposal. The members

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are:

Jane Julien, NAU
Helen Mayhew, ASU
Mary Sanders, State Library & Archives

Many preparations must be made such as drawing up a petition to be presented for membership as a Round Table in the ASLA. After the petition is accepted, a constitution must be drawn up and officers and membership must be established.

In the future, there could possibly be an affiliation of this group with the ALA Government Documents Round Table.

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STATE DOCUMENTS AND CLASSIFICATION SCHEME

Discussion with Linda DeFato

Report by Loise Muir - State Department of Library and Archives:

The process for distribution of state documents to libraries in Arizona is now a mailing list sent from the State Department of Library and Archives. This enables libraries to select documents that they do not receive from the state agencies. This Checklist of Arizona Documents is sent out quarterly and annually. The libraries then select which documents they wish to receive. These Arizona Documents are also submitted to the Library of Congress for inclusion in the Monthly Checklist of State Documents. For reference to state depository laws see A.R.S. section 35-103.

Classification of Arizona Documents:

The state of Nebraska has recently formed a state documents depository plan. They have a state classification scheme and have requested government funds for a regional center to deposit state documents in all libraries in the state.

The Arizona state classification scheme that is presently being prepared by Arizona State University is based on the Florida scheme for classifying state documents. Each state document is being assigned a number according to its agency then a KWOC Index will be printed out by a computer. The KWOC Index has many advantages in that it includes key word out of context and will be arranged by subject. This should make state documents easily accessible to patrons. This is a very difficult task, however, because each publication must be previewed and the key words assigned. A suggestion to help speed up this process would be to have all agencies publish an abstract of subjects and descriptors of each of their publications.

The State Department of Library and Archives uses the Dewey Decimal System with Library of Congress subject headings to classify their state documents.

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The public libraries have the same classification scheme for their state documents. When the new classification scheme is used, consideration of the KWOC Index will be made by the Arizona State Department of Library and Archives.

New Commercial Arizona Publication:

The Greenwood Press Publication is a monthly checklist of state documents. It also has microfiche of state documents. This publication aids in locating state documents.

Proposals:

A working committee of:

Linda DeFato, ASU
Jane Julien, NAU
Helen Mayhew, ASU
Louise Muir, State Department of Library and Archives

has been formed to meet with Mrs. Cooley the Arizona State Librarian on proposed legislation on the state level. This legislation would include a proposal that all state agencies be required to submit enough publications for all depository libraries to the Arizona State Department of Library and Archives, and legislation will be proposed to adopt the ASU classification scheme of state documents if the SLICE six-state program is not adopted.

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SUMMATION OF STATE DOCUMENTS

After discussions on the acquisition of state documents from the Arizona State Department of Library and Archives that are not received from the agencies by each library and a new classification scheme for Arizona Documents, it was decided by the librarians in attendance that legislation should be proposed. This legislation would propose that all agencies must submit a certain number of their publications to the Arizona State Department of Library and Archives. Adoption of the Arizona Classification Scheme was also suggested.

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Cooperation between government document libraries was achieved. It was decided that the bibliographies of subject areas compiled by each library be shared and a mailing list be made to insure that each library gets copies of such bibliographies.

A list will be submitted to Mary Sanders at the State Department of Library and Archives of special sets and series of documents. These major sets and series may be available on an interlibrary loan basis.

The committees that were formed will begin working to complete the work started at this workshop. The wider and more effective use of federal and Arizona documents has begun.

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APPENDIX I.

NAU GOVERNMENT PUBLICATIONS WORKSHOP
July 7-8, 1972

People in Attendance

Baum, Ester
NAU

Bartlett, Katharine
Museum of Northern Arizona

Blan, Mary Jo
NAU

Bouknecht, Carol
ASU

Christie, Armenette A.
U of A

Cornforth, Dorothea
Sedonda

Coulter, Paul
Prescott College

Curtis, Karen S,
Tucson Public Library

Deay, Jim
NAU

DeFato, Linda
ASU

Downey, Carol
Arizona State Library & Archives

Elrod, Pi
New Mexico Highlands University

Hancin, Marianna
State Department of Library & Archives

Hahn, Eleanor
ASU

Hoffman, Carolyn
NAU

Holladay, Florence
Eastern Arizona College

Jackson, Debbie
University of Utah

Julien, Jane
NAU

Keith, Maye
Yuma City-Cty. Library

Mayhew, Helen
ASU

McCoy, Freda
Unversity of Utah

McGuire, Laura H.
Eastern New Mexico Univ.

Meining, Olive
NAU

Muir, Louise
State Dept. Library & Archiv

Mullane, William
Prescott

Palsson, Mary Dale
U of A

Reck, Willyne
Prescott College

Riordan, Mary Louise
U of A

Sanders, Mary
State Dept. Library & Archiv

Schneider, Frank
NAU

Stanton, Filmore
Commerce Dept. Field Office

Stoner, Lydia
Phoenix Public Library

Veblen, Susan
Museum of Northern Arizona

Wright, Phyllis
U of A

AR

Legislation and checklist only, thus nothing included.

CA

B. Letters and commentaries

C. Depository contracts

F. Legislation and legal materials

G. Mailing lists

H. Manuals

I. Procedural guidelines

J. Promotional materials

M. Studies, surveys and workshops

JUL 6 1973

CA:B

ETHEL S. CROCKETT
STATE LIBRARIAN

LIBRARY-COURTS BUILDING
P.O. BOX 2037
SACRAMENTO, CALIFORNIA 95809
TELEPHONE (916) 445-2585
TWX 910-367-3553

June 29, 1973

Mrs. Margaret T. Lane
Recorder of Documents
Secretary of State
1515A Choctaw Drive
Baton Rouge LA 70805

Dear Mrs. Lane:

Please excuse the belated reply to your letters of April 10 and May 17. Six copies of the materials you list will be mailed to you shortly.

The following are some points in answer to item 9: "Commentary on your state's depository library legislation indicating strengths, weaknesses, proposed amendments, etc."

The great weakness has proved to be the lack of any single overall responsible agency with funding to carry out the program, or, as an alternative, a legislative committee responsible for the funding of the program. The State Library (Dept. of Education), the State Office of Printing (Dept. of General Services) and all the State agencies share responsibility of the program although theoretically the State Library has administrative responsibility.

As the result of a recent management survey, it was recommended that State agencies be charged $20 approximately for each title listed in CALIFORNIA STATE PUBLICATIONS by the State Printer to defray the cost of publishing the list and of the free copies distributed to libraries under the program. Obviously agencies are going to choose to list a minimum number of their publications, so that consequently the list will be greatly reduced in size.

Also, the management survey put the responsibility of determining what is "LDA" in the hands of each agency of which there are more than 500. Prior to this time, we have been listing in CALIFORNIA STATE PUBLICATIONS all the relevant publications received at the State Library, within the limitations of our staff time.

Another problem is that the classification developed for use with our extremely large collection of California documents is becoming very difficult to use. Rapid and continual changes in the organization of California State government make an agency classification difficult to keep current.

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I am sorry that I could not attend the Las Vegas meeting. Perhaps you had an opportunity to talk with Miss Mary Schell, supervising librarian in the Government Publications Section, who did attend.

Sincerely,

Ruth Elwonger

Ruth Elwonger
California State Publications
Librarian

RE:bc

CALIFORNIA STATE LIBRARY
P. O. BOX 2037
SACRAMENTO, CA 95809

Calif for CA:B1

REQUEST FOR PUBLICATIONS ON STATE DOCUMENTS PROGRAM

The Documents on Documents Committee of the State Documents Task Force, Government Documents Round Table, is collecting publications on state documents programs. The committee's goal is to make information on the administration of documents programs more easily and more widely available. Publications which are collected will be deposited at the Library of the Council of State Governments which will make these collections available on loan.

The committee would like to deposit five identical sets of publications in the C.S.G. Library. Will you please help in this endeavor by sending to me six copies of each of the following publications (the sixth copy will be kept here in my library as a control copy for our region). Please send copies of:

(1) Legislation establishing your state documents distribution or depository program. p. IX – XII of Annual Listing, Dec. 1972

(2) Rules and regulations established pursuant to this legislation. will be sent (p. 3120-3124) of Management Survey 95

(3) Informational brochures prepared to secure passage of legislation, to explain the program to state agencies, and to publicize documents in the libraries in the state. none

(4) Manuals, either for the use of the administrator of the program (which might be an excerpt from your library staff manual) or manuals prepared for the depository libraries. Being revised. 1961 is one of date particularly the classification scheme used by State Library

(5) Selection lists, address labels, designation of depository library forms and other forms which depository libraries might receive.

(6) Self-addressed labels, "thank yous" to state agencies, report forms for state agencies, etc. none

(7) Shipping lists (sample only), "basic" lists, disposal instruction lists, etc. see p. xiii - IX of Annual Listing

(8) Questionnaires on state documents problems and their tabulation.

(9) In addition, will you please prepare a brief commentary on your state's depository library legislation indicating strengths, weaknesses, proposed amendments, etc.

Please send the six copies of each of these types of publications or a note that your state does not publish certain of the items by May 1, to the Recorder of Documents, 1515A Choctaw Dr., Baton Rouge, La. 70805.

Your cooperation in forwarding this material will be appreciated and I trust that you will borrow it and use it after it has been deposited at the Council on State Governments Library. Announcement of the availability of the collections will be made in Documents to the People.

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Ca Bz

CALIFORNIA STATE LIBRARY
LIBRARY-COURTS BUILDING • P. O. BOX 2037 • SACRAMENTO, CALIF. 95809

TELEPHONE (916) 445-2585
TWX 910—367-3553

June 24, 1976

Brenda Olds, Secretary
[illegible] State Documents Task Force
Legislative Reference Library
Box 12488 Capitol Station
Austin, Texas 78711

Dear Ms. Olds:

We have received your request to update our materials in the "Documents on Documents" set. Enclosed are five copies of Assembly Bill 3539 which makes changes in the Library Distribution Act (California Government Code sections 14900-14912). The importance of the $41,000 appropriation is that the costs of issuing the monthly checklist CALIFORNIA STATE PUBLICATIONS will no longer be apportioned among the agencies whose publications are listed. The present system is counterproductive because agencies are discouraged from submitting publications to the State Library for listing. The bill cleared the Assembly on June 10, 1976, and is presently in the Senate awaiting assignment to a policy committee.

We are sending under separate cover five copies of CALIFORNIA LEGISLATIVE [illegible]. It may be useful for its discussion of the California Legislature and its publications as well as an example of the kind of publication the Government Publications Section produces (infrequently, we regret) as time allows.

We know nothing further to add to or correct in "Documents on Documents," but we would be happy to supply any material which you know is lacking.

Sincerely,

Richard N. Nicoles

Richard N. Nicoles
California State Publications Librarian
Government Publications Section
(916) 322-4572

RN:vn
encl.

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CONTRACT FOR DISTRIBUTION OF STATE PUBLICATIONS TO LIBRARIES

THIS AGREEMENT, made and entered into this_____day of_____, 197____, at Sacramento, California, by and between the STATE OF CALIFORNIA, acting by and through its duly appointed, qualified, and acting Director of General Services, with the approval of the State Librarian, hereinafter called "State", and the_____, hereinafter called "Library";

W I T N E S S E T H:

WHEREAS, pursuant to Chapter 371, Statutes of 1965, (Sections 14900 to 14911, inclusive, Government Code of the State of California) the Legislature has declared it to be the policy of the State of California to freely make available to its inhabitants all State publications by distributing said publications to libraries throughout the State, subject to the assumption by such libraries of the responsibility of keeping such publications readily accessible for use, and of rendering assistance in the use of said publications to qualified patrons without charge; and

WHEREAS, said Chapter authorizes, among others, any municipality or county free library to contract with State and to assume the responsibilities hereinabove mentioned in order to be placed on the mailing list of State as a "complete depository" or as a "selective depository" to which copies of such State publications are to be distributed; and

WHEREAS, Library desires to become a "selective depository" pursuant to the provisions of said Chapter;

NOW, THEREFORE, Library hereby requests that it be placed on the mailing list of State as a selective depository for the purpose of having distributed to it State publications in accordance with and as defined in Chapter 371, Statutes of 1965.

State agrees to place Library on said mailing list for distribution of such State publications as Library is entitled to receive under said Act as a "selective depository" subject to observance by Library of its responsibilities under this agreement.

Until changed by written notice, Library's address to which copies of all such State publications are to be sent is

_____.

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In consideration of the distribution to Library of State publications as aforesaid, Library hereby agrees throughout the term of this agreement to perform the following:

1. Provide suitable shelf space in order to house the said publications in an approved manner with adequate provision for expansion.

2. Index or catalog all State publications in an approved manner. If publications are cataloged in a reference room card catalog, subject reference cards shall also be filed in the General Card Catalog.

3. Process and shelve all State publications within thirty (30) days after receipt of said publications.

4. Provide a professionally trained librarian to render satisfactory service and assistance without charge to qualified patrons in the use of such publications.

5. Dispose of publications only in accordance with disposal policies established by the State Librarian. Details of disposal policies for selective and complete depositories are given in the Annual Listing of California State Publications.

6. Libraries are encouraged to circulate California State publications in their collections.

Library agrees that State may at any reasonable time inspect the facilities provided by Library for the storage and use of all State publications distributed to it under this agreement, and that it will promptly supply any information which may be requested by State in connection with the storage and use of such publications.

This agreement may be terminated or amended by mutual consent in writing, and unless so terminated shall remain in effect until terminated by either party upon giving thirty (30) days' written notice to the other party.

IN WITNESS WHEREOF, this contract has been executed by the parties hereto on the date first above written.

STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES

_____ DIRECTOR

BY _____

_____

BY _____

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AMENDED IN ASSEMBLY MAY 19, 1976

AMENDED IN ASSEMBLY MAY 10, 1976

CALIFORNIA LEGISLATURE—1975-76 REGULAR SESSION

ASSEMBLY BILL No. 3539

Introduced by Assemblyman Ralph

March 15, 1976

REFERRED TO COMMITTEE ON RULES

An act to amend Sections 14868, 14901, and 14910 of the Government Code, relating to state publications, *and making an appropriation therefor*.

LEGISLATIVE COUNSEL'S DIGEST

AB 3539, as amended, Ralph (Rls.). State publications: listings.

Existing law requires the State Printer to issue monthly or quarterly a complete list of state publications issued during the preceding month or quarter.

This bill would require the State Library, rather than the State Printer, to issue such lists.

The bill would appropriate $41,000 to the State Library for the purposes of its provisions.

This bill would become operative on July 1, 1977.

Vote: ~~majority~~ ⅔. Appropriation: ~~no~~ *yes*. Fiscal committee: yes. State-mandated local program: no.

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The people of the State of California do enact as follows:

SECTION 1. Section 14868 of the Government Code is amended to read:

14868. Charges for printing publications, including legislative printing, shall include the cost of printing and distributing copies thereof to libraries as required by Section 14901.

SEC. 2. Section 14901 of the Government Code, is amended to read:

14901. To the end that the policy specified in Section 14900 may be effectively carried out, the State Printer shall print a sufficient number of copies of each state publication as determined by the State Librarian in accordance with Sections 14901, 14903, 14904, 14905.1, and 14907, not to exceed three hundred fifty (350), unless the Department of General Services with the advice of the State Librarian determines that a greater number is necessary in order to meet the requirements for deposit in a "library stockroom" (to be maintained by the State Printer for that purpose) for distribution to libraries as hereinafter provided, except that of legislative bills, daily journals, and daily or weekly histories, not more than one hundred fifty (150) copies shall be printed for such deposit and distribution, and of publications not printed by the State Printer, the department, commission or other agency concerned shall print one hundred (100) copies for such distribution. An additional two (2) copies of each state publication as selected by the State Archivist shall be printed and delivered to the State Archivist by the State Printer or the department, commission, or other agency concerned, and all remaining copies in excess of two (2) copies heretofore received shall be distributed to interested parties without charge or destroyed. The cost of printing, publishing, and distributing such copies shall be fixed and charged pursuant to Section 14866.

SEC. 3. Section 14910 of the Government Code is amended to read:

14910. To facilitate the distribution of state

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publications, the State Library shall issue monthly or quarterly a complete list of state publications issued during the immediately preceding month or quarter, such lists to be cumulated and printed at the end of each calendar year. All state departments, commissions and other agencies shall, upon request, supply information to the State Library for the preparation of the monthly or quarterly lists and the annual cumulative lists.

SEC. 4. *The sum of forty-one thousand dollars ($41,000) is hereby appropriated from the General Fund to the State Library for the purposes of this act.*

SEC. 5. This act shall become operative on July 1, 1977.

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from: Calif. State Publications (annual list) 1972. Calif
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DEPOSITORY LIBRARIES

The libraries listed below have contracted with the Department of General Services to provide adequate facilities for the storage and use of the publications deposited with them by the State of California, to render reasonable service without charge to qualified patrons, and to retain all publications received until authorized to dispose of them.

Complete Depositories

One copy of each State publication, printed or processed, is required to be placed on deposit with each library listed. The State Library, however, receives two copies of serial publications, three of monographs.

†California State Library, Library and Courts Bldg., Sacramento 95809
California State University, San Diego, Library, 5402 College Ave., San Diego 92115
Fresno County Free Library, 2420 Mariposa St., Fresno 93721
Los Angeles Public Library, Serials Division, 630 W. Fifth St., Los Angeles 90017
Oakland Public Library, 125 Fourteenth St., Oakland 94612
San Diego Public Library, 820 E St., San Diego 92101
San Francisco Public Library, Civic Center, San Francisco 94102
Stanford University Libraries, Stanford 94305
†University of California Library, Documents Department, Berkeley 94720
University of California Library, Documents Department, Davis 95616
University of California Library, Government Publications Section, Santa Barbara 93106
†University of California, University Research Library, Public Affairs Service, 405 Hilgard Ave., Los Angeles 90024

Selective Depositories

The following libraries receive printed State documents from the Office of State Printing. They differ from complete depositories in that they do not receive automatically the processed publications issued by State agencies.

A. K. Smiley Public Library, 125 W. Vine, Redlands 92373
Alameda Free Library, 1433 Oak St., Alameda 94501
Alhambra Public Library, 100 N. Garfield Ave., Alhambra 91801
Anaheim Public Library, 500 W. Broadway, Anaheim 92805
Auburn-Placer County Library, 350 Nevada St., Auburn 95603
Berkeley Public Library, 2090 Kittredge St., Berkeley 94704
Butte County Library, 278 Nelson Ave., Oroville 95965
*California Polytechnic State University, San Luis Obispo, Library, San Luis Obispo 93401
*California State College, Bakersfield, Library, 9001 Stockdale Hwy., Bakersfield 93309
*California State College, Dominguez Hills, Library, 1000 E. Victoria St., Dominguez Hills 90246
*California State College, San Bernardino, Library, 5500 State College Pkwy., San Bernardino 92407
*California State College, Sonoma, Library, 1801 E. Cotati Ave., Rohnert Park 94928
*California State College, Stanislaus, Library, 800 Monte Vista Ave., Turlock 95380
*California State Polytechnic University, Library, 3801 W. Temple Ave., Pomona 91768

† Retains historical collection of California State Publications beyond that required for complete depositories.
* Receives a complete set of printed documents from the supply allotted by law to the University of California and the State Colleges.

*California State University, Chico, Library, Government Publications Center, First and Normal Sts., Chico 95926
*California State University, Fresno, Library, Shaw and Cedar Aves., Fresno 93710
*California State University, Fullerton, Library, 800 N. State College Blvd., Fullerton 92631
*California State University, Hayward, Library, 25800 Hillary St., Hayward 94542
*California State University, Humboldt, Library, Arcata 95521
*California State University, Long Beach, Library, 6101 E. Seventh St., Long Beach 90840
*California State University, Los Angeles, Library, 5151 State College Dr., Los Angeles 90032
*California State University, Northridge, Library, 18111 Nordhoff St., Northridge 91324
*California State University, Sacramento, Library, 6000 J St., Sacramento 95819
*California State University, San Francisco, Library, 1630 Holloway Ave., San Francisco 94132
*California State University, San Jose, Library, 125 S. Seventh St., San Jose 95114
Chula Vista Public Library, 276 Fourth Ave., Chula Vista 92010
Colusa County Free Library, 738 Market St., Colusa 95932
Contra Costa County Library, Documents Section, 1750 Oak Park Blvd., Pleasant Hill 94523
El Centro Public Library, 539 State St., El Centro 92243
Escondido Public Library, 239 S. Kalmia, Escondido 92025
Fullerton Public Library, 301 N. Pomona Ave., Fullerton 92632
Glendale Public Library, 319 E. Harvard St., Glendale 91205
Hanford Public Library, 401 N. Douty St., Hanford 93230
Hawthorne Library, 12700 S. Grevillea Ave., Hawthorne 90350
Hayward Public Library, 22737 Mission Blvd., Hayward 94541
Inyo County Free Library, Courthouse, P.O. Box 188, Independence 93526
Kern County Library, 1315 Truxton Ave., Bakersfield 93301
Lancaster Library, 1150 W. Avenue J, Lancaster 93534
Long Beach Public Library, Ocean and Pacific Ave., Long Beach 90802
Los Angeles County Public Library System, 320 W. Temple St., P.O. Box 111, Los Angeles 90053
Mendocino County Library, 105 N. Main St., Ukiah 95482
Merced County Free Library, 2125 M St., Merced 95340
Mills College Library, Oakland 94613
Monterey County Library, 26 Central Ave., Salinas 93901
Napa City-County Library, 1201 Franklin St., Napa 94558
Occidental College Library, 1600 Campus Rd., Los Angeles 90041
Oceanside Public Library, 615 Fourth Ave., Oceanside 92054
Ontario City Library, 215 E. C St., Ontario 91764
Orange County Public Library, 431 City Drive S., Orange 92668
Palo Alto City Library, 250 Hamilton Ave., Palo Alto 94301
Pasadena Public Library, 285 E. Walnut St., Pasadena 91101
Plumas County Free Library, Courthouse, P.O. Box 270, Quincy 95971
Pomona College Documents Collection, The Honnold Library, Claremont 91711
Pomona Public Library, 625 S. Garey Ave., P.O. Box 2271, Pomona 91766
Redwood City Public Library, 881 Jefferson Ave., Redwood City 94063
Richmond Public Library, Civic Center and MacDonald Ave., Richmond 94804
Riverside Public Library, 3581 Seventh St., P.O. Box 468, Riverside 92502
Sacramento City-County Library, 1930 T St., Sacramento 95814
San Bernardino County Library, 104 W. Fourth St., San Bernardino 92401

* Receives a complete set of printed documents from the supply allotted by law to the University of California and the State colleges

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San Diego County Library, 5555 Overland Ave., San Diego 92123
San Jose Public Library, 180 W. San Carlos St., San Jose 95113
San Luis Obispo County Free Library, 1354 Bishop St., San Luis Obispo 93401
San Mateo County Library, 25 Tower Rd., Belmont 94002
Santa Ana Public Library, 502 Civic Center Dr. W., Santa Ana 92701
Santa Barbara Public Library, 40 E. Anapamu St., P.O. Box 1019, Santa Barbara 93102
Santa Clara County Free Library, 1095 N. 7th St., San Jose 95112
Santa Cruz Public Library, 224 Church St., Santa Cruz 95060
Santa Maria Public Library, 420 S. Broadway, Santa Maria 93454
Santa Monica Public Library, 1343 Sixth St., Santa Monica 90401
Santa Rosa-Sonoma County Public Library, Third and E Sts., Santa Rosa 95404
Shasta County Library, 1855 Shasta St., Redding 96001
Stanislaus County Free Library, 1402 I St., Modesto 95354
Stockton-San Joaquin County Public Library, 605 N. El Dorado St., Stockton 95202
Tulare County Free Public Library, Room 10, Courthouse, Visalia 93277
*University of California Library, Documents Librarian, Irvine 92664
*University of California Library, Riverside 92507
*University of California Library, Documents Librarian, La Jolla 92037
*University of California Medical Center Library, San Francisco 94122
*University Library, University of California, Documents Section, Santa Cruz 95060
University of Santa Clara Library, Santa Clara 95053
University of Southern California Library, P.O. Box 77929, University Park, Los Angeles 90007
University of the Pacific Library, Pacific Ave., Stockton 95204
Valencia Library, 22704 W. Ninth St., Newhall 91321
Vallejo Public Library, 505 Santa Clara, P.O. Box 272, Vallejo 94590
Ventura County and City Library, 651 E. Main St., P.O. Box 771, Ventura 93001
West Covina Library, 1601 W. Covina Parkway, West Covina 91790
Whittier College Library, 505 E. Philadelphia, Whittier 90608
Whittier Public Library, 7344 S. Washington Ave., Whittier 90602

Law Library Depositories

Alameda County Law Library, Courthouse, Oakland 94612
California Western University School of Law Library, 3902 Lomaland Drive, San Diego 92106
Court of Appeal Library, Second Appellate District, 217 West First Street, Los Angeles 90012
Hastings College of Law, 198 McAllister Street, San Francisco 94102
Kern County Law Library, Kern Civic Center, Truxton at Chester Avenue, Bakersfield 93301
Los Angeles County Law Library, 301 West First Street, Los Angeles 90012
Loyola University School of Law, 1440 West Ninth Street, Los Angeles 90015
McGeorge College of Law, 3282 Fifth Avenue, Sacramento 95817
Orange County Law Library, 515 North Flower, Santa Ana 92703
Sacramento County Law Library, Courthouse, 720 Ninth Street, Sacramento 95814

* Receives complete set of printed documents from the supply allotted by law to the University of California and the State Colleges.

San Bernardino County Law Library, Courthouse Annex, San Bernardino 92401
San Diego County Law Library, 1105 Front Street, San Diego 92101
San Joaquin County Law Library, Courthouse, Stockton 95202
San Luis Obispo County Law Library, Courthouse, San Luis Obispo 93401
San Mateo County Law Library, Hall of Justice and Records, Redwood City 94063
Santa Barbara County Law Library, Courthouse, Santa Barbara 93101
Santa Clara County Law Library, Superior Courts Building, 191 North First Street, San Jose 95113
Santa Cruz County Law Library, Courts Building, 701 Ocean Street, Box 678, Santa Cruz 95060
Sonoma County Law Library, Hall of Justice, Santa Rosa 95401
Stanford University School of Law Library, Stanford 94305
Supreme Court of California, Justices' Chambers, State Building Annex, 455 Golden Gate Avenue, San Francisco 94102
University of California School of Law (Boalt Hall), Berkeley 94720
University of California School of Law Library, Davis 95616
University of California School of Law Library, 405 Hilgard Avenue, Los Angeles 90024
University of San Diego School of Law Library, Alcala Park, San Diego 92110
University of Southern California School of Law Library, University Park, Los Angeles 90007
Ventura County Law Library, Courthouse, Ventura 93001

CALIFORNIA

STATE PUBLICATIONS

MANUAL FOR

ACQUISITION · PROCESSING · USE

1st edition compiled by
documents committee
california library association

2nd edition revised by
california state library

distributed by
department of finance
organization & cost control division
1961

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This manual is an attempt to bring together in a single volume the most useful and most frequently needed information, collected from many sources: the state statutes, the Department of Finance, various publications in the field, and the personal experience of librarians. Its purpose is to assist both depository and non-depository libraries, but especially the former, in the acquisition, processing and use of state publications. It is hoped that it will be useful not only for the orientation of new staff members but also for reference by experienced librarians.

It makes no claim to being exhaustive nor has it any intention of being mandatory (with the exception of the regulations quoted in the appendices). The references given are the ones considered most important; examples of cards, forms, etc., are given in the hope they may be helpful in libraries where those procedures have not become routines; such processes as binding and cataloging will probably be governed by a library's treatment of non-government material. In some cases recommendations have been made, based on satisfactory experience in libraries, but local conditions may dictate some other procedure.

The first edition of the manual, published in 1957, was compiled by the Documents Committee of the California Library Association, at the request of the State Department of Finance. This was so favorably received that when it became out-of-print, it was apparent that a new edition should be issued. Since, as a result of a Department of Finance management survey, the administration of the depository library program was transferred in 1959 from the Department to the California State Library, the latter undertook the revision of the manual in consultation with the Documents Committee and depository libraries.

The information in the manual has been brought up-to-date, but no major changes have been made. In response to requests, the description of the California State Library classification scheme has been expanded to include the class numbers for state agencies.

Special acknowledgement is due the Department of Finance, without whose cooperation this second edition would not have been possible.

CALIFORNIA STATE LIBRARY

SUMMARY OF LIBRARY DISTRIBUTION ACT 1.1

Purpose 1.11
Libraries Eligible to Become Depositories 1.12
Definition of State Publications 1.13
Distribution Process 1.14
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Standards for Selective Depository Libraries 1.22
Basic List of California State Publications 1.23
Disposal Policies 1.24

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THE DEPOSITORY SYSTEM — Section 1

Until the passage of the *Library Distribution Act* (Calif. Stats. 1945, ch. 1403, effective September 15, 1945), there was no comprehensive system for distributing the official publications of the state to libraries. (For text of the act, as amended, see Appendix A)

SUMMARY OF LIBRARY DISTRIBUTION ACT 1.1

PURPOSE 1.11

The purpose of the act is to make all state publications freely available to inhabitants of the state by distributing them to libraries designated as depositories.

LIBRARIES ELIGIBLE TO BECOME DEPOSITORIES 1.12

1. Municipal
2. County
3. State college and State university
4. Any incorporated college or university in this State
5. State Library

DEFINITION OF STATE PUBLICATION 1.13

"State publication" is liberally defined to include both printed and processed material.

Only the following are excluded:

1. Publications of the University of California
2. Intra-office or inter-office publications and forms

DISTRIBUTION PROCESS 1.14

PUBLICATIONS PRINTED BY STATE PRINTER 1.141

When the State Printer prints a publication for a state agency, he runs off an extra 177 copies to be distributed as follows:

50 copies to State Library

25 copies to Library of University of California at Berkeley

25 copies to Library of University of California at Los Angeles

75 copies (only 50 copies of legislative bills, journals, and histories) to special stock room, to be distributed without charge as follows:

- 1 copy to each complete depository
- 1 copy to each selective depository that has chosen to receive the publication
- 1 copy to any other library that requests it as long as the supply lasts

2 copies to State Archivist of publications he selects.

PUBLICATIONS REPRODUCED BY ISSUING AGENCY 1.142

When an agency reproduces a publication, it is required to set aside 52 copies for free distribution as follows:

1 copy to each complete depository

2 copies to State Archivist of publications he selects

Remaining copies to any libraries requesting them

ANNUAL VERIFICATION OF MAILING LIST (See Section 2.32)

LIST OF CURRENT STATE PUBLICATIONS 1.143

The State Printer is required to publish monthly or quarterly a complete list of state publications issued during the preceding month or quarter and also to publish an annual cumulation. (For a description of this list, entitled *California State Publications*, see Section 5.22).

ADMINISTRATION OF THE LIBRARY DISTRIBUTION PROGRAM 1.2

When the library distribution program went into operation in 1945, the Department of Finance was designated the administrative agency. In 1959 the Department conducted a survey of the program, and as a result of one of the survey recommendations, administration of the program was transferred to the California State Library.

CONTRACT (Appendix B) 1.21

The principal provisions of the contract to which a depository library must agree are:

1. To provide shelf space to house the collection in an approved manner with adequate provisions for expansion
2. To index or catalog all state publications in an approved manner. If publications are cataloged in a reference room card catalog, subject reference cards also shall be located in the general card catalog
3. To process and shelve all state publications within 30 days after receipt of the material
4. Provide a professionally trained librarian to render satisfactory service without charge to qualified patrons in the use of such publications
5. Dispose of publications only in accordance with disposal policies established by the State Librarian
6. Accept and shelve all publications specified as "basic items"

STANDARDS (Appendix C) 1.22

During its administration of the program, the Department of Finance, in deciding which libraries should be designated depositories, considered not only staff and facilities but also location and area served in order to make state publications available in all parts of the state. These criteria were formalized as standards and issued as part of the 1959 management survey. The California State Library later issued a restatement of the standards to explain and clarify certain portions about which questions had been received.

BASIC LIST OF STATE PUBLICATIONS FOR SELECTIVE DEPOSITORIES (Appendix D) 1.23

A list of publications which should be in every collection was compiled by the Documents Committee of the California Library Association and made a requirement for selective depositories by the Department of Finance as of January 1, 1956. (See Section 2.21) The list is reviewed periodically.

DISPOSAL POLICIES FOR STATE PUBLICATIONS 1.24

Not all libraries can or should maintain permanent files of all state publications. In 1949 the Department of Finance issued *Circular Letter No. P 49-32*, listing publications that libraries might discard if the wished. This list was revised and enlarged by the Documents Committee of the California Library Association and adopted by the Department of Finance on November 1, 1954. It is still in effect. The chief categories that may be discarded are publications that have been microfilmed or superseded by a later edition.

Three libraries have voluntarily agreed to keep all publications and are unofficially known as historical depositories:

1. California State Library, Sacramento
2. Library of the University of California at Berkeley
3. Library of the University of California at Los Angeles

Additional information about the depository system in California is found in the following:

California. Dept. of Finance. Organization and Cost Control Division. *Management Survey for the Department of Finance: Depository Library System.* [Sacramento, 1959] 19p.

California. Legislature. Assembly. Interim Committee on Governmental Reorganization. "Information Services." (In its *First Partial Report.*([Sacramento, 1951]), p. 114-132)

California. Legislature. Senate. Interim Committee on Governmental Reorganization. "Publication Distribution." (In its *Second Partial Report* ([Sacramento, 1951]), p. 101-117)

Huston, Evelyn. "California Solves Documents Distribution," *Library Journal,* v. 73 (January 1, 1948), p. 7-14.

Klausner, Margaret. "California Documents, 1949," *California Librarian,* v. 11 (September 1949), p. 15-16, 22.

Thomas, Martin. "California State Documents Distribution," *California Librarian,* v. 12 (December 1950), p. 101-3, 119-20.

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ORDER FILE 2.9

COMPLETE DEPOSITORIES 2.1

DISTRIBUTION TO COMPLETE DEPOSITORIES 2.11

A complete depository automatically receives one copy of each state publication:

1. Publications printed by the Printing Division, designated in *California State Publications* by the symbol ϕ, are distributed by the Documents Section of the Division. (For description of *California State Publications*, see Section 5.22)
2. Publications not printed by the Printing Division are distributed by the issuing agency.

The issues of *California State Publications* should be checked to determine whether any publications have failed to arrive, and those missing should be claimed. (See Figure 1 for suggested claim form)

LIBRARY
Address
Date

Gentlemen:

We have not received the following publication(s), which we believe should have been sent us as a complete depository library under Government code, sec.13660-13668. Can you supply it (them) to complete our files? Thank you.

Signature_____
Title_____

FIGURE 1. Sample Form for Claiming Depository Items

CHANGE OF STATUS 2.12

If a complete depository finds it can no longer effectively handle the material being received, it may submit a request for change of status to selective depository to the Department of Finance, Room 5016, State Capitol, Sacramento 14, California.

Two years after its change of status becomes effective, it may weed its collection in accordance with the disposal policies established for selective depositories (Appendix E).

SELECTIVE DEPOSITORIES 2.2

DISTRIBUTION TO SELECTIVE DEPOSITORIES 2.21

A selective depository

1. Must accept the *Basic List of California State Publications* (Appendix D)
2. May choose as many other titles as it wishes from the *Selective Depository Library Publications Check List.*

California. Dept. of Finance. Printing Division. Documents Section.
Selective Depository Library Publications Check List.

Contains only publications printed by the Printing Division and is revised periodically so that new titles may be added. Under each agency, serial titles are listed alphabetically, followed by the phrase "Miscellaneous Publications" which the library may check if it wishes to receive non-serial publications and also new serial titles issued between revisions of the list. There is no other way to learn what new titles are being added to the distribution program unless *California State Publications* is searched.

The library is placed upon the mailing list for the publications it selects and should receive them automatically. The issues of *California State Publications*, however, should be checked against receipts and the list of selections from the *Selective Depository Library Publications Check List* to determine whether the library received everything is should.

Missing items should be claimed from the Documents Section, Printing Division. (See Figure 1 for suggested form for such requests—the word "selective," however, should be substituted for "complete").

3. May request any publication not on the *Selective Depository Library Publications Check List* from the issuing agency. (See Figures 2-3 for suggested forms for requests). The *Roster, State, County, City and Township Officials*, issued annually by the Secretary of State, is useful for locating addresses of agencies.

The librarian should guard against choosing too many or too few titles. The former is wasteful of staff time for handling and space for housing; the latter impairs the potential usefulness of the collection to the community.

LIBRARY
Address
Date

We shall be grateful if you will send us a copy of:

If you cannot supply, will you please check the appropriate line below.

——Supply exhausted
——Not yet issued
——Never printed
——Charge for publication——Price
——Other reason

FIGURE 2. Sample Form for Requesting Monographs

CHANGE OF SELECTIONS 2.22

Libraries wishing to receive additional titles or to be removed from the mailing list for certain titles on the *Selective Depository Library Publications Check List* should secure a supply of post cards authorizing these changes from the Printing Division, Documents Section, Sacramento 14, California. There is no charge.

LIBRARY
Address
Date

Will you please place the name of this library upon the mailing list to receive

regularly.

If back issues are still available, we should appreciate receiving them also to make our file complete.

FIGURE 3. Sample Form for Requesting Serials

CHANGE OF STATUS 2.23

If a selective depository finds that it no longer needs a large percentage of the items on the *Basic List*, it may wish to become a non-depository and request only those publications it needs. To terminate its depository contract, it must give thirty days' written notice to the Department of Finance, Room 5016, State Capitol, Sacramento 14, California.

NON-DEPOSITORIES 2.3

SELECTION AIDS 2.31

If the non-depository librarian does not wish to scan the complete listing in *California State Publications*, the following may be consulted:

1. U. S. Library of Congress. *Monthly Checklist of State Publications* (see Section 5.21).

2. California Library Association. Documents Committee. *Basic List of California State Publications for Selective Depository Libraries* (Appendix D).

   For titles of serials.

SOURCES OF FREE PUBLICATIONS 2.32

1. Printing Division, Documents Section

   Only publications printed by the Division should be requested. These are designated in *California State Publications* by the symbol ϕ. Since the number of copies available for free distribution is limited, requests should be mailed as soon as possible.

2. Issuing Agency

   Publications not printed by the Printing Division must be requested from the issuing agency.

   A non-depository should try to get on agency mailing lists for the serial publications it needs, because the Documents Section does not maintain a mailing list for any periodical. Otherwise it will have to request each issue from the Printing Division, Documents Section. (See Figure 3 for sample request form).

Any state agency maintaining a mailing list for a publication is required to correct its mailing list and verify its accuracy at least once a year, by sending a card to each addressee. (The card is inserted in an issue of the publication). If no response is received, the agency must remove the name from the mailing list. (This does not apply to complete depositories).

A copy of some sales items may be available free from the issuing agency. The Division of Mines, for example, will send one copy of each priced publication free to any public library and may send more than one copy free if there is a valid reason.

PURCHASES FROM PRINTING DIVISION, DOCUMENTS SECTION 2.4

A non-depository library will have to purchase a publication if its request is not received before the stock for free distribution is exhausted (see Section 1.141). If a depository needs more than one copy, it will have to purchase the additional copies unless it is successful in securing whatever it needs free from the issuing agency.

PUBLICATIONS SOLD BY THE DOCUMENTS SECTION 2.41

Publications sold by the Documents Section are designated by a dagger (†) in *California State Publications*. The price is given in a note.

The Section also issues a series of price lists. Their grequency varies, but most of them are issued approximateiy once a year.

No. 1. *California Codes, Laws, Legislative Publications*
No. 2. *General Publications and Documents of California*
No. 3. *California Administrative Code*
No. 4. *Publications of Department of Water Resources Sold by Printing Division*
No. 5. *Official Maps of California*

Publications of Department of Fish and Game Sold by Printing Division [unnumbered list]

ORDERING 2.42

An order blank is provided in *California State Publications*, but a library may use another form if it chooses.

Payment must accompany all orders except those from government agencies (including libraries)—Federal, State, county or city.

Sales tax (4%) must be added for Califomia addresses. Exempt from the sales tax are:

1. Agencies of the State of Califomia
2. Federal agencies in Califomia
3. Purchasers outside the State

A 10% discount is given on orders of 50 or more copies of the same title.

Checks or money orders should be made payable to the Printing Division, Documents Section. The address is Sacramento 14, Califomia,

An invoice is sent only if payment does not accompany the order.

SPECIAL INDEX ACCOUNT 2.43

A sum of money may be deposited with the Printing Division, Documents Section, and orders for publications will then be charged against the library's account. The deposit should be commensurate with the quantity of documents the library expects to order; $25 is considered the minimum.

The Section sends a carbon copy of the order it types showing the charge (but not the balance in the account) to the library with the publication. When the balance becomes low, the library is notified.

SPECIAL DEPOSIT ACCOUNT FOR CALIFORNIA ADMINISTRATIVE CODE 2.44

A library or individual that wishes to keep the *California Administrative Code* up-to-date without sending an order for each *Register* as issued, may deposit $25 with the Printing Division, Documents Section, in a special account. When the account is reduced to $3, the library will be notified. $20 is usually sufficient for one year's service.

If a library or individual does not maintain the complete *California Administrative Code*, it may deposit $15 and receive the parts of *Registers* that amend the titles held. When the account is reduced to $3, the library is notified.

Purchasers who do not maintain a Special Deposit Account will receive notice of amendments affecting the titles purchased and may send remittance upon receipt of notice. If the purchaser fails to order amendments after being notified three times, notices of future amendments will not be sent.

PURCHASES FROM AGENCIES 2.5

Some publications are sold by the agency issuing them rather than by the Documents Section, and some are available both from the issuing agency and from the Documents Section. Source and price of individual publications are given in *California State Publications*.

The ordering instructions given for purchases from the Documents Section (Section 2.42) apply to purchases from an issuing agency except that the check should be made payable to the issuing agency.

LEGISLATIVE PUBLICATIONS 2.6

The Legislative Bill Room (Room 215, State Capitol, Sacramento) distributes the publications of the Legislature not sold by the Printing Division, Documents Section, or distributed by committee chairmen.

Libraries that are not depositories may subscribe to the Legislative Bill Service, which includes the following publications:

Bills, Resolutions, Constitutional Amendments as introduced and subsequent amendments
Daily Histories
Daily Journals
Weekly Histories
Semi-final History
Final Calendar

The charge for the Bill Service varies from session to session; for prices write the Legislative Bill Room.

Publications which are not included in the Bill Service and which must be purchased are:

Chapters: Bill Chapters and Resolution Chapters (stapled together)
Legislative Index
Legislative Digest

Other publications sold by the Legislative Bill Room are:

Beek, J. A. *California Legislature*
Handbook, California Legislature
State of California Budget

The following publications are distributed free (up to two copies) by the Bill Room:

Individual Bills, Resolutions, Chapter Laws (copies after first two may be obtained at a nominal charge)
Daily File
Summary Digest of Statutes Enacted
Interim Committee Reports
Note: These are sometimes distributed by the committee chairman and occasionally one is sold by the Bill Room.

UNIVERSITY OF CALIFORNIA PUBLICATIONS 2.7

Listed in U. S. Library of Congress. *Monthly Checklist of State Publications* (see Section 5.21)

PRESS PUBLICATIONS 2.71

The University of California Press issues most of the publications of the university. Except for some series which are available in exchange for the publications of learned societies and institutions, universities and libraries, press publications must be purchased. Inquiries concerning exchanges should be addressed to:

Gifts and Exchange Department
University of California Library
Berkeley 4, California

Other correspondence should be sent to:

University of California Press
Berkeley 4, California

SOURCES OF INFORMATION 2.711

1. *University of California Press Books in Print.*

   Annual catalog issued as a separate and also included in *Publishers Trade List Annual.* In general does not list books appearing as part of a series. Free mailing list maintained.

2. Spring and fall catalogs

   Title varies. Announcements of new publications except those in series. Free mailing list maintained.

3. Price list for each of the serial publications collectively titled *University of California Publications*

   May be obtained upon request without charge as they become available.

ORDERING 2.712

Library may request a bill or send payment in advance. Prepaid orders are sent postage free. Terms are net 30 days.

Discount varies according to whether book is trade or non-trade and upon number of titles ordered at one time.

AGRICULTURAL PUBLICATIONS 2.72

SOURCES OF INFORMATION 2.721

1. *Agricultural Publications*

   Catalog of pamphlets published by the University of California Agricultural Experiment Station and Extension Service. Issued approximately once a year. Mailing list for the catalog is maintained. Most of the publications listed are free.

2. *California Agriculture* (monthly)

   Free upon request. Contains announcements of new publications.

ORDERING 2.722

Inquiries and requests for publications should be directed to:

Agricultural Publications
Room 22, Giannini Hall
University of California
Berkeley 4, California

or to the local farm adviser.

OTHER PUBLICATIONS 2.73

Syllabi must be purchased from the ASUC Bookstore.

Some departments reproduce and distribute publications, usually free.

OUT-OF-PRINT PUBLICATIONS 2.8

Documents are listed sometimes in the catalogs of secondhand book dealers, or the library may ask a dealer to search for an out-of-print title and quote a price. The latter procedure is usually expensive.

The names and addresses of some dealers are given below. Inclusion in this listing should not be considered a recommendation nor omission, disapproval.

F. N. Bassett
722 North Orange Drive
Los Angeles 38, California

Holmes Book Co.
274 14th Street
Oakland 12, California
and
22 Third Street
San Francisco 3, California

James C. Howgate
Star Route
Rotterdam Junction, New York

Zeitlin and Ver Brugge
815 North La Cienega Blvd.
Los Angeles 46, California

ORDER FILE 2.9

Libraries will wish to keep a record of titles requested or ordered, both to avoid possible duplication and also to use for follow-up purposes if no reply is received within a reasonable time.

For periodicals and serial publications, a note may be made on the back of the checking card:

v. 2, no. 2 claimed 9/6/55

A clip or flag may be attached to the card to speed checking for follow-up.

For monographic publications, a 3" x 5" slip with author, title, date ordered and any other necessary information will serve if the library does not use a standard order form for all purposes. After the publication has been received and recorded, the order slip should be discarded.

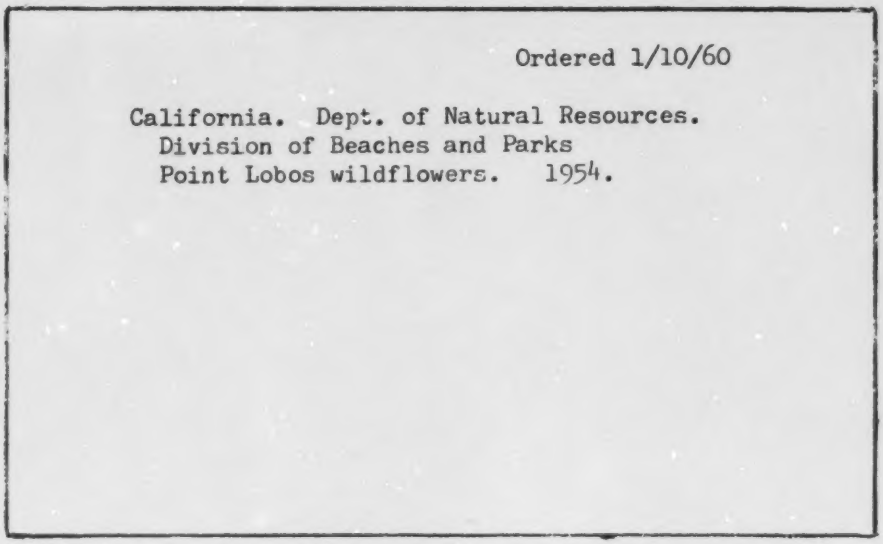

FIGURE 4. Sample Order File Slip

ORGANIZATION AND ARRANGEMENT CONTENTS Section 3

ORGANIZATION 3.1

Integration 3.11
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Partial Integration 3.13

ARRANGEMENT 3.2

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ORGANIZATION 3.1

California state publications may be integrated with the library's general collection, segregated in a separate department, or partially integrated and partially segregated.

INTEGRATION 3.11

Under complete integration, all documents go into the general collection and receive the same treatment as other library materials.

1. Advantages:
   a. General public and general reference staff will probably use documents more if they are filed with other materials on the same subject.
   b. Time of reference staff is saved in locating documents.
   c. Expertness and experience in using government publications are not imperative.
2. Disadvantages:
   a. Cataloging is expensive, though subsequent saving in time of reference staff probably offsets initial cost.
   b. Shelving of documents without stiff covers among books is a problem.

Complete integration is recommended for non-depositories.

SEPARATE COLLECTION 3.12

Documents kept together in a separate collection may be given the same treatment as other library materials or they may receive special, usually less expensive, treatment.

1. Advantages:
   a. The staff are (or become) specialists and thus can give expert assistance to the public (provided the staff turnover rate is low)
   b. Printed indexes and bibliographies may be used extensively, but unless the staff is skilled, valuable reference time may be lost in consulting these tools.
   c. If simple records are kept in lieu of complete cataloging, publications may be made available more quickly and at less expense for processing.
   d. It is easier to house unbound documents apart from the bound general collection.
2. Disadvantages:
   a. Material on same subject is arbitrarily and artificially divided between government and nongovernment publications.
   b. General reference staff needs to know documents collection in order to refer patrons there for the best or additional information.
   c. Many patrons do not understand what kind of information is contained in documents, and may be annoyed if referred from the general reference section to the documents room, or vice versa.
   d. If there is not a documents librarian on duty at all hours the library is open, the use of the separate collection is likely to be unsatisfactory.

PARTIAL INTEGRATION 3.13

Under partial integration, publications of general interest may go into the main collection; reference tools and publications of special subject interest may be kept in the departments where most useful, and those remaining may be kept in a separate collection. Partial integration has the advantages and disadvantages listed above under Integration and Separate Collection and also the following:

1. Advantages:
   a. Treatment can be adapted to content and format of publication.
2. Disadvantages:
   a. The documents collection is divided.
   b. Referrals are required from the general catalog to the documents collection and vice versa (see Section 4.2).
   c. Librarian must spend additional time deciding whether or not individual documents should be placed in general collection and which must be duplicated. Further time is required to order and process duplicates.

ARRANGEMENT 3.2

Once a library decides to maintain all or part of its documents collection separate from its general book collection, it is faced with the problem of arrangement of these materials on the shelves.

ALPHABETICAL ARRANGEMENT 3.21

The simplest arrangement is an alphabetical one by issuing agency.

To avoid possible confusion, the publications should be arranged according to the entries chosen for the records (for discussion of form of entry, see Section 4.133).

CLASSIFICATION SCHEMES 3.22

A separate documents collection may be classified according to:

1. Subject classification used for the general collection, i.e., Dewey or Library of Congress.
2. Special subject classification, i.e., Glidden and Marchus.
3. Classification based on an alphabetical arrangement by issuing agency (not recommended except for large uncataloged collections).

A requirement for eny classification scheme is that it be flexible to allow for necessary additions in the proper places.

Brief descriptions of various classification schemes (not including Dewey and Library of Congress) will be found in Appendix F.

ALPHABETICAL ARRANGEMENT VS. CLASSIFICATION 3.23

1. Provides direct approach
2. In a large collection the various subdivisions of an agency, and similarity of titles under an agency, tend to confuse the shelver and so increase the time required to shelve and locate materials.

1. One must consult either an alphabetical file or an index to the classification to find the number under which the desired material is shelved.
2. Reduces the time required to file and get from shelf, and also the number of errors in filing.

TYPES OF RECORDS 4.1

Dictionary Catalog 4.11
Printed Indexes 4.12
Shelflist-Checklist 4.13

Professional and Clerical Work 4.131
Arrangement 4.132
Entry 4.133
Serials 4.134

Separate Serials or Periodicals File 4.1341
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Claiming Missing Numbers 4.1344
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Monographs 4.135
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Preliminary Editions 4.1361
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Cards Supplementing the Shelflist-Checklist 4.14

Subject Cards 4.141

Monographs 4.1411
Serials 4.1412

Added Entries 4.142
Cards for Publications Represented in the Public Catalog 4.143

REFERRALS FROM THE PUBLIC CATALOG 4.2

FILE-MARKING 4.3

PHYSICAL HANDLING 4.4

WEEDING 4.5

REFERENCES 4.6

RECORDS AND PREPARATION FOR THE SHELVES

Section 4

TYPES OF RECORDS 4.1

The type of records kept for government publications depends to some extent upon the way in which they are organized (see Section 3).

1. Under complete or partial integration, the publications integrated must be given the same treatment as non-government material.

   a. Books and other publications of permanent value are classified, cataloged, and processed according to the individual library's procedures and then shelved with other books in the library's collection.

   b. Periodicals are treated in the same way as non-government periodicals.

   c. Pamphlets have a subject heading assigned and are filed in a vertical file or in pamphlet boxes according to the treatment given other pamphlets.

   Complete integration of publications and records is recommended for non-depository libraries.

2. In a separate collection government publications may be treated as outlined in 1 above, or briefer records may be kept.

   Although cataloging is recommended for all libraries, a complete depository may find full cataloging too expensive and probably unnecessary. By employing selective cataloging and brief cataloging, it can secure many of the advantages of a cataloged collection without all of the expense.

DICTIONARY CATALOG 4.11

This manual will not attempt to discuss how to catalog documents since the same procedures should be followed as for non-government publications. Examples are given in Section 4.14, however, of simple subject and added entry cards to supplement the shelflist-checklist.

Various factors should be considered in selecting publications for cataloging:

1. Permanent value
2. Use
3. Extent to which available printed indexes may be used as substitute for cataloging (e.g., the publications of the California Division of Mines are well-indexed).

   Special libraries, or libraries where certain subjects are in great demand and where reference time is at a premium, may wish to catalog completely even those publications which are analyzed in printed indexes.

PRINTED INDEXES 4.12

Checking *California State Publications* in lieu of cataloging or checklisting is not recommended for the following reasons:

1. Because there is a lag between the receipt of the publications and the list, a temporary record must be prepared, or there will be a period when there is no record of new publications.
2. When monthly lists are cumulated, the holdings checked in the superseded issues must be transferred to the annual cumulation.
3. Not all official publications have been listed in the past.

As mentioned in Section 4.11, special printed indexes such as those of the Division of Mines may be used in place of analytics. The Library will still wish to keep checking records of the numbers received in each series.

SHELFLIST-CHECKLIST 4.13

Many libraries record documents in a combined shelflist-checklist record, either alone or in combination with selective cataloging.

PROFESSIONAL AND CLERICAL WORK 4.131

The fact that records in the shelflist-checklist are simple does not mean that they can be compiled by an untrained typist-clerk without assistance. Variations in names of agencies and serial titles, and vagaries in the numbering of serials make the supervision of a trained librarian imperative for the maintenance of adequate records.

A detailed procedure manual for the use of clerical workers is helpful in securing uniformity. This manual should include sample cards, instructions for entering serials and monographs, and procedures for handling documents after entering. It should also emphasize the importance of referring any irregularities, new publications, etc., to the supervising librarian.

For new publications the use of a process slip by the librarian in lieu of typing a unit card or giving verbal instructions will probably save time and produce better records. A simple process slip is illustrated in Figure 5.

An "x" after author, title, etc., indicates that a typist is to use information found on the title-page.

The beginning and end of material to be transcribed can be indicated lightly in pencil by some symbol, for example, right angles (⌜ ⌝).

The typist should be instructed to capitalize only proper nouns and the first word of a title. If other words are to be capitalized, the first letter of each can be underlined.

Punctuation should be pencilled in lightly on the title-page.

ARRANGEMENT 4.132

Arrangement of cards in the shelflist-checklist may be

1. By classification number (if some type of classification system is used)

   Either an index or a separate alphabetical file is essential.

2. Alphabetically by issuing agency (whether or not a classification system is used)

   If a classification system is used, the shelflist-checking record serves as an author catalog.

ENTRY 4.133

The entry in the shelflist-checklist is under the issuing agency.

Decisions to be made are:

1. Whether to enter under the name of the agency immediately responsible for the publication (according to ALA cataloging rules) or under the superior department or agency (e.g., California. Division of Mines or: California. Department of Natural Resources. Division of Mines).
2. What form of name to use
   a. Direct, i.e., legal (e.g., California. Division of Mines; or: California. Department of Natural Resources. Division of Mines)

LIBRARY

1. Call no.

2. Author

   Author as follows:

   California. Dept. of Education

3. Title: x

   Title as follows:

4. Year: x

5. Paging: 166 p.

6. Illus.: illus.

7. Series:

8. Notes:

9. Tracings (and X ref.)

   1. Universities and colleges— California

10. Special instructions:

FIGURE 5. Process Slip

⌜THE CALIFORNIA STATE COLLEGES⌝

A Series of Articles Reprinted from
CALIFORNIA SCHOOLS,
Volume XXI, 1954.⌝

CALIFORNIA STATE DEPARTMENT OF EDUCATION
Sacramento July, ⌜1955.⌝

FIGURE 6. Title-Page

For shelflist card typed from this process slip, see Figure 18, Section 4.135.

b. Inverted (e.g., California. Mines, Division of; or: California. Natural Resources, Department of Mines, Division of).

c. Condensed or "catchword" (e.g., California. Mines Division; or: California. Natural Resources Department.Mines Division).

Any of these forms should prove satisfactory if used consistently. For a library setting up a new system, adoption of modified ALA entries (entry under legal name of superior agency) as used in *California State Publications*, should prove economical because clerical time (for copying entries) could be substituted for professional time (for establishing entry form) in many cases. If a library plans to catalog many documents, using Library of Congress cards, adoption of standard ALA headings will probably be more satisfactory. On the other hand, a file in which the inverted or catchword form has been adopted may be easier for the uninintiated to use since one does not need to know the exact name of an agency in order to locate the cards for it.

If the collection is unclassified, then filing words should be marked on the card as well as on the publication unless the form of entry chosen corresponds to the arrangement on the shelves (see Figure 34, Section 4.3).

The direct form of name (department followed by subdivision) has been adopted in the examples which follow.

SERIALS 4.134

SEPARATE SERIALS OR PERIODICALS FILE 4.1341

In a shelflist-checking record, checking cards for periodicals and serials may be interfiled with cards for separate publications, monographs, etc. For a large collection a separate periodicals and serials file (or one file for periodicals and one for serials) should be considered—it is easier to locate cards for checking in publications and also easier to determine what missing numbers should be claimed if cards for monographs and serials are not interfiled. Frequently issued and revised publications should be treated as serials for convenience (see Section 4.1364).

MINIMUM INFORMATION ON CHECKING RECORDS 4.1342

Checking records for serials should, if possible, be similar to those used by the library for non-government publications. Essential information on checking record should include:

1. Call number (if collection is classified)
2. Issuing agency
3. Title

   } with notes of important changes

4. Frequency if regular and not given in title
5. Number of copies if more than one
6. Routing instructions if publication is to be routed
7. Retention policy if superseded portions are withdrawn or back file is discarded periodically
8. Indication of whether title-page, table of contents and index are issued
9. Binding information
10. Source (LDA or issuing agency) including address if other than Sacramento

PROCEDURE FOR CHECKING IN A SERIAL 4.1343

1. Compare card with publication carefully to be sure that it is the correct one.
2. Enter publication on checking record.
   a. Use a hard pencil (no. 3 or 4) to prevent smudging when cards rub together.
   b. Make figures or checks smaller than squares on checking record—they are easier to read.

c. Check in a publication that has both a number and date by both because it may be cited sometimes in one way and sometimes in another. A check mark (✓) may be placed beside the printed number on the checking card and the date written in the date box, depending upon the type of card used.

d. Indicate additional copies by check marks.

e. File-mark each piece (see Section 4.3) or write the call number in upper left comer.

f. Attach routing slip if needed.

g. Stamp each piece with ownership and date stamp.

See Figures 7-14 for sample checking records.

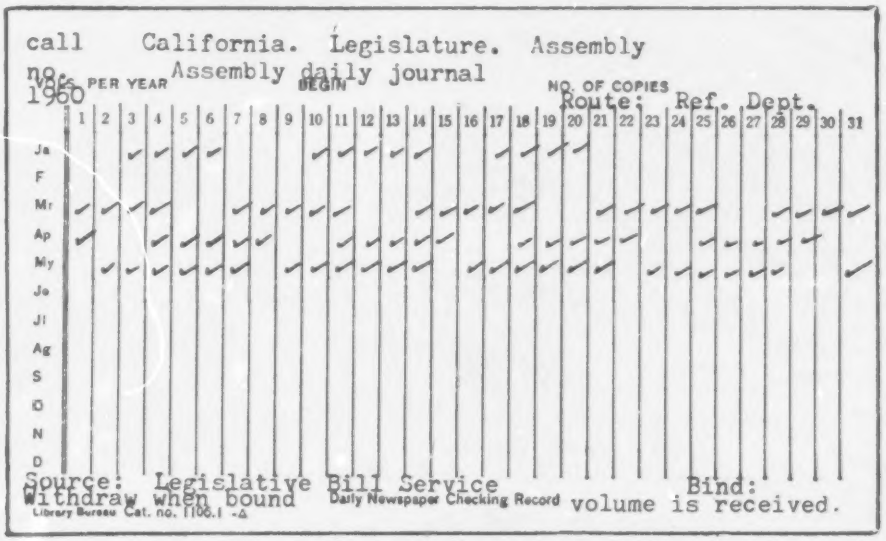


FIGURE 7. Serial Issued Daily

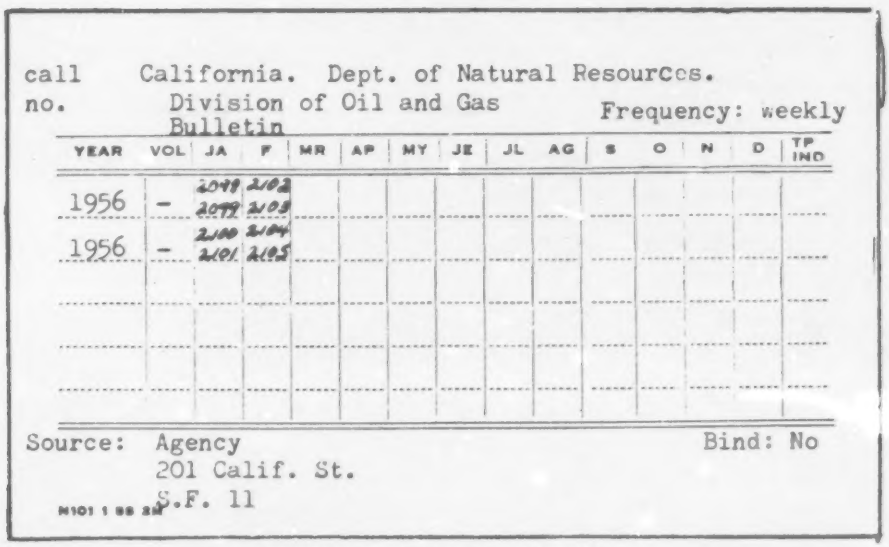

call no.
California. Dept. of Natural Resources.
Division of Oil and Gas
Bulletin
Frequency: weekly
YEAR VOL JA F MR AP MY JE JL AG S O N D TP IND
1956 - 2099 2102 2099 2103
1956 - 2100 2104 2101 2105
Source: Agency
201 Calif. St.
S.F. 11
Bind: No
M101 1 88 2M

FIGURE 8. Serial Issued Weekly

call no. California. Dept. of Public Health. Bureau of Vector Control
California vector views
Frequency: Monthly

YEAR	VOL	JA	F	MR	AP	MY	JE	JL	AG	S	O	N	D	TP IND
1954	1							1	2	3	4	5	6	✓
1955	2	1	2	3	4	5	6	7	8	9	10	11	12	
1956	3	1	2	3										

Source: Agency
2151 Berkeley Way
Berkeley 4
Bind: No

H101 1 88 2M

FIGURE 9. Serial Issued Monthly

call no. California. Dept. of Agriculture
Bulletin
Frequency: Quarterly

YEAR	VOL	JA	F	MR	AP	MY	JE	JL	AG	S	O	N	D	TP IND
1955	(44)		1			2			3			4		
1956	45		1											

Source: LDA
Bind: No
Circle indicates complete v.

H101 1 88 2M

FIGURE 10. Serial Issued Quarterly

call no. California. Controller's Dept.
Report of financial transactions concerning irrigation districts of California
Frequency: Annual

Year	V
1951-52	
1953	
1954	

Source: LDA
Bind: No

FIGURE 11. Serial Issued Annually Covering Calendar Year

call no. California. Horse Racing Board
Report

Frequency: Biennial

Year	v.								
1950/52									

Source: LDA

Bind:

FIGURE 12. Serial Issued Biennially Covering Fiscal Years

call no. California. Dept. of Finance. Printing Division
California blue book

Frequency: Quadrennial

Year									
1938									
1942									
1946									
1950									
1954									

Source: LDA

For earlier editions see:
California. Secretary of State

Bind:
Comes bound

FIGURE 13. Frequently Revised Publication Treated as a Serial

call no. California. Dept. of Natural Resources.
Division of Mines
Special report

1A(2/50)	2	3(12/52)							
1B(4/50)	(12/50)								

Source: LDA

Bind: No

FIGURE 14. Serial Issued Irregularly

BEST COPY

CLAIMING MISSING NUMBERS 4.1344

Unless the serial record is in a visible file with a signal system, is is important to establish some system for following up missing numbers. The checker may type a claim for an earlier issue upon checking in the current one, or he may place a clip or flag on the cards where gaps have been noticed and type claims after all publications for the day have been checked in. He needs to supplement this by a periodic card by card search through the file to catch titles that are no longer being received.

When a claim is sent, a note should be made on the back of the checking card:

v.2 no.2 claimed 9/6/55

Flags may be placed on cards where missing numbers have been claimed so that a second request may be sent if no reply is received within a reasonable time.

For sample claim form, see Figure 15:

LIBRARY
Address

Gentlemen:
We have not received_____
of the publication_____
which we receive as a depository library under the
Library Distribution Act.
as a gift from you.
on our current subscription.
We shall appreciate your supplying these numbers to complete our files.

Date Documents Librarian

FIGURE 15.-Form for Requesting Missing Issues

To make it easier to tell at a glance whether files are complete, a symbol may be added to the card when a volume is complete, e.g., a check in colored pencil by the volume number or year, or a ring around either (see Figures 10 and 16).

BINDING RECORDS 4.1345

The record of volumes at the bindery may be included on the checking cards if desired.

Bound volumes may be entered on the checking cards or transferred to permanent holdings cards. In general, these forms and procedures should follow as closely as possible the library's practices in handling similar material of a non-government nature.

MONOGRAPHS 4.135

Minimum information to be given on a card for a monograph:

1. Call number (if collection is classified)
2. Corporate author
3. Title
4. Date of publication
5. Collation, consisting of last numbered page, or number of volumes if more than one
6. Occasionally notes of information are needed

See Figure 18 for sample card for a monograph.

Each publication should be file-marked (see Section 4.3) or have the call number written on.

The library's stamp (usually combined with the date of receipt) should go on each publication.

call no. California. Dept. of Education
California schools Frequency: Monthly
Bound: v.1-25, 1930-54 At bindery: n 26, 1955 (2/14/56)

YEAR	VOL	JA	F	MR	AP	MY	JE	JL	AG	S	O	N	D	TP IND
1955	(26)	1	2	3	4	5	6	7	8	9	10	11	12	in no. 12
1956	27	1	2											

Source: LDA Bind: 2 v. together
Circle indicates complete v.

FIGURE 16. Binding Record on Checking Card

call no. California. Dept. of Education
California journal of elementary education quarterly

Library has v.1-24 Aug. 1932-May 1953 bound.

At bindery:

Unbound: n 22, Aug. 1952-May 1954 (held for n 23)

See current checking card for later issues.

Index: in last no. of v.
Tp: none
Bind 2 v. together

FIGURE 17. Separate Binding Record

call no. California. Dept. of Education
The California State colleges; a series of articles reprinted from California schools, volume XXV, 1954. 1955.
166 p. illus.

FIGURE 18. Shelflist Card for Monograph

TREATMENT OF PUBLICATIONS PRESENTING SPECIAL PROBLEMS 4.136

PRELIMINARY EDITIONS 4.1361

Preliminary editions present a problem because receipt of the corresponding "final" editions is uncertain and unpredictable. Treatment will depend upon their significance, and few generalizations can be made. In many cases, they can be recorded and filed as the final publications would be.

PRESS RELEASES 4.1362

Press releases often provide useful current statistical information not available elsewhere. Complete depository libraries may want some sort of checking record, but other libraries may be able to provide adequate service by merely filing them as received, under agency, series, or subject.

SEPARATES OF REGULATIONS AND DECISIONS 4.1363

In libraries where use of certain regulations and decisions is heavy, separates may be allowed to circulate, and the complete volume retained for reference use. In libraries using a vertical or pamphlet file arrangement, they may be conveniently filed with other material on the subject or agency.

FREQUENTLY REVISED PUBLICATIONS 4.1364

Libraries which find it necessary to keep older editions of revised publications will need records of these editions. Most libraries, however, will retain the latest revision only. Cataloging or entering time may be saved by using for main entry (or only entry in a combined shelflist-checklist), a card with the notation: "Library has latest revision only," with space for pencilled date. As each new date is entered, previous date is erased. A colored flag inserted in the revised publication is a convenient device for indicating to shelvers that the older edition should be removed.

call no. California. Dept. of Natural Resources
Division of Mines
Publications of the California State Division of Mines

Library has latest revision only: 1955

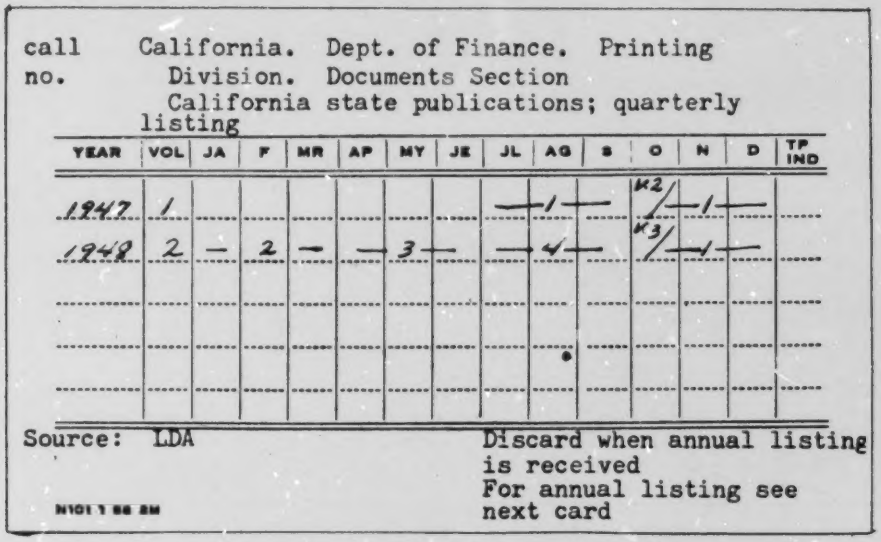
Source: LDA Bind: Pam.

FIGURE 19. Card for Frequently Revised Publication of Which Only Latest is Retained

CUMULATIONS 4.1365

For maintenance of a "live" collection, superseded issues should be discarded when cumulations are received. As in the case of frequently revised publications, a colored flag inserted in the cumulation will indicate the superseded issues are to be removed when the cumulation is shelved.

Some libraries use a checking card for current issues and a permanent card for cumulations (see Figures 20-21).



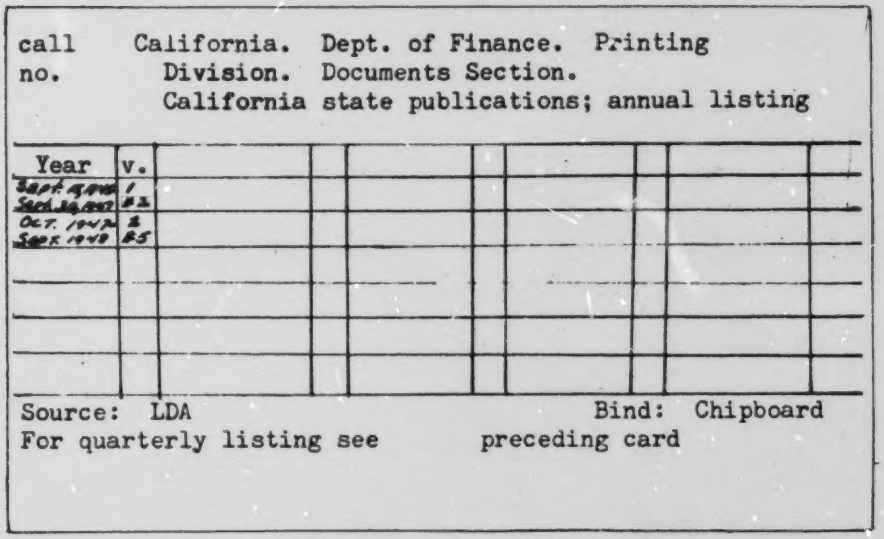
call no. California. Dept. of Finance. Printing Division. Documents Section
California state publications; quarterly listing

YEAR	VOL	JA	F	MR	AP	MY	JE	JL	AG	S	O	N	D	TP IND
1947	1								1		#2 1	1		
1948	2	–	2	–	–	3	–	–	4	–	#3 1	1	–	

Source: LDA

Discard when annual listing is received
For annual listing see next card

FIGURE 20. Checking Card for Current Issues of a Publication That Is Cumulated



call no. California. Dept. of Finance. Printing Division. Documents Section.
California state publications; annual listing

Year	v.
Sept. 1946	1
Sept. 1947	#2
Oct. 1947	2
Sept. 1948	#5

Source: LDA

Bind: Chipboard

For quarterly listing see preceding card

FIGURE 21. Separate Checking Card for Cumulated Issues

LEGISLATIVE PUBLICATIONS 4.1366

Records of current legislative material should generally be minimal, because most of the material will eventually be replaced by bound volumes. A simple checking card, with notation as to when issues are to be discarded, will usually suffice for each series (see Figure 7). For suggested retention policies, see Appendix E.

Although interim committee reports are later reprinted in the bound volumes of the appendices to the Journals, libraries may wish to keep the unbound copies filed by committee or by subject, if not fully cataloged.

LOOSE-LEAF PUBLICATIONS 4.1367

Revised pages are usually issued in some sort of series; so a checking card can be used for entering revisions as received. All changes should be made promptly. If this is not done, the publications are of doubtful use, and the library will do well to consider discontinuing receipt of loose-leaf material. Superseded pages should be discarded unless retention is required by depository regulations (e.g., a complete depository must keep superseded pages of the *California Administrative Code)* or is desired to serve the needs of legal or historical research workers.

If revised pages are not issued in a numbered series, a sheet inserted at the front of the binder for recording dates revisions are received will indicate at least whether revisions are being received.

CHANGES OF NAME 4.137

When a publication or an agency changes name, there are three ways of handling publications:

1. Keep both old and new under old name
2. Use new name in future, but leave old publications under old name
3. Change all publications and records to new name

The last method is recommended unless there are so many publications or volumes under the old name that the expense of changing would be prohibitive.

Whatever is done, cross references in the shelflist-checklist (or its index) will have to be provided to lead from the name not used to the one under which the publications will be found.

CROSS REFERENCES 4.138

California. Dept. of Finance. Division of Budgets and Accounts

see

California. Dept. of Finance. Budget Division

FIGURE 22. Cross Reference for Change of Agency Name

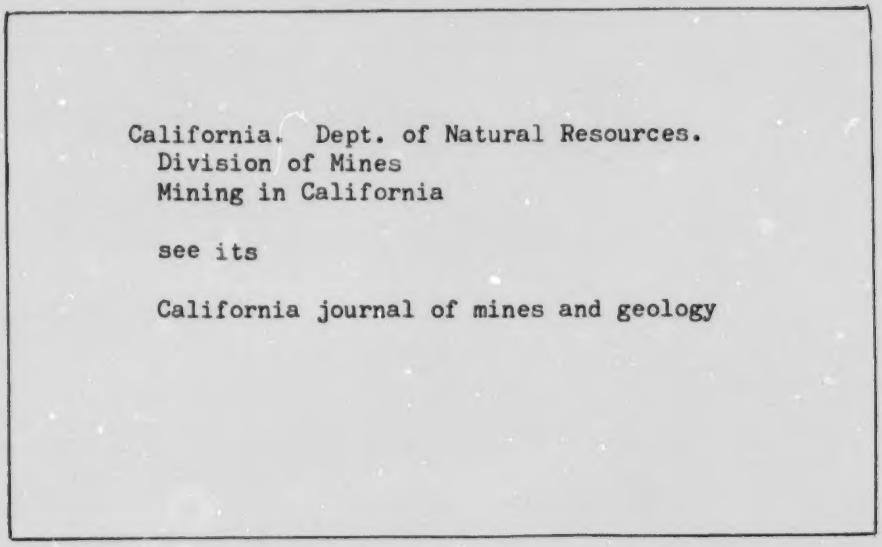


FIGURE 23. Cross Reference for Change of Title

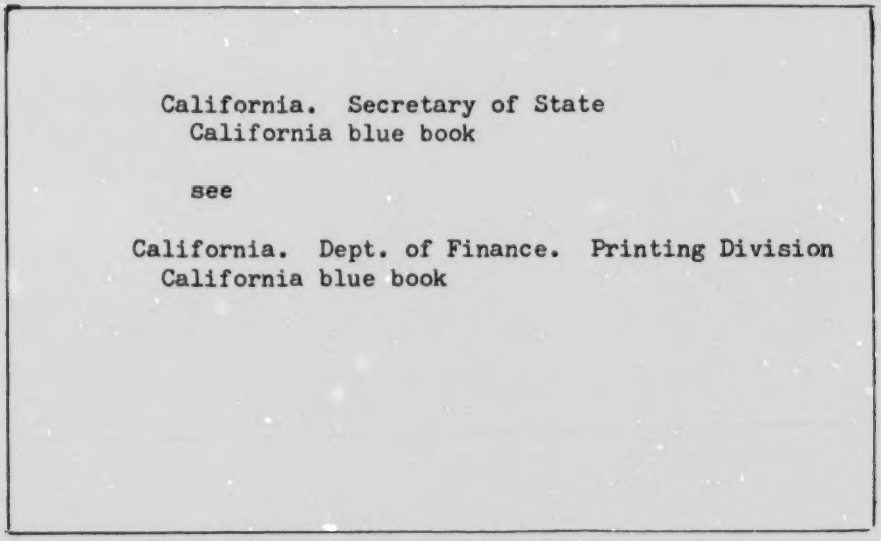


FIGURE 24. Cross Reference for Publications Transferred from One Agency to Another

CARDS SUPPLEMENTING THE SHELFLIST-CHECKLIST 4.14

Subject and added entry, etc., cards, either added to the shelflist-checklist or filed separately, speed reference service and are well worth the time required to prepare them.

SUBJECT CARDS 4.141

MONOGRAPHS 4.1411

Subject cards should be made for monographs if their value and anticipated use justify the cost.

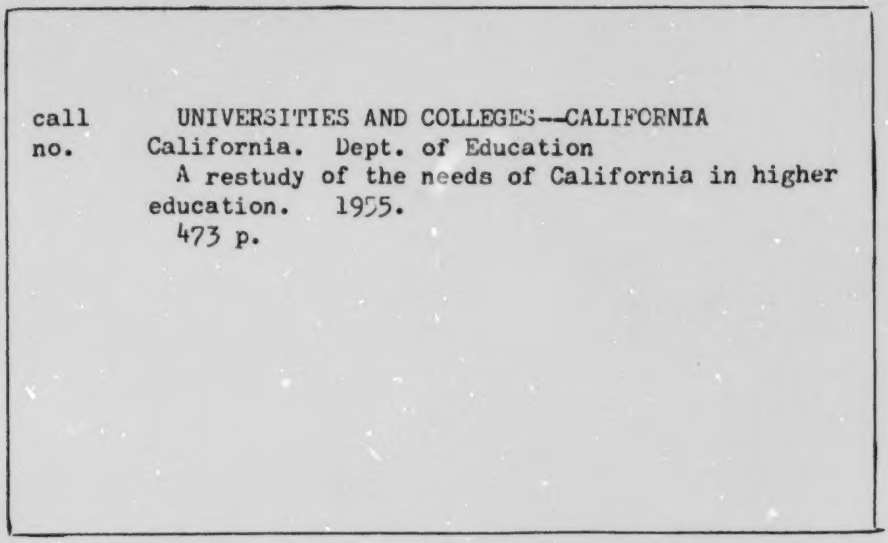


FIGURE 25. Subject Card for Monograph

SERIALS **4.1412**

For periodicals and non-monographic series, a simple subject card which omits holdings except for indication of first issue in the library is sufficient. Subject used should be traced on the first checking card or on bound volume card if it serves as the permanent record of holdings.

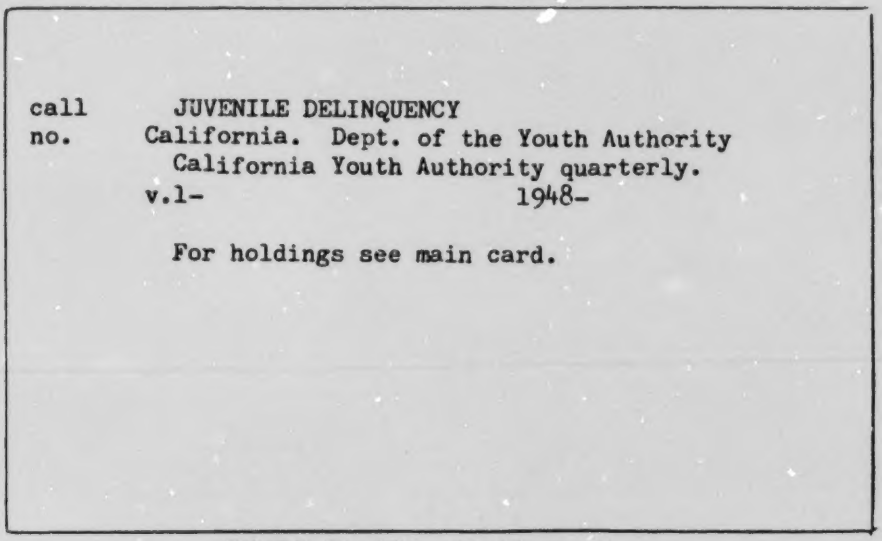


FIGURE 26. Subject Card for Serial

ADDED ENTRIES **4.142**

Added entry cards should be prepared as needed for titles and personal authors likely to be remembered, and for agencies (other than the issuing agency) connected with a publication.

CARDS FOR PUBLICATIONS REPRESENTED IN THE PUBLIC CATALOG **4.143**

If the shelflist-checklist purports to be a complete record of the library's documents holdings, it should include cards for cataloged documents, even though these are also shown in the public catalog. Preferably, the catalog department should prepare an extra card to be filed in the documents department.

If the documents department prepares the record, the card for a cataloged publication should be similar to other records in the department. For monographs, a card similar to that used for uncataloged monographs may be used, with the addition of the call number.

For serials, the documents record may be a plain card, showing call number for the series, or for individual issues if not classified as a series.

call no.

EARTHQUAKES--CALIFORNIA--KERN CO.
California. Dept. of Natural Resources.
Division of Mines
Earthquakes in Kern County, California, during 1952. 1955.
283 p. illus. (Its Bulletin 171)

FIGURE 27. Subject Analytic for Monographic Series

call no.

Shedd, Solon
California. Dept. of Natural Resources.
Division of Mines
Bibliography of the geology and mineral resources of California to December 31, 1930, by Solon Shedd. 1933.
376 p. (Its Bulletin 104)

FIGURE 28. Added Entry Card for Personal Author of Monographic Series

call no.

Point Lobos wildflowers
California. Dept. of Natural Resources.
Division of Beaches and Parks
Point Lobos wildflowers, by Ken Legg. Illus. by Roland Wilson. Scientific check-list by Herbert L. Mason. 1954.
35 p. illus.

FIGURE 29. Title Card for Monograph

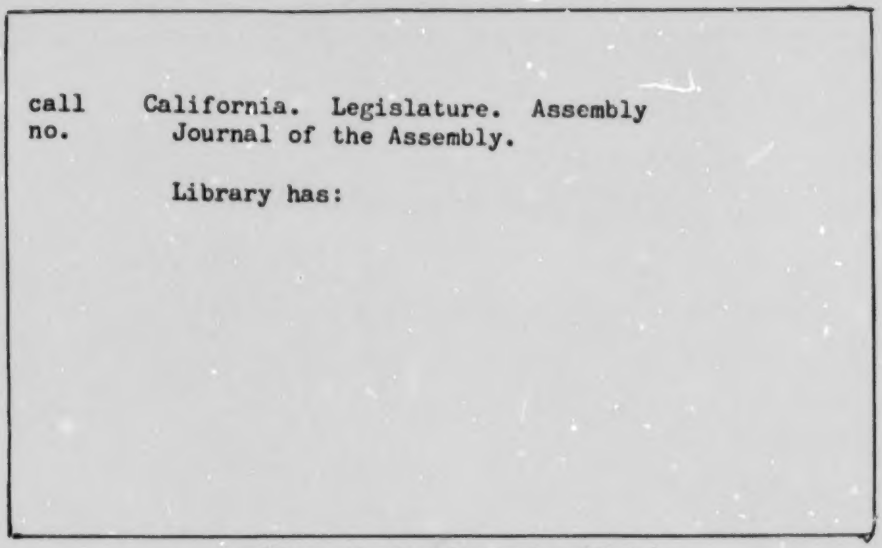


FIGURE 30. Card for Cataloged Serial

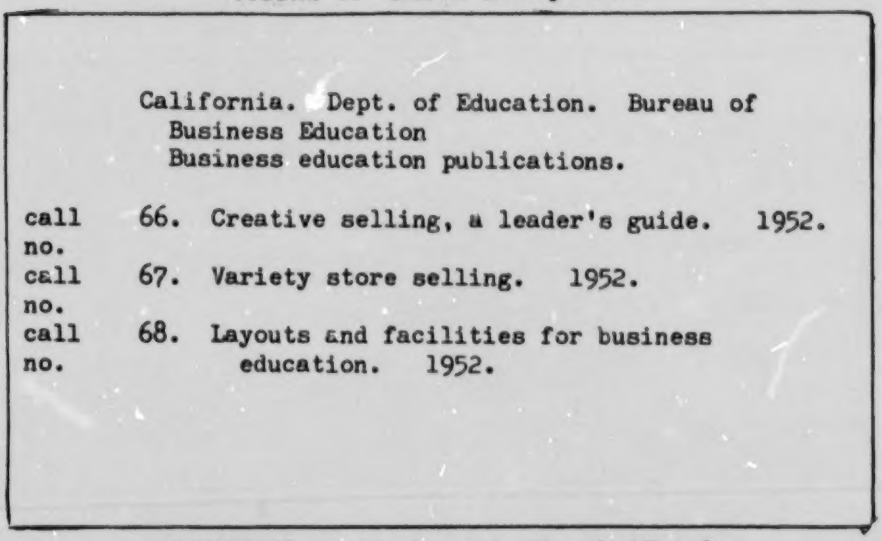

California. Dept. of Education. Bureau of Business Education
Business education publications.
call no.
66. Creative selling, a leader's guide. 1952.
call no.
67. Variety store selling. 1952.
call no.
68. Layouts and facilities for business education. 1952.

FIGURE 31. Card for Series Not Classified Together

REFERRALS FROM THE PUBLIC CATALOG 4.2

If government publications are in a separate collection, referrals from the main card catalog are desirable.

1. If the separate collection is cataloged, cards may be filed in the public catalog and also in the documents department.
2. If materials are recorded in the shelflist-checklist only
   a. Referral cards should be filed in the public catalog under the government agencies whose publications are most used.
   b. Subject referrals should be made from broad headings at least. They are more difficult to establish than agency referrals but can be made gradually on the basis of use.

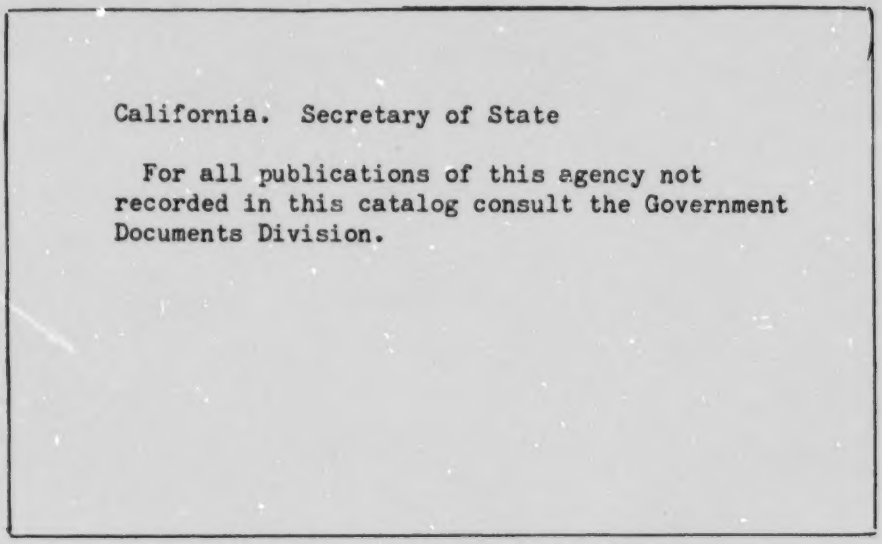

California. Secretary of State
For all publications of this agency not recorded in this catalog consult the Government Documents Division.

FIGURE 32. Agency Referral from Public Catalog to Documents Department

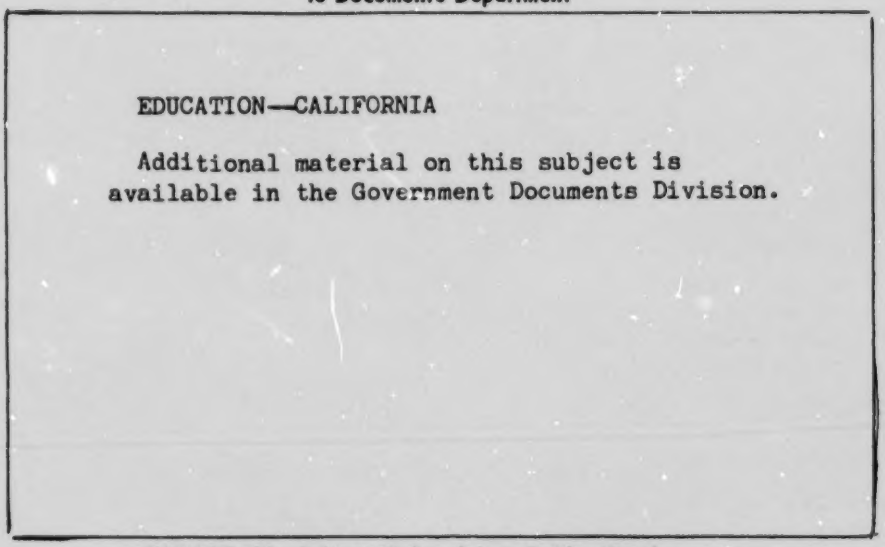
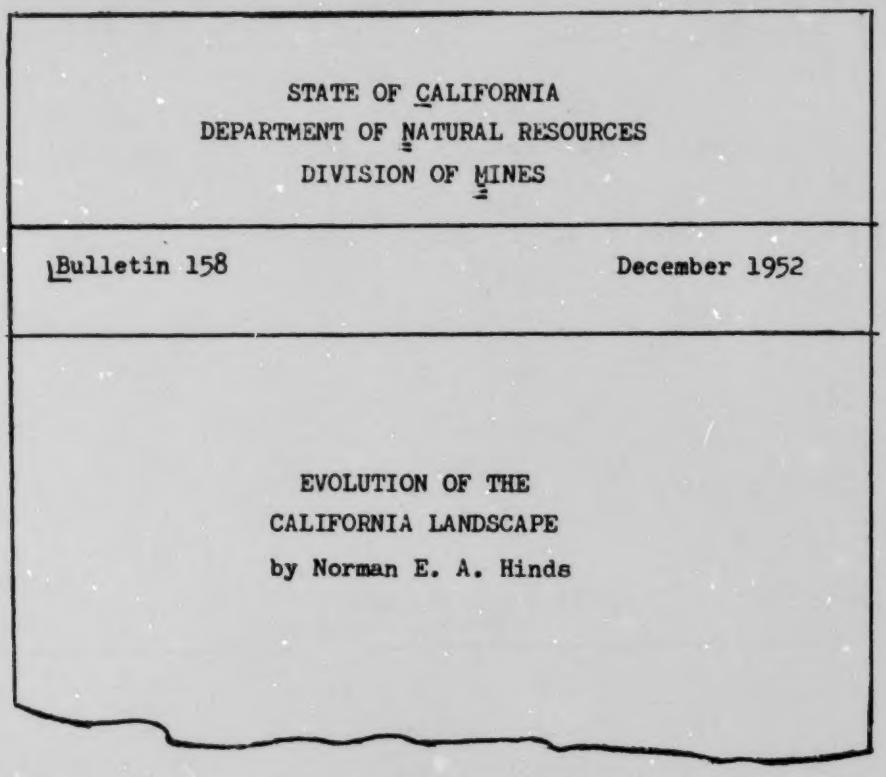


FIGURE 33. Subject Referral from Public Catalog to Documents Department

FILE-MARKING 4.3

Filing words should be marked or written on the cover of each publication to save the shelver time and to ensure consistency under each agency; e.g., one line under the first filing element, two under the second, etc. If subdivisions are filed under an agency, it is an additional help to the shelver to indicate the title by using a different mark or a colored pencil. This prevents confusing the name of a subdivision with the title of a publication.


STATE OF CALIFORNIA
DEPARTMENT OF NATURAL RESOURCES
DIVISION OF MINES

Bulletin 158 December 1952

EVOLUTION OF THE
CALIFORNIA LANDSCAPE
by Norman E. A. Hinds

FIGURE 34. Title-Page With File-Marking

PHYSICAL HANDLING 4.4

Many government publications are received unbound or without durable covers, and some type of protection should be given them.

In deciding what type of covering materials to use the following points should be considered:

1. Intensiveness of use
   a. Constant use
      Full binding needed to withstand wear and provide accessibility
   b. Moderate use
      Pamphlet binders
      Envelopes
      Loose-leaf binders
      Pamphlet boxes
   c. Infrequent use
      Serials issued infrequently may be tied up in various materials so that they will stand on the shelf and can be labeled. Tying and untying are too time consuming for frequently used materials.

2. Length of time they will be used
   a. Separate publications frequently revised, such as laws and directories, which are discarded when superseded, need a pamphlet binding if much used. Otherwise their original paper covers are usually sufficient.
   b. Series such as bulletins, codes, specifications, etc., which are frequently revised or supplemented, need to be kept in some type of loose-leaf cover so that superseded issues can be removed. If heavy use calls for full binding and numbers in series are not revised very frequently, a loose-leaf cover can be kept at the end of the bound series. A stamp "See revised edition" can be used on the original.

3. Frequency of issue

   Series which are issued daily or weekly should be filed in one of the following ways:

   a. In manila envelopes on stack shelves
   b. In boxes
   c. Behind guides in vertical files

See Appendix G for a fuller description of covers, pamphlet boxes, etc., and list of dealers.

WEEDING 4.5

Minimum retention policies for depository libraries are regulated by the California State Library. These policies were established on the recommendation of the Documents Committee of the California Library Association, and may prove useful to non-depository libraries also, as a basic operating policy (see Appendix E).

Most libraries find that retention for the required minimum period is sufficient; a few larger libraries will wish to retain the material longer for purposes of historical research. Non-depository libraries may find the minimum period too long for their particular needs, but after experimenting, should be able to establish a policy based on local conditions and use, type of material, etc.

REFERENCES 4.6

Akers, Susan Grey. *Simple Library Cataloging*. 4th ed. Chicago, American Library Associatio, 1954. 250 p.

Jackson, Ellen. *A Manual for the Administration of the Federal Documents Collection in Libraries*. Chicago, American Library Association, 1955. 108 p.

Markley, Anne Ethelyn. *Library Records for Government Publications*. Berkeley, University of California Press, 1951. 66 p. (Out-of-print)

Osborn, Andrew. *Serial Publications, Their Place and Treatment in Libraries*. Chicago, American Library Association, 1955. 309 p.

INTRODUCTION 5.0

GOVERNMENT 5.1

BIBLIOGRAPHIES, GUIDES AND INDEXES 5.2

- General 5.21
- Historical Bibliography 5.22
- Special Lists 5.23
- Indexing Services 5.24

ADMINISTRATIVE AGENCY PUBLICATIONS 5.3

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- Periodicals 5.32
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- Directories 5.34
  - Government Officials and Employees 5.341
  - Professions and Vocations 5.342
- Rules and Regulations 5.35
- Decisions 5.36

LEGISLATIVE PUBLICATIONS 5.4

- Bills, Resolutions, Constitutional Amendments 5.41
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- Committee Hearings 5.44
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LAWS AND STATUTES 5.5

- Constitution 5.51
- Statutes 5.52
- Codes 5.53

JUDICIAL PUBLICATIONS 5.6

INTRODUCTION 5.0

The following makes no attempt at being exhaustive in its listing and treatment of materials for use in reference work. It is hoped that the more important and more useful publications have been noted and that the items consulted open further avenues of approach.

Any publication can be a reference tool if it provides or aids in providing the answer to a specific question. There are certain ones, however, which should be considered as reference works in the ordinary sense of the word, and these consist of both official and unofficial publications dealing with the State of California and its various activities.

Every reference department which expects to service California state publications should include an adequate history of the state and a text on its government. No specific history is suggested since any one chosen from a library's general collection can be utilized satisfactorily.

GOVERNMENT 5.1

Any of the following will be helpful with government organization and functions:

CALIFORNIA. DEPT. OF FINANCE. Organization and Cost Control Division.
California State Government, a Guide to Its Organization and Functions, 1958.
Sacramento, 1958 86 p.
Includes organization charts.

CALIFORNIA. DEPT. OF FINANCE. Printing Division.
California Blue Book. 1880- Sacramento.
Formerly compiled by the Secretary of State.
Frequency has varied; now issued every four years.
Excellent source for administrative, economic and historical data.

CALIFORNIA. GOVERNOR
State of California Budget. 1913/15- Sacramento.
Formerly prepared by State Board of Control and now prepared by Budget Division of Department of Finance. Gives a brief statement of the functions of each agency and its subdivisions.

CROUCH, WINSTON W. and others *California Government and Politics.* 2d ed.
Englewood, N. J. Prentice-Hall, 1960. 308 p.
Designed for high school use; bibliographies at end of chapters.

CROUCH, WINSTON W. and JOHN C. BOLLENS. *Your California Governments in Action.*
2d ed. Berkeley and Los Angeles, University of California Press, 1960.
Well-illustrated volume for junior high and upper elementary grades, covering all levels of California government.

CROUCH, WINSTON W. and DEAN E. MCHENRY. *California Government; Politics and Administration.*
Rev. ed. Berkeley and Los Angeles, University of California Press, 1949. 407 p.
College text with excellent bibliographies.

RONEY, DONALD H. *The California Citizen; the Guide to Active Citizenship in the Golden State.* Houston, Elsevier Press, Inc. 1955 416p.
Readable account of what the state government does and why and how it does it.

WALKER, ROBERT A., and FLOYD A. CAVE. *How California Is Governed.* New York, Dryden Press [1953] 251 p.

Relates governmental structure and operation to the problems with which the the government must deal.

WOOD, ELSEY (HURT) *California State Government; an Outline of Its Administrative Organization from 1850 to 1936.* [Sacramento, State Printing Office, 1937] 252 p.

_____ *California State Government, an Outline of Its Administrative Organization. v. 2. The Independent Agencies, 1850-1939.* [Sacramento, State Printing Office, 1940] 166 p.

Outline of development of state agencies with citations to statutes.

Other sources to consult are:

Statutes, to bring Wood up to date (Section 5.52).

Individual departmental administrative reports, annual, biennial, or monthly (Section 5.31).

Departmental periodical publications, e.g., *California Schools and California's Health* carry the changes affecting the administrative set-up of the Department of Education and the Department of Public Health, respectively (Section 5.32).

BIBLIOGRAPHIES, GUIDES AND INDEXES 5.2

GENERAL 5.21

BOWKER, RICHARD R. *State Publications.* New York; Publishers Weekly, 1899-1909. 4v.

Annotated listing of all state publications which the compiler found in various sources from the time of each state's organization. California section covers only to the year 1904.

U. S. LIBRARY OF CONGRESS. *Monthly Checklist of State Publications.* v. 1- 1910- Washington, U.S. Government Printing Office.

Lists all state publications (including those of state universities and colleges) which have been received by the Library of Congress. Some are late in being listed because of their tardy arrival at the Library. Index has subject, author, and some title entries.

WILCOX, JEROME K. *Manual on the Use of State Publications.* Chicago; American Library Association, 1940. 342 p.

Guide to various bibliographies and works dealing with specific phases of each state's output of publications. Chapters deal with bibliographical aids, constitutions, legislative digests, senate and house journals, state manuals, etc. California is well represented.

HISTORICAL BIBLIOGRAPHY 5.22

CALIFORNIA. STATE LIBRARY, *Sacramento.* "Catalog of State Publications of California, 1850-1894." (In its *Report of the Trustees, July 1, 1892 to June 30, 1894,* p. 31-72).

Indexed. Also found in *Appendices to the Journals* of the California Legislature, 31st *session,* v. 1 [Doc.] 13.

HASSE, ADELAIDE R. *Index of Economic Material in Documents of the United States: California, 1849-1904.* Washington, 1908. Carnegie Institution of Washington. Publication *no.* 85. 316 p.

Comprehensive in coverage; the title is misleading because the volume includes much material which would not ordinarily be thought of as economic.

CALIFORNIA. STATE LIBRARY, *Sacramento. News Notes of California Libraries.* v. 1- May 1906- (quarterly; v. 1, monthly)

Listed selected California state publications received in the State Library beginning with v. 1, no. 4 through v. 42, no. 2, August 1906–April 1947.

_____ *California State Publications.* v. 1- September 15, 1945- (monthly with annual cumulation)

Compiled by the Department of Finance, Printing Division, Documents Section, prior to January 1, 1954. Policy is to list all publications received by the compiler. Author, subject and title index.

SPECIAL LISTS 5.23

The Documents Section of the Printing Division issues special lists of items available for sale. (For titles see Section 2.41).

Several state agencies issue lists of their own publications. These are not always up to date, and some are hard to use because exact titles are not given. Among the most useful are these:

CALIFORNIA. DEPT. OF EDUCATION. Bureau of Guidance. *Guidance Publications.*

CALIFORNIA. DEPT. OF EDUCATION. Bureau of Textbooks and Publications. *Order for California State Textbooks . . . Complete List of California State Series.*

_____ *Publications for Apprentice Training.*

_____ *Selected Publications of the California State Department of Education.*

CALIFORNIA. DEPT. OF INDUSTRIAL RELATIONS. Division of Labor. Statistics and Research. *An Index of Publications Relating to Union Membership, Collective Bargaining, Provisions Union Wage Rates, Union Wage Settlements [and] Work Stoppages.*

List of Recent Publications.

CALIFORNIA. DEPT. OF NATURAL RESOURCES. Division of Mines. *Bibliography of the Geology and Mineral Resources of California to December 31, 1930,* by Solon Shedd. San Francisco, 1933. Bulletin 104. 376 p.

_____ *Bibliography of the Geology and Mineral Resources of California for the Years 1931 to 1936,* inclusive, by Solon Shedd. San Francisco, 1938. Bulletin 115. 125 p.

_____ "Bibliography of *the* Geology and Mineral Resources of California for the Year 1937 (supplementing Bulletins 104 and 115 of the Division of Mines) prepared under the direction of Solon Shedd." (In *California Journal of Mines and Geology,* v. 35 (July 1939) p. 275-307)

The three preceding bibliogrpahies include publications not issued by the *state.*

_____ Consolidated Index of Publications of the *Division of Mines and Predecessor State Mining Bureau, 1880-1943,* inclusive. San Francisco, 1945. Bulletin 131. 872 p.

_____ *Publications of the California State Division of Mines.*

_____ *Available Publications*

CALIFORNIA. DEPT. OF NATURAL RESOURCES. Division of Oil and Gas. *List of Publications.*

CALIFORNIA. DEPT. OF PUBLIC HEALTH. Bureau of Health Education. *Publications List.*

INDEXING SERVICES 5.24

Selected California state publications, chiefly periodicals but including some monographs, are indexed by the following current indexing services. Some periodicals have their own indexes (see Section 5.32).

Agricultural Index, Subject Index to a Selected List of Agricultural Periodicals and Bulletins. 1916- New York, H. W. Wilson Co.

Bibliography of Agriculture. v. 1- July 1942- Washington, U.S. Dept. of Agriculture Library.

Education Index; a Cumulative Author and Subject Index to a Selected List of Educational Periodicals, Books and Pamphlets. January 1929- New York, H. W. Wilson Co.

Engineering Index. 1906- New York, Engineering Index, inc.

PUBLIC AFFAIRS INFORMATION SERVICE. *Bulletin of the Public Affairs Information Service, a Cooperative Clearing House of Public Affairs Information.* 1915- New York.

ADMINISTRATIVE AGENCY PUBLICATIONS 5.3

ADMINISTRATIVE REPORTS 5.31

Administrative reports review the work of the departments, boards, and commissions. Some contain statistical material, but usually this is found in a bulletin series or in a separate report or series of reports (see Section 5.33).

The Reports to the Governor's Council, issued monthly by all agencies reporting to the Governor's Council, contain a wealth of information which is often not repeated in annual or biennial reports. In some cases departments have not issued other reports for a number of years, and the monthly ones are the only source of information about the administrative activities and about studies or reports not printed or widely distributed. Unfortunately, they are not indexed.

PERIODICALS 5.32

Periodicals are necessary in reference work to provide current information. Some of the most useful are:

CALIFORNIA. DEPT. OF AGRICULTURE. *Bulletin.* v. 1- December 1911- (quarterly, with index in last number of each volume).

A variety of articles with emphasis on entomology and plant pathology; includes crop statistics. Formerly the annual report appeared as the October/December issue but beginning with 1955 it is issued as second number of the following year.

CALIFORNIA. DEPT. OF EDUCATION. *California Journal of Elementary Education.* v. 1- August 1932- (quarterly, with index in last number of each volume)

Each issue consists of several articles on a central theme or problem or a description of a local school system, usually written by members of the profession.

_____ *California Schools.* v. 1- January 1930- (monthly, with index in last number of each volume)

Short articles and items of information, plus regular features such as interpretation of laws affecting schools, notes on departmental activities, lists of professional publications, and statistics on public school enrollment, finances and personnel.

CALIFORNIA. DEPT. OF FISH AND GAME. *California Fish and Game.* v. 1- October 1914- (quarterly, with index in last number of each volume; author and subject index to v.1-20, 1914-34, published in v. 22)

Description of the lives and habits of California birds, fish and animals; book reviews; technical articles on ichthyology, biology and scientific game management for game wardens, biologists and others interested in conservation work.

_____ *Outdoor California.* v. 1- May 1942- (monthly)

For fishermen and hunters. Conservation activities and changes in fishing and hunting regulations. No index.

CALIFORNIA. DEPT. OF INDUSTRIAL RELATIONS. Division of Industrial Safety. *California Safety News.* v. 1- January 1917- (quarterly)

Statistics on work injuries, accident prevention in various industries, new safety rules and regulations, list of recent publications in the *Bulletin* series issued by the division.

CALIFORNIA. DEPT. OF INVESTMENT. Division of Real Estate. *Real Estate Bulletin.* June 1944- (bimonthly, with index for preceding year in January issue).

Published primarily for real estate brokers and salesmen, but of interest to property owners who wish to know changes in real estate law and rules and regulations.

CALIFORNIA. DEPT. OF NATURAL RESOURCES. Division of Mines. *Mineral Information Service.* v. 1- February 1948- (monthly, with index in last number of volume or early issue following volume; index to v.1-10 in v. 10, no. 12).

Contains a feature article, usually describing a California mineral or mineral product with list of references and information about new publications and maps issued by the Division. Mineral production statistics for the state appear here first.

CALIFORNIA. DEPT. OF NATURAL RESOURCES. Division of Oil and Gas. *Summary of Operations, California Oil Fields.* v. 1- 1915/16- (semiannual; cumulative index in each number except v. 40, no. 1).

Special articles on various oil fields accompanied by maps, statistics, and directories of oil operations.

CALIFORNIA. DEPT. OF PUBLIC HEALTH. *California's Health.* v. 1- July 15, 1943- (semimonthly, with separate processed index which must be requested)

Lead article on some aspect of public health followed by notes on departmental activities and occasional book reviews. Beginning in 1953, the administrative report of the department has been published as an issue of *California Health.*

CALIFORNIA. DEPT. OF PUBLIC WORKS. Division of Highways. *California Highways and Public Works.* v.1- January 1924- (bimonthly; index in January number of following volume; separate *Index and List of Illustrations,* through December 1936, published in 1937).

Articles on highway and bridge construction and land acquisition contributed by the men directly concerned with the work. Excellent illustrations.

CALIFORNIA. DEPT. OF VETERANS AFFAIRS. *News Bulletin.* v. 1- October 1945- (monthly, with separate processed index, issued semiannually, which must be requested).

Information on state and federal activities affecting California veterans; monthly feature on Cal-Vet homes, built through state loans, illustrated with photographs and floor plans.

CALIFORNIA. DEPT. OF THE YOUTH AUTHORITY.
California Youth Authority Quarterly. v. 1- Summer 1948- (index irregular)

Juvenile delinquency, detention, probation and parole; current events in these fields, book reviews and personnel changes.

CALIFORNIA. STATE LIBRARY.
News Notes of California Libraries. v. 1- May 1906- (quarterly with separate index, which is sent automatically).

Special articles, reading lists, information on the State Library. January number contains directory of and information about public and private libraries in the state.

STATISTICAL PUBLICATIONS 5.33

Statistics are published in administrative reports, in periodicals, and in separate reports. Librarians must be alert to the various sources of needed information. Among the separate reports are:

CONTROLLER'S DEPT. *Report of Financial Transactions Concerning Cities of California.* 1954/55- (annual) °

_____ *Report of Financial Transactions Concerning Counties of California.* 1954/55- (annual) °

_____ *Report of Financial Transactions Concerning Irrigation Districts of California.* 1951/52- (annual)

_____ *Report of Financial Transactions Concerning School Districts of California.* 1950/51- (annual)

_____ *Report of Financial Transactions Concerning Special Districts of California.* 1950/51- (annual)

_____ *Report of Financial Transactions Concerning Streets and Roads of Cities and Counties of California.* 1947/48- (annual)

CALIFORNIA. DEPT. OF AGRICULTURE. Crop and Livestock Reporting Service.
California Dairy Industry Statistics. 1944- (annual; included in *Special Publication* series)

_____ *California Annual Livestock Report.* 1944-

_____ *Poultry and Hatchery Production in California.* 1945- (annual)

_____ *Vegetable Crops in California, Total Acreage, Production and Value of Commercial Crops.* 1934- (annual)

CALIFORNIA DEPT. OF CORRECTIONS. *California Prisoners.* 1945-49– (annual)

CALIFORNIA. DEPT. OF EDUCATION. Bureau of Education Research.
Salaries of Certificated Employees in California Public Schools. 1948/49- (annual)

_____ _____ *Salaries of Superintendents and Certain Other Administrative Officers in the Public Schools of California.* 1956/57- (annual)

° Preceded by *Report of Financial Transactions Concerning Cities and Counties of California.* 1911-1953/54. (annual)

CALIFORNIA. DEPT. OF EDUCATION. . Bureau of School Apportionments and Reports. *Apportionment of the California State School Fund.* 1912?- (annual)

CALIFORNIA. DEPT. OF EMPLOYMENT. *California Employment and Payrolls.* 1938- (annual 1938-51; quarterly 1952)

_____ Farm Placement Service. *California Farm Labor Report.* 1948- (annual)

CALIFORNIA. DEPT. OF FISH AND GAME. *The Marine Fish Catch of California.* 1926- (annual; included in *Fish Bulletin* series)

_____ *Statistical Report of Fresh and Canned Fishery Products.* 1926- (annual)

CALIFORNIA. DEPT. OF INDUSTRIAL RELATIONS. Division of Labor Statistics and Research. *California Work Injuries.* 1948-

_____ *Handbook of California Labor Statistics.* 1938-40- (biennial)

_____ *Union Labor in California.* 1939- (annual)

CALIFORNIA. DEPT. OF JUSTICE. Bureau of Criminal Statistics. *Crime in California.* 1952- (annual)

_____ *Delinquency and Probation in California.* 1954- (annual)

CALIFORNIA. DEPT. OF MENTAL HYGIENE. *Statistical Report.* 1933/34- (annual)

CALIFORNIA. DEPT. OF PUBLIC HEALTH. *California Public Health Statistical Report.* 1952- (annual)

CALIFORNIA. DEPT. OF PUBLIC WORKS. Division of Highways. *Traffic Count.* 1931?- (annual)

CALIFORNIA. DEPT. OF THE CALIFORNIA HIGHWAY PATROL. *Annual Statistical Report.* 1930-

CALIFORNIA. LEGISLATURE. SENATE. Fact-Finding Committee on Commerce and Economic Development. *California Statistical Abstract.* 1958- (biennial)

CALIFORNIA. SAN FRANCISCO PORT AUTHORITY. *Foreign Trade Through San Francisco Customs District.* 1938- (annual) °

DIRECTORIES 5.34

A number of agencies issue directories. Among the most useful are those listed below:

GOVERNMENT OFFICIALS AND EMPLOYEES 5.341

CALIFORNIA. DEPT. OF FINANCE. Printing Division. *California Blue Book*
(See Section 5.1)

May be used as a current directory when it is new. Volume for 1924 has tables of state officials and members of boards and commissions, 1849-1924.

CALIFORNIA. SECRETARY OF STATE. *Roster, State, County, City and Township Officials.* (annual)

° 1938-55 issued by California. Board of Harbor Commissioners for San Francisco Harbor.

_____ *Members, California Legislature* (for another directory of legislators, see Section 5.45).

CALIFORNIA. DEPT. OF FINANCE. Buildings and Grounds Division.
State Offices, Telephone Directory, Los Angeles.

_____ *State Offices, Telephone Directory, Oakland and East Bay Cities.*

_____ *State Offices, Telephone Directory, San Francisco and West Bay Area.*

_____ *Telephone Directory, State Offices, Sacramento.*

Some state agencies issue directories listing their own employees, e.g., the Department of Employment, the Department of Social Welfare, and the Department of Veterans Affairs. Others include a list in their annual reports, e.g., Division of Mines' *Report of the State Mineralogist.*

PROFESSIONS AND VOCATIONS 5.342

Another type of directory is published by the various licensing and regulatory bodies. Among them are:

CALIFORNIA. BOARD OF DENTAL EXAMINERS. *Directory.* (biennial)

CALIFORNIA. BOARD OF MEDICAL EXAMINERS. *Directory.* (annual)

CALIFORNIA. BOARD OF OSTEOPATHIC EXAMINERS. *Directory of Graduates.* (annual)

CALIFORNIA. BOARD OF SOCIAL WORK EXAMINERS. *Directory of Registered Social Workers.* (biennial)

CALIFORNIA. BUREAU OF FURNITURE AND BEDDING INSPECTION. [*Bulletin* contains directory of firms licensed]

CALIFORNIA. BUREAU OF PRIVATE INVESTIGATORS AND ADJUSTERS. *Directory* (annual)

CALIFORNIA. CONTRACTORS' STATE LICENSE BOARD. *Official Directory of Licensed Contractors.* (annual with monthly supplements).

CALIFORNIA. CONTROLLER'S DEPARTMENT. Inheritance Tax Division.
Roster of Inheritance Tax Appraisers.

CALIFORNIA. DEPT. OF AGRICULTURE. Bureau of Nursery Service.
Directory of California Nurserymen (included in *Special Publication* series)

CALIFORNIA. DEPT. OF EDUCATION. Bureau of Education Research.
Directory of Administrative and Supervisory Personnel of California Public Schools. (annual) (included in *Bulletin* series)

CALIFORNIA. DEPT. OF EDUCATION. Bureau of Readjustment Education.
California Educational Institutions Approved to Offer Training to Veterans. (annual with supplement)

CALIFORNIA. DEPT. OF INDUSTRIAL RELATIONS. Division of Labor Law Enforcement.
Official Directory of Licensed Farm Labor Contractors. (annual with quarterly supplements)

CALIFORNIA. DEPT. OF INSURANCE. *Insurance Organizations Authorized to Transact Business.* (annual)

CALIFORNIA. DEPT. OF MENTAL HYGIENE. *Private Institutions Licensed.* (annual)

CALIFORNIA. DEPT. OF PUBLIC HEALTH Division of Laboratories.
Directory of Clinical Laboratories.

CALIFORNIA. DEPT. OF SOCIAL WELFARE. *Directory, Private Institutions, Aged Persons in California.*

_____ *Directory of Private Institutions and Agencies Serving Children in California.*

CALIFORNIA. DEPT. OF THE YOUTH AUTHORITY. *Correctional Services in California.* (biennial)

_____ *Directory, California Juvenile Law Enforcement Officers.*

CALIFORNIA. SECRETARY OF STATE. *Members of State Central Committees.* (biennial)

CALIFORNIA. STATE BOARD OF ACCOUNTANCY. *Register.* (annual)

CALIFORNIA. STATE BOARD OF ARCHITECTURAL EXAMINERS. *Roster, Architectural Act, Rules and Regulations.* (annual)

CALIFORNIA. STATE BOARD OF CHIROPRACTIC EXAMINERS. *Directory.* (annual)

CALIFORNIA. STATE BOARD OF LANDSCAPE ARCHITECTS. *Directory*

CALIFORNIA. STATE BOARD OF OPTOMETRY. *Directory.* (annual)

CALIFORNIA. STATE BOARD OF REGISTRATION FOR CIVIL AND PROFESSIONAL ENGINEERS. *Roster of Civil and Professional Engineers and Surveyors.* (annual)

RULES AND REGULATIONS 5.35

CALIFORNIA. LAWS, STATUTES, ETC. *California Administrative Code.* 1945-

Titles are listed in *Price List No. 3* of the Printing Division, Documents Section.

Contains the rules and regulations of various agencies, except those (e.g., Department of Social Welfare) that have been exempted from filing with the Division of Administrative Procedure of the Department of Professional and Vocational Standards. Kept up to date by *California Administrative Register.*

Separates of the rules and regulations issued by the agencies are useful for circulation.

DECISIONS 5.36

The decisions of the Attorney General are published commercially.

CALIFORNIA. DEPT. OF JUSTICE. *Opinions of the Attorney General.* January 1943- Albany, California, Hanna Legal Publications. (semiannual)

The decisions of regulatory bodies are often issued only in mimeographed form and are difficult to obtain. The largest county law libraries maintain files.

The following is printed:

CALIFORNIA. PUBLIC UTILITIES COMMISSION. *Decisions.* v. 1- 1911- San Francisco.

LEGISLATIVE PUBLICATIONS 5.4

For information on the organization and work of the Legislature:

OHNIMUS, ARTHUR A. *The Legislature of California.* [Sacramento] California Legislature,] Revised periodically

BEEK, JOSEPH A. *The California Legislature.* [Sacramento, California Senate] Revised periodically.

Laws originate in either house of the Legislature as bills or resolutions, depending upon the nature of their subjects and on the form of their enacting clause.

Bills are used to originate general legislation.

Resolutions are called house, joint, or concurrent.

House *Resolutions* (either Senate or Assembly) concern the business of one house only and are printed only in the *Journal* of that house.

Concurrent Resolutions, either Senate or Assembly, relate to matters to be treated by both houses of the Legislature.

Joint Resolutions, either Senate or Assembly, relate to matters connected with the federal government.

When bills and resolutions become law, they are printed in leaflet form and called slip laws or *chapter laws*. They are later printed in the bound volume of *Statutes* (see Section 5.52).

Constitutional Amendments proposed by the Legislature (either Senate or Assembly) must be submitted to a vote of the people and do not become law unless ratified by a majority of the qualified electors voting thereon.

List of and indexes to bills, resolutions, and constitutional amendments include:

CALIFORNIA. LEGISLATURE. *Daily File.*

Issued by each house during the Legislative session. Lists bills scheduled for committee hearing or for Senate or Assembly action.

_____ *Daily History* and *Weekly History.*

Issued by each house during sessions of the Legislature. List bills numerically and note action taken. *Weekly History* contains lists of the members of each house and their committee assignments and other information about the Legislature.

_____ *Semi-final History*.

Compiled after adjournment for the Legislative recess. Content similar to that of *Weekly History*. Has subject index to bills.

_____ *Final Calendar.*

Issued after session has ended and Governor's time for signing bills has expired. Complete record of bills introduced and action taken with subject index. Miscellaneous information about Legislature and list of reports of Assembly interim committees presented during the session.

CALIFORNIA. LEGISLATIVE COUNSEL BUREAU. *Digest of Legislation.* 1958-

Issued at end of session. Digests and indexes all bills and constitutional amendments, whether enacted or not.

The following are useful before the *Semi-final History* and *Final Calendar* are available:

CALIFORNIA. LEGISLATIVE COUNSEL BUREAU. *Legislative Digest.*
Beginning with 1959 session, issued biweekly.
Digest of bills, resolutions and constitutional amendments introduced.

CALIFORNIA. LEGISLATURE. *Legislative Index.*

Issued biweekly during the session; cumulative subject index to bills, resolutions, and constitutional amendments introduced.

CALIFORNIA. LEGISLATIVE COUNSEL BUREAU. *Subject List, Bills, Constitutional Amendments and Resolutions.*

Discontinued with list for 1957 session. Prior to that time, in odd-numbered years an interim list was issued after adjournment for the recess and prior to appearance of *Semi-final Calendar;* a supplement was issued after the date for introducing bill had passed. For sessions in even numbered years or extra sessions only a final list was issued, and it was combined with the *Summary Digest* (see Section 5.52).

CALIFORNIA. LEGISLATURE. *Senate and Assembly Bills Approved or Vetoed.*

Bulletins issued prior to the printing of the *Final Calendar* to show final action on bills, etc.

JOURNALS 5.42

CALIFORNIA. LEGISLATURE. Senate. *Journal.* 1849/50-

CALIFORNIA. LEGISLATURE. Assembly. *Journal.* 1849/50-

The *Journals* record the steps which precede the enactment of laws. They give action taken, votes, text of amendments to bills and committee reports if requested by the committee, but do not contain debates. Until 1943 there were *Appendices to the Journals* which contained the administrative reports of the departments.

COMMITTEE REPORTS 5.43

The Appendices to the Journals (not published after 1943) in the earlier years sometimes included the reports of legislative committees. Throughout the years the Assembly has published reports of joint comittees in the pages of its *Journal.* The Senate did the same until 1947, but since then it has issued an *Appendix* to its *Journal* which contains the joint committee reports as well as Senate interim committee reports. In 1957 the Assembly began publishing reports of its interim committees in the *Appendix* to its *Journal.*

Most interim committee reports are also printed as separates.

The following indexes (by committee and subject) to committee reports have been published:

CALIFORNIA. LEGISLATIVE AUDITOR'S OFFICE. *Chronological List of California Legislative Interim Committees and Their Reports, 1937-1953.* [1953] 88p.

_____ _____ *1954 Supplement.* 1954. 11p.

CALIFORNIA. LEGISLATIVE ANALYST. *California Interim Legislative Committees and Reports, 1953-1955.* [1955] 37 p.

Continues the *Chronological List;* includes only interim committees reporting to and created by 1955 general session of the Legislature.

_____ *California Interim Legislative Committees and Reports, 1955-1957.* *1957.* *34p.*

_____ *California Interim Legislative Committees and Reports, 1957-1959.* 1959. 32 p.

The only available list of the reports made by interim committees before 1937 is the appendix to a doctor's dissertation in political science.

LARSEN, CHRISTIAN L. "List of Special Committees and Commissions by Legislative Session, 1850-1936." (In his *The Use of Special Committees and Commissions by the California Legislature.* Unpublished Ph. D. thesis, University of California, Berkeley, 1937).

A microfilm negative is available for reproducing this list. For information, write to the Documents Department, General Library, University of California, Berkeley 4, California.

COMMITTEE HEARINGS 5.44

Some committee hearings in recent years have been mimeographed. Excerpts are sometimes included in a committee report.

DIRECTORIES 5.45

CALIFORNIA. LEGISLATURE. *California Legislature at Sacramento.* (biennial)

Cover title: *Handbook, California Legislature.* See also Section 5.341.

_____ Senate. *Senate and Assembly Interim Committees, Joint Committees* [and] *Boards and Commissions.* (biennial)

Title varies.

_____ Assembly. *Assembly Interim Committees.* (biennial)

Title varies.

LAWS AND STATUTES 5.5

CONSTITUTION 5.51

CALIFORNIA. CONSTITUTION. *Constitution of the United States, Declaration of Rights, Declaration of Independence, Articles of Confederation, Constitution of the State of California.*

Published biennially by both Senate and Assembly.

_____ *Constitution of the State of California, Annotated, 1946.* Comp. by Paul Mason. [1946] 1728 p.

Index contains errors which have never been corrected.

_____ _____ *Supplement. Amendments Voted on at Elections, November 5, 1946 to November 7, 1950.* 1951. 39 p.

Not indexed.

STATUTES 5.52

At the end of each session of the Legislature in the odd-numbered years, the laws and joint and concurrent resolutions and constitutional amendments for all sessions of the preceding and current years are collected and published in bound volumes called *Statutes.*

CALIFORNIA. LAWS, STATUTES, ETC. *Statutes and Amendments to the Codes.* 1849/50-

The State has issued several indexes to the *Statutes,* covering various periods:

CALIFORNIA. LAWS, STATUTES, ETC. (INDEXES) *Index to the Laws of California, 1850-1920, Including the Statutes, the Codes, and the Constitution of 1879, Together with Amendments Thereto.* 1921. 1288 p.

_____ _____ *Statutory Record. Supplement to the Index to the Laws of California. Statutory Record, 1850-1932; Index, 1921-1932.* 1933. 1207 p.

_____ _____ *Statutory Record Supplement, 1933-1948.* [1948] 539 p.

_____ _____ *Statutory Record Supplement, 1949-1958.* [1958] 530 p.

For quick reference a commercially published index is indispensable.

CALIFORNIA. LAWS, STATUTES, ETC. (INDEXES) *Larmac Consolidated Index to Constitution and Laws of California.* San Francisco. The Recorder Printing and Publishing Company. (biennial)

Each volume of the *Statutes* contains an index as well as a statutory record to bring the consolidated indexes listed above up to date.

A digest of the *Statutes* is also published.

CALIFORNIA. LEGISLATIVE COUNSEL BUREAU. *Summary Digest of Statutes Enacted and Proposed Constitutional Amendments Submitted to the Electors Including Table of Statutes Affected.* 1935-

Issued for each session of the Legislature. Arranged by bill number but also gives chapter number of law. Subject index.

CODES 5.53

The codes published by the state are listed in *Price List No. 1* of the Printing Division, Documents Section. (see also *Basic List of California State Publications* in Appendix D)

The complete *Business and Professions Code* has not been issued by the state under one cover since 1941. The separate parts published by the state are listed in *Price List No. 1* mentioned above and in the *Basic List* (Appendix D)

The following are not published by the state:

CALIFORNIA. LAWS, STATUTES, ETC. *The Standard California Codes: Civil, Penal, Probate, Civil Procedure.* Albany, Calif., Hanna Legal Publications. (biennial)

Annotated editions of the codes are available from commercial publishers:

CALIFORNIA. LAWS, STATUTES, ETC. *Deering's Annotated Codes.* San Francisco, Bancroft-Whitney Company.

Kept up to date between revisions by pocket parts.

---------- *West's Annotated Codes.* St. Paul, Minn., West Publishing Co.

Kept up to date between revisions by pocket parts.

ADMINISTRATIVE LAW (See Section 5.35)

JUDICIAL PUBLICATIONS 5.6

The reports of the Supreme and Appellate Courts are not published by the state. They are expensive to purchase and difficult to use without digests, which are also expensive. They are available in county law libraries, and few other libraries need to acquire them.

CALIFORNIA. SUPREME COURT. *Reports of Cases Determined in the Supreme Court of the State of California.* 1850- San Francisco, Bancroft-Whitney.

Binder's title: *California Reports.*

CALIFORNIA. DISTRICT COURTS OF APPEAL. *Reports of Cases Determined in the District Courts of Appeal.* 1905- San Francisco, Bancroft-Whitney.

Binder's title: *California Appellate Reports.*

MCKINNEY, WILLIAM MARK. *New California Digest.* San Francisco, Bancroft-Whitney.

Kept up to date by supplements and recompiled volumes.

West's California Digest, 1850 to Date Covering Cases from State and Federal Courts. St. Paul, Minn., West Publishing Co.

Kept up to date by cumulative pocket parts.

For decisions of quasi-judicial or administrative bodies see Section 5.36.

LOCAL PATRONS 6.1

INTERLIBRARY LOAN 6.2

Forms for Requests 6.21
Minimum Information to Give 6.22

Author and Title Requests 6.221
Subject Requests 6.222

INFORMATION FOR BORROWING FROM HISTORICAL DEPOSITORIES 6.3

LOCAL PATRONS 6.1

Each library is free to circulate state publications to its patrons or not, in accordance with its regulations for lending other materials. The basic policy underlying the depository system, as stated in the law, is to "make freely available to its inhabitants all state publications ... subject to the assumption by such libraries of the responsibilities of keeping such documents readily accessible for use ..." No restriction is imposed by the state in regard to the circulation of state publications.

INTERLIBRARY LOAN 6.2

Libraries that have a temporary need for publications not in their own collections may be able to borrow them from the State Library or some other depository, particularly the other two "historical" depositories. (See Appendices H and I for lists of depositories)

Requests ordinarily should be sent first to the State Library, since it has assumed responsibility for supplementing the resources of other libraries. Other depositories need not give this service unless they wish.

In case of a rush need, it may be possible to transmit a request to the State Library by teletype. It can be sent by a local police department to the State Department of Justice in Sacramento. The latter will deliver it to the State Library (check with local police)

In general, rules for borrowing state publications are the same as for other materials.

Borrowing libraries should see that material is returned promptly and in good condition.

FORMS FOR REQUESTS 6.21

The California State Library supplies request forms to libraries. A supply may be secured from the Reference Section.

University of California libraries, and many others, use the "Interlibrary loan request according to the A.L.A. Interlibrary loan code" (available from Gaylord Bros.)

Other libraries find postcard forms adequate for their needs.

MINIMUM INFORMATION NEEDED 6.22

AUTHOR AND TITLE REQUESTS 6.221

Author
Title
Issuing agency
Date (if exact date is not known, an approximate date is helpful)
Series note, if part of a series
Source of information

SUBJECT REQUESTS 6.222

Specific subject on which information is wanted
Purpose for which material is to be used and identification of patron requesting material (student, club woman, etc.)
Sources used in borrowing library.

STATE LIBRARY SACRAMENTO	UNIVERSITY OF CALIFORNIA BERKELEY	UNIVERSITY OF CALIFORNIA LOS ANGELES
ADDRESS:		
Reference Section California State Library Sacramento 9, California	Interlibrary Lending Division Loan Department General Library University of California Berkeley 4, California	Interlibrary Loans Reference Department University of California Library Los Angeles 24, California
LENGTH OF LOAN PERIOD:		
5 weeks, except 3 weeks for magazines and 2 weeks for books on reserve; may be renewed if not reserved	Varies; generally 1 or 2 weeks from date of receipt in borrowing library	2 weeks; may be renewed if not in demand
CHARGES TO BORROWING LIBRARY:		
Transportation to State Library	Transportation both ways	Transportation both ways
PUBLICATIONS THAT MAY BE BORROWED:		
In general any California state publication is available	*Not* legislative materials, reference, or other in constant use	*Not* reference works or materials constantly used, rare, fragile, difficult and expensive to pack or used for class
PHOTOSTATING:		
For prices and other information, address: California State Library Sacramento 9, California	For prices and other information, address: Library Photographic Service General Library University of California Berkeley 4, California	For prices and other information, address: Library Photographic Service University of California Library Los Angeles 24, California

LIBRARY DISTRIBUTION ACT, AS AMENDED

Appendix A

(Government Code, Section 13660-13668)

13660– It is the policy of the State of California to make freely available to its inhabitants all State publications by distribution to libraries throughout the State, subject to the assumption by such libraries of the responsibilities of keeping such documents readily accessible for use, and of rendering assistance in their use to qualified patrons without charge.

(Added by Stats. 1945, Ch. 1403)

13661– To the end that the policy specified in Section 13660 may be effectively carried out, the State Printer shall print one hundred seventy-five (175) copies of each state publication for deposit in a "library stock room" (to be maintained by the State Printer for that purpose) for distribution to libraries as hereinafter provided, except that of legislative bills, journals, and histories, only fifty (50) copies shall be printed for such deposit and distribution, and of publications not printed by the State Printer, the department, commission or other agency concerned shall print fifty (50) copies for such distribution. An additional two (2) copies of each state publication as selected by the State Archivist shall be printed and delivered to the State Archivist by the State Printer or the department, commission, or other agency concerned, and all remaining copies in excess of two (2) copies heretofore received shall be distributed to interested parties without charge or destroyed. The cost of printing, publishing, and distributing such copies shall be fixed and charged pursuant to Section 13551. Additional amounts shall be charged by the State Printer to cover the cost of preparing, printing, and distributing the lists of publications required by Section 13667.

(Added by Stats. 1945, Ch. 1403; amended by Stats. 1947, Ch. 477, by Stats. 1953, Ch. 172, and by Stats. 1955, Ch. 120 and Ch. 980, and by Stats. 1957, Ch. 1082).

13662– "State Publications" or "publication" as herein employed is defined to include any document, compilation, journal, law, resolution, blue-book, statute, code, register, pamphlet, list, book, report, memorandum, hearing, legislative bill, leaflet, order, regulation, directory, periodical or magazine issued by the State, the Legislature, constitutional officers, or any department, commission or other agency thereof in print, and "print" is defined to include all forms of duplicating other than by the use of carbon paper. The publications of the University of California, however, and intra-office or inter-office publications and forms shall not be included.

(Added by Stats. 1945, Ch. 1403)

13663– As soon as practicable after deposit of the copies in the library stock room, the State Printer shall forward of each publication other than the legislative bills, journals and histories, fifty (50) copies to the State Library at Sacramento and twenty-five (25) copies each to the University of California libraries at Berkeley and Los Angeles. Such copies in excess of the number required for the institution itself, may be used for exchanges with other institutions or with agencies of other states and countries.

(Added by Stats. 1945, Ch. 1403)

13664– The copies remaining in the library stock room, including the legislative bills, journals and histories shall be distributed as soon as practicable by the State Printer first one copy each to the libraries which are on his mailing list as "Complete depositories," second one copy each to the libraries which are on his mailing list as "Selective depositories," and third the balance to any libraries which may write for a copy or copies. Publications not printed by the State Printer shall be distributed by the issuing department, commission or other agency as soon as practicable after printing, first to all "Complete depositories," and second to "Selective depositories," designated by the Department of Finance.

(Added by Stats. 1945, Ch. 1403)

13665– To be placed on the mailing list as a "Complete depository" or as a "Selective depository," a library must contract with the Department of Finance to provide adequate facilities for the storage and use of the publications, and must agree to render reasonable service without charge to qualified patrons in the use of the publications. A library designated as a "Complete depository" shall be sent one copy of every State publication, while a library designated as a "Selective depository" shall be sent one copy of each publication of the type or issuing agency it selects.

(Added by Stats. 1945, Ch. 1403)

13666– Any municipal or county free library, any State college or State university library, the library of any incorporated college or university in this State, and the State Library, may contract as above provided. Applications are to be considered in the order of their receipt by the Department of Finance.

(Added by Stats. 1945, Ch. 1403)

13667– To facilitate the distribution of State publications, the State Printer shall issue monthly or quarterly a complete list of State publications issued during the immediately preceding month or quarter, such lists to be cumulated and printed at the end of each calendar year. All State departments, commissions and other agencies shall, upon request, supply information to the State Printer for the preparation of the monthly or quarterly lists and the annual cumulative lists. Such lists may be compiled by, or with the cooperation of, the State Library.

(Added by Stats. 1945, Ch.1403; amended by Stats. 1953, Ch. 1499)

13668– Whenever any State agency maintains a mailing list of public officials or other persons to whom publications or other printed matter is sent without charge, the State agency shall correct its mailing list and verify its accuracy at least once each year. This shall be done by addressing an appropriate postcard or letter to each person on the mailing list. The name of any person who does not respond to such letter or postcard, or who indicates that he does not desire to receive such publications or printed matter, shall be removed from the mailing lists. The responses of those desiring to be on the mailing list shall be retained by these agencies for one year.

(Added by Stats. 1949, Ch. 1411)

CONTRACT FOR DISTRIBUTION OF STATE PUBLICATIONS TO LIBRARIES

Appendix B

THIS AGREEMENT, made and entered into this ____ day of _____, 19__, at Sacramento, California, by and between the Department of Finance of the State of California, hereinafter called "Finance," and _____, an agency authorized to contract on behalf of _____ *(Name of Library)* Library, hereinafter called Library,

WHEREAS, under Chapter 1403, Statutes of 1945, (Sections 13660 to 13667, inclusive, Government Code) the Legislature has declared it to be the policy of the State of California to make freely available to its inhabitants all State publications by distribution to libraries throughout the State, subject to the assumption by such libraries of the responsibilities of keeping such documents readily accessible for use and of rendering assistance in their use to qualified patrons without charge; and

WHEREAS, said Chapter authorizes any municipality or county free library, any State college or State university library, the library of any incorporated college or university in this State, and the State library to contract with Finance and to assume the responsibilities hereinabove mentioned in order to be placed on the mailing list of Finance as a "complete depository" or as a "selective depository" to which copies of such State publications are to be distributed;

NOW, THEREFORE, Library hereby requests that it be placed on the mailing list of Finance as a selective depository for the purpose of having distributed to it State publications in accordance with and as defined in Chapter 1403, Statutes of 1945.

Finance agrees to place Library on said mailing list for distribution to Library of such State publications as Library is entitled to receive under said Act as a "complete" or a "selective" depository, as the case may be, subject to observance by Library of its responsibilities under this agreement.

Until changed by written notice, Library's address to which copies of all such State publications are to be sent is _____.

In consideration of the distribution to Library of State publications as aforesaid, Library agrees throughout the term of this agreement to (1) provide shelf space to house collection in an approved manner with adequate provisions for expansion; (2) index or catalog all state publications in an approved manner; if publications are cataloged in a reference room card catalog, subject reference cards also shall be located in the general card catalog; (3) process and shelve all state publications within 30 days after receipt of the material; (4) provide a prefessionally trained librarian to render satisfactory service without charge to qualified patrons in the use of such publications; (5) dispose of publications only in accordance with disposal policies established by the State Librarian; (6) accept and shelve all publications specified as "Basic Items".

If Library has herein designated itself as a "selective" depository, Library hereby requests that there be distributed to it copies of the publications checked on the attached list of printed State publications.

Library agrees that Finance may at any reasonable time inspect the facilities provided by Library for the storage and use of all State publications distributed to it under this agreement and that it will promptly supply any information which may be requested by Finance in connection with the storage and use of such publications.

This agreement may be terminated or amended by mutual consent in writing and unless so terminated shall remain in affect until terminated by either party upon giving thirty days' written notice to the other party.

IN WITNESS WHEREOF, the parties have hereunto set their hands the day and year first above written.

DEPARTMENT OF FINANCE
John E. Carr, Director of Finance

By _____
Senior Counsel

_____ Library

By _____

STANDARDS FOR DEPOSITORY LOCATION

1. At least one depository shall be established in each library district.
2. In districts with a population density of 0-499 persons per square mile, one depository may be established for each 200,000 persons or major fraction thereof.
3. In districts with a population density of 500-999 persons per square mile, one depository may be established for each 300,000 persons or major fraction thereof.
4. In districts with a population density of 1000 or more persons per square mile, one depository may be established for each 500,000 persons or major portion thereof.
5. In districts with a population density in excess of 500 persons per square mile, depositories shall be dispersed throughout the district in such a manner that the greatest number of persons may have reasonably ready access to the library.
6. In districts with a population density less than 500 persons per square mile, depositories shall be located in a county seat, one of the largest cities in the district, or in a major marketing area. Also, in these areas, each depository shall be located at least 50 miles from any other depository and shall serve a minimum of 25,000 persons.
7. As a general rule, not more than one depository may be located in any place, community, town, or city.
8. Under certain conditions approved by the State Librarian, one additional depository in excess of the maximum number may be established in districts with a minimum population of 150,000 persons. Designating a library as a depository under this exception will be permitted only if all other conditions are met and if the library is located a minimum of 100 miles from any other existing depository.
9. Because of their specialized and limited clientele, the number of college and university libraries which are granted depository status shall be limited to 25 percent of the total number of depositories authorized, but may be located without regard for the foregoing rules.

PERFORMANCE STANDARDS FOR DEPOSITORY LIBRARIES

1. Any municipal or county free library, any state college or state university, the library of any incorporated college or university in this state, and the State Library may be designated as a depository, either complete or selective, provided that all other qualifications are met.
2. Any library designated as a depository, either complete or selective, shall agree to the following conditions, with the understanding that failure to comply with any one condition is sufficient grounds for cancellation of the contract between the State and the library:
    a. Provide space to house the publications in an approved manner with adequate provisions for expansion. State publications do not need to be maintained in a separate collection unless the library prefers to do so. Housing in a vertical file rather than on shelves is acceptable for appropriate pamphlet-type materials.

b. Catalog, record, or organize state publications in an approved manner. It is expected that state publications will be fully cataloged or, if of a serial nature, will be fully recorded. Pamphlet materials, however, may be organized in a vertical file under appropriate subject headings without card records. If publications are cataloged in a reference room card catalog, subject reference cards also shall be located in the general card catalog. The purpose of this requirement is to bring automatically to the attention of the library patron the existence of government publications on the subject of his interest in case the patron does not know there is a special catalog elsewhere in the library. These subject references may be general, covering a broad subject field and need not refer to specific titles. Example: FLAGS For material on this subject see also Government Publications Department.

c. Process and shelve all state publications within 30 days after receipt of the material.

d. Provide a professionally trained librarian to render satisfactory service without charge to qualified patrons in the use of such publications. This librarian need not spend full time on state publications.

e. Dispose of publications only in accordance with disposal policies established by the State Librarian.

f. Accept and maintain all publications specified as "basic items."

INTRODUCTION

The purpose of the *Basic list* is to provide a guide list of California state publications, the selection and use of which will insure a uniform quality of service in the several selective depository libraries. It is a contract requirement of the State Department of Finance that all selective depositories receive and service a basic, or core, collection of documents which will reflect the major activities of the state government.

The *Basic list* is not intended to restrict a library's additional selection in any way. A library may select over and above the minimum list as many or as few titles as local needs and conditions demand.

CODES, LAWS, STATUTES

Agricultural code

Business and professions code

The State of California has not issued the complete *Business and professions code* in one volume since 1941, but it may be purchased from the Bancroft-Whitney Co. (San Francisco) or the West Publishing Co. (St. Paul, Minn.) The following is a list of state documents containing extracts from the code. The numbers following each title refer to sections of the *Business and professions code* contained in the publication.

Board of Dental Examiners. *Dental practice act.* (B-P sec. 1600-1752)

Board of Examiners in Veterinary Medicine. [Law not issued separately] The Board's *Directory* contains B-P sec. 114-115, 4800-4905.

Board of Medical Examiners. *Compilation of laws relating to the practice of medicine and surgery* (B-P sec. 1-24; 110.5-110.6; 114; 500-501; 580-654; 2000-2558) Also in the Board's *Directory of physicians and surgeons*

Board of Nurse Examiners. *Nursing practice act* (B-P sec. 2700-2830) Also in the Board's *Directory of nurses.*

Board of Osteopathic Examiners. [Law not issued separately] *Directory of graduates of osteopathic colleges* contains B-P sec. 1-24; 114-114.5; 115; 500-501; 580-654; 2000-2497; Appendix II: Osteopathic act.

Board of Social Work Examiners. [Law not issued separately] *Biennial report* contains B-P sec. 9000-9039.

Board of Vocational Nurse Examiners. *Vocational nursing practice act (B-P sec. 2840-2895)*

_____ *Psychiatric technicians law* (B-P sec. 4500-4548)

Bureau of Furniture and Bedding Inspection. *Furniture and bedding inspection act* (B-P sec. 19000-19221) [Included in the Bureau's *Bulletin*]

Bureau of Private Investigators and Adjusters. *Private investigator and adjuster act* (B-P sec. 7500-7583) Also in the bureau's *Directory.*

Bureau of Weights and Measures. *Extracts from the Business and professions code of California pertaining to weights and measures and petroleum products* (B-P sec. 1-24; 12001-13001; 19800-19809; 20700-20982; 21700-21722)

Appendix D

Cemetery Board. *Cemetery act* (B-P sec. 9600-9770; 10461)

Contractors' State License Board. *Contractors* (B-P sec. 7000-7145) Also in the Board's *Contractors' license law and reference book.*

Dept. of Finance. Printing Division. *Laws relating to conservation and planning; agricultural land; airports; beaches; Sequoia gigantea groves; subdivided lands; subdivision maps; subdivision land exclusions; surveying and mapping; state maps and surveys; riding and hiking trails; roadside rests; water resources; rainmaking regulation and licensing; protection of beds of mapped highways; Local agency allocation law; community redevlopment; park, recreation and parkway districts* [etc.] (B-P sec. 11000-11021; 11500-11658; 11700-11709) [Only the laws relating to subdivided lands, subdivision maps and subdivision land exclusions are from the *Business and professions code*]

Dept. of Investment. Division of Real Estate. *California real estate law* (B-P sec. 10000-11021) Also in the division's *Reference book.*

Dept.of Public Health. *Laws and regulations relating to clinical laboratories* (B-P sec. 1200-1322)

Dept. of Public Works. Division of Highways. *Outdoor advertising act* (B-P sec. 5200-5325)

Horse Racing Board. *Horse racing act and related laws* (B-P sec. 19400-19663)

Legislature. Senate. *Compilation of fair trade act and unfair practices act* (B-P sec. 16900-17101)

Secretary of State. *Collection agency license law* (B-P sec. 6850-6956)

_____ *Laws relative to trade-marks, trade names, container brands, farm names, laundry supply designations, authorship and fraternal names* (B-P sec. 14000-14740; 21000; 21300-21307; 22180)

State Athletic Commission. *Rules, regulations and law regulating boxing and wrestling matches in California* (B-P sec. 18600-18783)

State Board of Accountancy. *California accountancy act; board rules and regulations* (B-P sec. 5000-5133) Also in the Board's *Register*

State Board of Architectural Examiners. *Laws and rules* (B-P sec. 550-5604)

State Board of Barber Examiners. *Laws governing the practice of barbering* (B-P sec. 6500-6630)

State Board of Chiropractic Examiners. *Act regulating the practice of chiropractic in the State of California; also new and revised rules and method of procedure* (B-P sec. 1001; Appendix I: Chiropractic act) Also in the board's *Directory.*

State Board of Cosmetology. *The cosmetology act* (B-P sec. 7300-7457)

State Board of Dry Cleaners. *Laws, rules and regulations relating to cleaning, dyeing, pressing, furrier and hat renovating establishments* (B-P sec. 114-114.5; 125; 162; 9500-9598.5)

State Board of Equalization. *California alcoholic beverage control act and related constitutional provisions* (B-P sec. 23000-25762) Also in *Revenue laws.*

_____ *California itinerant merchants act* (B-P sec. 16300-16451)

State Board of Funeral Directors and Embalmers. *Funeral directors and embalmers law* (B-P sec. 114-114.5; 4162; 7600-7729)

State Board of Optometry. Law not issued separately. Board's *Directory* contains B-P sec. 114-114.5; 115; 3000-3152.

Appendix D

State Board of Pharmacy. *Pharmacy laws of California and administrative rules* (B-P sec. 500-501; 4000-4256; 21200-21290)

State Board of Registration for Civil and Professional Engineers. *The civil and professional engineers' act; the land surveyors' act; administrative rules* (B-P sec. 6700-6799; 8700-8805) Also in the Board's *Roster of engineers and surveyors.*

Structural Pest Control Board. *Structural pest control act* (B-P sec. 8500-8677)

Yacht and Ship Brokers Commission. *Yacht and ship brokers act* (B-P sec. 8900-8975)

Additional sections of the *Business and professions code* may be found in the following which are listed below: *Library laws* (B-P sec. 6300-6365) and *Vehicle code* (B-P sec. 18450-18451)

California laws relating to youthful offenders, including the Youth Authority act, the Juvenile court law

Corporations code

Education code

Financial code

Fish and game code

Forest and fire laws

Government code

Issued in three parts: (1) State government; (2) Government of counties; (3) Government of cities and local agencies

Health and safety code

Insurance code

Labor code

Laws and rules governing the California state civil service

Library laws of the state of California

Military and veterans code

Public resources code

Public utilities code

Revenue laws of California

Statutes of California

Streets and highways code

Unemployment insurance code

Vehicle code

Vehicle code summary

Appendix D

Water code

Welfare and institutions code

Workmen's compensation insurance and safety laws

Through not available from the State Printing Division it would seem advisable to have in addition to the above the following commercially published codes: (1) *Civil code;* (2) *Code of civil procedure;* (3) *Penal code;* (4) *Probate code;* (5) *a code and law index (see sec. 5.53)*

BOARD OF DENTAL EXAMINERS. *Directory* (biennial)

BOARD OF EXAMINERS IN VETERINARY MEDICINE. *Directory* (biennial)

BOARD OF MEDICAL EXAMINERS. *Directory of physicians and surgeons* (annual)

BOARD OF OSTEOPATHIC EXAMINERS. *Directory of graduates* (annual)

BOARD OF SOCIAL WORK EXAMINERS. *Directory of registered social workers* (biennial)

BUREAU OF PRIVATE INVESTIGATORS AND ADJUSTERS. *Directory* (annual)

CONSTITUTION. *Constitution of the State of California.*

_____ *Proposed amendments to the Constitution.*

CONTRACTORS' STATE LICENSE BOARD. *Contractors' license law and reference book*

_____ *Official directory of licensed contractors* (annual)

CONTROLLER'S DEPT. *Report* (annual)

_____ *Report of financial transactions concerning cities* (annual)

_____ *Report of financial transactions concerning counties* (annual)

_____ *Report of financial transactions concerning school districts* (annual)

_____ *Report of financial transactions concerning special districts* (annual)

_____ *Report of financial transactions concerning streets and roads* (annual)

_____ *Roster of inheritance tax appraisers*

DEPT. OF AGRICULTURE. *Bulletin* (quarterly) [Includes *Annual report* of the Department]

_____ *Directory of nurserymen* [Included in *Special publication* series]

_____ *Marketing survey report*

DEPT. OF CORRECTIONS. *Report* (biennial)

DEPT. OF EDUCATION. *Apportionment of the State school fund* (annual)

_____ *Bulletin*

_____ *California journal of elementary education* (quarterly)

_____ *California schools* (monthly)

Appendix D

DEPT. OF EMPLOYMENT. *Employment and unemployment in California* (bimonthly)

DEPT. OF FINANCE. PRINTING DIVISION. *California blue book* (quadriennial)

_____ STATE OFFICE OF PLANNING. *California plans* (annual)

DEPT. OF FISH AND GAME. *California fish and game* (quarterly)

_____ *Fish bulletin*

_____ *Game bulletin*

_____ *Report* (biennial)

DEPT. OF INDUSTRIAL RELATIONS. *Report* (biennial)

_____ DIVISION OF LABOR LAW ENFORCEMENT. *Official directory, licensed farm labor contractors* (annual) and *Supplements*

_____ DIVISION OF LABOR STATISTICS AND RESEARCH. *Earnings and hours, California metropolitan areas* (annual)

_____ _____ *Handbook of California labor statistics* (biennial)

DEPT. OF INSURANCE. *Fire and casualty insurance manual*

_____ *Insurance organizations authorized to transact business* (annual)

_____ *Life and disability insurance manual*

_____ *Report* (annual)

DEPT. OF INVESTMENT. DIVISION OF BANKING. *Report* (annual)

DEPT. OF INVESTMENT . DIVISION OF REAL ESTATE. *Reference book*

DEPT. OF INVESTMENT. DIVISION OF SAVINGS AND LOAN. *Report* (annual)

DEPT. OF JUSTICE. *California prisoners* (annual)

_____ *Crime in California* (annual)

_____ *Delinquency and probation in California* (annual)

DEPT. OF MENTAL HYGIENE. *Private institutions licensed* (annual)

_____ *Statistical report* (biennial)

DEPT. OF NATURAL RESOURCES. DIVISION OF MINES. *Available publications*

_____ _____ *Bulletin*

_____ _____ *Mineral information service* (monthly)

_____ _____ *Report of State Mineralogist* (annual)

_____ _____ *Special report*

_____ DIVISION OF RECREATION. *Publication*

DEPT. OF PUBLIC HEALTH. *California State plan for hospitals* (annual)

———. *California's health* (semimonthly)

———. *Directory of clinical laboratories*

DEPT. OF PUBLIC WORKS. DIVISION OF HIGHWAYS. *California highways and public works* (bimonthly)

———. *Report* (annual)

DEPT. OF SOCIAL WELFARE. *Public assistance and welfare services in California*

———. *Report* (annual)

DEPT. OF THE CALIFORNIA HIGHWAY PATROL. *Statistical report* (annual)

DEPT. OF THE YOUTH AUTHORITY. *California Youth Authority quarterly*

———. *Correctional services in California* (biennial)

———. *Directory, California juvenile law enforcement officers*

———. *Report* (biennial)

DEPT. OF VETERANS AFFAIRS. *Handbook of California benefits for veterans*

DEPT. OF WATER RESOURCES. *Progress report* (annual)

FRANCHISE TAX BOARD. *Report* (annual)

GOVERNOR. *State of California budget* (annual)

LEGISLATIVE ANALYST. *Analysis of the budget bill* (annual)

———. *California interim legislative committees and reports*

LEGISLATIVE COUNSEL BUREAU. *Digest of legislation, California Legislature* (annual)

———. *Summary digest of statutes enacted* (annual)

LEGISLATURE. *Final calendar*

———. *Handbook, California Legislature*

———. *Legislature of California*

———. *Semi-final history*

PUBLIC UTILITIES COMMISSION. *Report* (annual)

SECRETARY OF STATE. *California, the Golden State*

———. *Roster* (annual)

———. *Statement of vote*

STATE BOARD OF ACCOUNTANCY. *Register*

STATE BOARD OF ARCHITECTURAL EXAMINERS. *Roster* (annual)

Appendix D

STATE BOARD OF CHIROPRACTIC EXAMINERS. *Directory* (annual)

STATE BOARD OF EQUALIZATION. *Report* (annual)

STATE BOARD OF LANDSCAPE ARCHITECTS. *Directory*

STATE BOARD OF OPTOMETRY. *Directory* (annual)

STATE BOARD OF REGISTRATION FOR CIVIL AND PROFESSIONAL ENGINEERS. *Roster of civil and professional engineers and surveyors* (annual)

STATE COLLEGE, Chico. *Catalog*

STATE COLLEGE, Fresno. *Catalog*

STATE COLLEGE, Humboldt. *Catalog*

STATE COLLEGE, Long Beach. *Catalog*

STATE COLLEGE, Sacramento. *Catalog*

STATE COLLEGE, San Diego. *Catalog*

STATE COLLEGE, San Fernando Valley. *Catalog*

STATE COLLEGE, San Francisco. *Catalog*

STATE COLLEGE, San Jose. *Catalog*

STATE COLLEGE OF APPLIED ARTS AND SCIENCES, Los Angeles. *Catalog*

STATE LIBRARY. *California state publications* (monthly and annual)

_____ *News notes of California libraries* (quarterly)

STATE PERSONNEL BOARD. *Pay scales in California state civil service*

STATE POLYTECHNIC COLLEGE, San Luis Obispo. *Catalog*

STATE SCHOLARSHIP COMMISSION. *Report* (biennial)

PUBLICATIONS NOT SUBJECT TO THESE REGULATIONS

Publications received prior to September 15, 1945, and duplicates are not subject to the following regulations and may be disposed of at any time the library wishes. It is suggested, however, that processed publications be offered to the Government Publications Section, California State Library, Sacramento 9, California.

DISPOSAL POLICIES PERMISSIVE

Authorization for disposal does not mean that a library must dispose of publications if it wishes to retain them.

DISPOSAL POLICIES FOR COMPLETE AND SELECTIVE DEPOSITORIES

Authorization is given for disposal of the following classes of publications. Unless specifically noted otherwise, both complete and selective depositories may dispose of the publications listed.

LEGISLATIVE PUBLICATIONS

1. Assembly and Senate Daily Histories upon receipt of the Weekly History. Latest Weekly History only need be retained.
2. Latest Weekly History after Semi-Final History is received.
3. Semi-Final History after Final Calendar is received.
4. Selectives only: Final Calendar after five years.
5. Assembly and Senate Daily Files when they are superseded.
6. Assembly and Senate Bills, Constitutional Amendments, and Concurrent and Joint Resolutions, two years after close of the session.
7. Unbound Daily Journals of the Legislature when the bound volumes are received.

LAWS, CODES, AND REGULATIONS

8. Codes and compilations of laws and regulations upon receipt of complete new editions.

SUPERSEDED PUBLICATIONS

9. Lists of publications and indexes upon receipt of new editions provided the new edition includes all items in previous list or index.
10. Daily, weekly, monthly, quarterly, or semi-annual publications when annual compilations are received provided the annual compilations include every table of the daily, weekly, monthly, quarterly, or semi-annual. (See also Number 18 on the following page)
11. Selectives only: Directories when a later edition is received.
12. College catalogs, bulletins, and announcements when later ones are received.
13. Any publication that is superseded by a new edition. This applies to monographic works and does not include serial publications such as annual or biennial reports, annual or less frequent statistical compilations, the *California Blue Book*, etc.

14. Pages of loose-leaf publications that are replaced by new pages. However, it is mandatory for completes that all pages of the *California Administrative Code* and *Register* be retained so that attorneys may have access to the administrative rules and regulations as they were in force at any given date.

15. Miscellaneous safety orders, which have been duplicated or replaced by Title 8 of the *California Administrative Code.*

MICROFACSIMILE COPIES

16. Microfacsimile copies may be substituted for any holdings of California State publications provided that the microfacsimile copies are properly referenced and located so as to be readily accessible to users and that the necessary reading equipment is available.

    Libraries availing themselves of this permission for substitution may dispose of the original copies of printed publications; original copies of processed publications should be offered to the Government Publications Section, California State Library, Sacramento 9, California.

MISCELLANEOUS

17. State Fair announcements, award lists, exhibit catalogs and premium lists when later ones are received.

18. Statistical compilations of the following agencies issued oftener than annually may be discarded after five years:

    Department of Agriculture – Bureau of Market News
    Department of Employment – Research and Statistics Section

19. Press releases two years after publication.

20. Selectives only: Titles which are not designated as minimum items on the Basic List five years after publication except those which are covered by specific regulations.

If further information is needed regarding the disposition of publications received under the Library Distribution Act, inquiries should be directed to the California State Library.

F 1 CALIFORNIA STATE LIBRARY (Unpublished)

ARRANGEMENT

Alphabetical by issuing agency

NOTATION

The first part of the agency number is the initial letter of the key word in the agency's name. The second part is a number derived by arranging the agencies under each letter of the alphabet in alphabetical order and then assigning numbers beginning with 125 for the first agency and skipping 24 numbers between agencies (and subdivisions of agencies) thus providing for agencies which may be created later. In some cases more than 24 numbers were skipped in order to assign a round number to a major agency.

Subdivision of agencies were assigned numbers in the regular sequence after the main agency. They were arranged in alphabetical order disregarding the organization, i.e., bureaus and divisions were interfiled:

A500	Dept. of Agriculture
A525	Division of Administration
A550	Bureau of Agricultural Statistics
A575	Division of Animal Industry

An agency that had changed name before the classification scheme was drawn up was classed under its latest name. But an agency that changed name since the classification scheme was drawn up is still classed under the original number. If an agency is abolished and is succeeded by a newly created agency, the new agency is assigned a different number.

An institution, though operating under a department, is classed under its own name.

The classification for non-official agencies whose work has been printed by the State Printer has not been developed. The plan is to use the letter Z for all these agencies followed by the Cutter-Sanborn number for the agency's name. Cutter numbers will be used for titles as for official publications.

Cutter numbers have been assigned to materials appearing in certain forms and are used under each agency without regard to the wording of the title:

B9	Bulletin
D5	Directories, registers, rosters
H5	History of agency; statement of functions, activities, etc. organization
M3	Manuals, employee handbooks
M5	Minutes of meetings
P8	Press releases
P9	List of publications of an agency
R4	Report (annual, biennial)

Serials not falling into one of the above form classes are Cuttered from the first word of the title.

Unnumbered publications are Cuttered from the significant word of the title. One-figure Cutter numbers are assigned except for a few sections where the number of similar titles makes it necessary to use two or three figures. The following is the one-place Cutter table used:

a	e	i	o	u				
3	4	5	6	8				
b	d	l	m	n	p	r	s	t
2	3	4		5	6	7		8

Appendix F

SAMPLE CALL NUMBER

N400 (Dept. of Natural Resources. Division of Mines)
B9 (Bulletin)
no. 156

This classification was developed with only the California State Library's needs in mind. There are inconsistencies in construction, and the breakdown under major agency may be too full in some cases. The classification is reproduced in the following pages solely because other libraries have expressed an interest in it and not because the California State Library wishes to recommend it for other documents collections. Each library must decide for itself what arrangement is most useful.

Time and space do not permit including an alphabetical index to the classification, but the indexes in the annual issues of CALIFORNIA STATE PUBLICATIONS may serve instead.

CALIFORNIA STATE LIBRARY AGENCY CLASSIFICATION SCHEME

A

A125 State Board of Accountancy
A150 Office of the Adjutant General (later Military Dept.)
A175 Adoption Survey Committee
A200 Adult Authority
A250 Aeronautics Commission
A260 Interdepartmental Coordinating Committee on Aging
A265 Citizens' Advisory Committee on Aging
A270 Special Commission on Agricultural Education
A275 Agricultural Prorate Commission
A325 Agricultural Research Study Committee
A350 State Agricultural Society
A375 State Fair and Exposition
A400 State Board of Agriculture
A500 Dept. of Agriculture
A550 Bureau of Agricultural Statistics
A575 Division of Animal Industry
A600 Bureau of Chemistry
A625 Crop and Livestock Reporting Service
A650 Bureau of Dairy Service
A675 Bureau of Entomology and Plant Quarantine
A700 Bureau of Entomology
A725 Bureau of Field Crops
A750 State Fish Exchange
A775 Bureau of Fruit and Vegetable Standardization
A800 Division of Land Settlement
A815 Bureau of Livestock Disease Control
A825 Bureau of Livestock Identification
A850 Bureau of Market Enforcement
A875 Bureau of Market News
A900 Division of Marketing
A925 Bureau of Markets
A950 Bureau of Meat Inspection
A975 Bureau of Milk Control
A985 Bureau of Nursery Service
A1000 Bureau of Pest Control

A

A1025	Division of Plant Industry
A1050	Bureau of Plant Pathology
A1075	Bureau of Plant Quarantine
A1085	Bureau of Poultry Inspection
A1100	Bureau of Rodent and Weed Control and Seed Inspection
A1125	Bureau of Shipping Point Inspection
A1150	Bureau of Weights and Measures
A1160	Air Attack Coordinating Committee
A1175	Alaska-Yukon-Pacific Exposition Commission
A1180	Alcoholic Beverage Control Appeals Board
A1185	Dept. of Alcoholic Beverage Control
A1195	Alcoholic Rehabilitation Commission
A1200	State Allocation Board
A1250	State Board of Arbitration
A1275	State Board of Architectural Examiners
A1300	Asparagus Advisory Board
A1325	State Athletic Commission
A1350	Attorney General's Office (later Dept. of Justice)
A1375	Special Committee on Aviation Education

B

B125	State Board of Barber Examiners
B200	Interdepartment Committee on Study of Problems of and Services for the Blind
B225	School for the Blind, Berkeley
B275	Training Center for Adult Blind, Oakland
B300	Coordinating Council on State Programs for the Blind
B310	Industries for the Blind
B325	Bond Certification Commission
B350	State Building Construction Planning Committee
B375	State Building Standards Commission

C

C175	Board of Capitol Commissioners
C200	State Capitol Planning Commission
C275	Centennials Commission
C325	State Commission to a Century of Progress International Exposition, Chicago, 1933
C350	State Board of Charities and Corrections
C375	Children's Dept.
C400	County Dept.
C420	California State White House Conference on Child Health and Protection, Sacramento, 1933
C425	Commission for the Study of Problem Children
C450	Midcentury Conference on Children and Youth, Sacramento, 1950
C475	State Board of Chiropractic Examiners
C525	Office of Civil Defense
C550	State Board of Registration for Civil and Professional Engineers
C575	Cling Peach Advisory Board
C600	Code Commission
C625	Codification Board

C

C675	Colorado River Commission
C700	Colorado River Board
C750	Colorado River Boundary Commission
C760	California-Nevada Interstate Compact Commission
C775	Conservation Commission
C780	Conservation Education Work Conference
C785	State Inter-Departmental Conservation Education Committee
C800	Regional Conference on the Conservation of Natural Resources
C825	Constitution [unannotated]
C850	Annotated eds.
C875	Proposed amendments
C890	Convention Held to Pass on the Amendment to the Constitution of the United States for the Repeal of the Eighteenth Amendment
C900	Constitutional Commission
C925	Constitutional Convention, 1849
C950	Constitutional Convention, 1878-1879
C975	Contractors' License Bureau
C1000	Contractors' State License Board
C1025	State Board of Control
C1030	Children's Dept.
C1035	Dept. of Public Accounting
C1050	Controller's Dept.
C1175	Inheritance and Gift Tax Division
C1185	Special Study Commission on Correctional Facilities and Services
C1190	Correctional Industries Commission
C1200	Board of Corrections
C1210	Research Committee
C1225	Dept. of Corrections
C1350	State Board of Cosmetology
C1360	Cotton Wage Hearing Board
C1375	Commission on County Home Rule
C1450	Crime Commission
C1475	Crime Problem Advisory Committee
C1500	Subcommittee on Cost of Crime
C1525	Subcommittee on Uniform Crime Statistics
C1575	Special Crime Study Commission on Adult Corrections and Release Procedures
C1600	Special Crime Study Commission on Criminal Law and Procedure
C1625	Special Crime Study Commission on Juvenile Justice
C1650	Special Crime Study Commission on Organized Crime
C1675	Special Crime Study Commission on Social and Economic Causes of Crime and Delinquency
C1685	Special Crime Study Commission on Organized Crime
C1695	Bureau of Criminal Identification and Information
C1700	Commission for the Reform of Criminal Procedure
C1725	Curriculum Commission
C1750	Framework Committee

D

D125	Dairy Industry Advisory Board
D150	School for the Deaf and the Blind, Berkeley
D175	School for the Deaf, Berkeley

D

D180	School for the Deaf, Riverside
D200	Debris Commissioner
D225	State Council of Defense, 1917-1918
D250	Committee on Petroleum
D275	Committee on Scientific Research
D300	War History Committee
D325	Women's Committee
D350	State Council of Defense, 1940-1943
D375	Committee on Health, Welfare and Consumer Interest
D400	Salvage Committee
D405	Defense Mobilization Service Committee
D425	Board of Dental Examiners
D450	Deuel Vocational Institution, Tracy
D475	State Disaster Council
D480	Emergency Medical Advisory Committee
D485	Fire Services Advisory Committee
D490	Law Enforcement Advisory Committee
D495	Disaster Office
D525	Districts Securities Commission
D575	State Board of Dry Cleaners

E

E125	State Earthquake Investigetion Commission
E135	Economic Development Agency
E150	State Board of Education
E175	Accreditation Committee
E200	Dept. of Education
E300	Accounting Office
E325	Bureau of Adult Education
E350	Bureau of Agricultural Education
E375	Bureau of Audio-visual Education
E380	Bureau of Audio-visual and School Library Education
E400	Bureau of Aviation Education
E425	Bureau of Business and Distributive Education
E450	Child Care Centers Office
E460	Correspondence Extension Service
E475	Bureau of Correction of Speech Defects
E500	Credentials Office
E510	Curriculum Laboratory Committee
E515	Curriculum Laboratory
E525	Division of Departmental Administration
E550	Bureau of Education Research
E575	Educational Agency for Surplus Property
E600	Bureau of Elementary Education
E625	Bureau of Health Education, Physical Education, and Recreation
E650	Bureau of Homemaking Education
E660	Committee on the Revision of Requirements for the Special Secondary Credential in Homemaking
E725	Division of Instruction

E

E750	Bureau of Guidance
E752	Bureau of Junior College Education
E760	Committee on Part-time Education for Minors
E765	Women's Advisory Committee on Physical Education
E775	Division of Public School Administration
E800	Bureau of Readjustment Education
E810	Committee on Reorganization of School Districts
E820	Committee for the Study of Salaries in Teachers Colleges
E825	Bureau of School Accounts and Records
E850	Bureau of School District Organization
E865	Cooperative Committee on School Finance
E875	School Lunch Program
E900	School Planning Office
E910	Committee on Science Education
E915	Committee on Science Guide for Elementary Schools
E920	Committee on County School Instructional Services
E925	Bureau of Secondary Education
E950	Commission for Special Education
E975	Bureau of Special Education
E1000	Division of Special Schools and Services
E1025	Division of State Colleges and Teacher Education
E1030	Council on Teacher Education
E1035	Committee on Revision of the Credential Structure in California
E1075	Bureau of Textbooks and Publications
E1100	Bureau of Industrial Education
E1125	California Fire Training Program
E1150	California Peace Officers' Training Program
E1175	Instructional Materials Laboratory
E1190	State Committee on Vocational Education in the Junior College
E1200	Commission for Vocational Education
E1210	State Board for Vocational Education
E1225	Bureau of Vocational Rehabilitation
E1250	Vocational Training Program for War Production Workers
E1325	Work Projects Administration Education Program
E1425	State Council on Educational Planning and Coordination
E1450	Commission for the Study of Educational Problems
E1475	Committee on Efficiency and Economy
E1510	State Employees Accident Prevention Committee
E1525	State Employees' Retirement System
E1600	Dept. of Employment
E1650	Division of Administrative Services
E1675	Training Section
E1725	Division of Development and Stabilization of Employment
E1800	Library
E1825	Division of Public Employment Offices and Benefit Payments
E1850	[Local office or area office]
E1875	Farm Placement Service
E1900	Veterans Placement Service
E1925	Public Information Section
E1950	Research and Statistics Section

E

E1970	Interstate Conference of Employment Security Agencies
E1975	State Advisory Council on Employment Services
E2000	Employment Commission
E2020	Office of State Engineer
E2025	Dept. of Engineering
E2030	Board of Engineers on San Francisco Sea-wall and Embankment
E2050	State Board of Equalization
E2075	Alcoholic Beverage Control Division
E3000	Division of Assessment Standards
E3025	Dept. of Business Taxes
E3050	Division of Research and Statistics
E3075	Sales and Use Tax Division
E3090	Tax Research Bureau
E4025	Valuation Division
E4050	State Board of Examiners

F

F125	Farm Debt Adjustment Commission
F150	Farm Production Council
F175	Dept. of Finance
F225	Administrative Division
F250	Audits Division
F275	Budget Division
F300	Buildings and Grounds Division
F320	Capital Outlay Committee
F325	Bureau of Commerce
F350	Communications Division
F375	Fairs and Expositions Division
F395	Library
F400	Local Allocation Division
F405	State Office of Planning (formerly Local Planning Office)
F415	Review Committee on Nutrition Policies, Practices and Operating Procedures at Residential Facilities of Mental Hygiene Hospitals
F420	Organization and Cost Control Division
F425	Printing Division
F450	Documents Section
F475	Public Works and Acquisition Division
F500	Purchasing Division
F525	State Lands Division
F550	Division of State Planning
F600	State Fire Marshal
F650	Dept. of Fish and Game
F655	Game Management Branch
F660	Inland Fisheries Branch
F665	Marine Fisheries Branch
F670	Marine Research Committee
F675	Wildlife Protection Branch
F680	Folsom Highway Commission
F725	Inter-agency Regional Food Handlers' Sanitation Institute, California Institution for Men, Chino, 1949

F

F800	Franchise Tax Board
F825	Fred C. Nelles School for Boys, Whittier
F850	Fricot Ranch School for Boys
F875	State Board of Funeral Directors and Embalmers
F900	Bureau of Furniture and Bedding Inspection

G

G150	State Geologist
G175	Committee to Investigate the Discovery of Gold
G200	Commission, Golden Gate International Exposition, San Francisco, 1939-1940
G275	Governor
G301	1849-1851 (Burnett)
G302	1851-1852 (McDougal)
G303	1852-1856 (Bigler)
G304	1856-1858 (J. Neeley Johnson)
G305	1858-1860 (Weller)
G306	1860 (Latham)
G307	1860-1862 (Downey)
G308	1862-1863 (Stanford)
G309	1863-1867 (Low)
G310	1867-1871 (Haight)
G311	1871-1875 (Booth)
G312	1875 (Pacheco)
G313	1875-1880 (Irwin)
G314	1880-1883 (Perkins)
G315	1883-1887 (Stoneman)
G316	1887 (Bartlett)
G317	1887-1891 (Waterman)
G318	1891-1895 (Markham)
G319	1895-1899 (Budd)
G320	1899-1903 (Gage)
G321	1903-1907 (Pardee)
G322	1907-1911 (Gillett)
G323	1911-1917 (Hiram W. Johnson)
G324	1917-1923 (Stephens)
G325	1923-1927 (Richardson)
G326	1927-1931 (Young)
G327	1931-1934 (Rolph)
G328	1934-1939 (Merriam)
G329	1939-1943 (Olson)
G330	1943-1953 (Warren)
G331	1953-1959 (Knight)
G332	1959- (Brown)
G500	Governor's Committee to Survey the Agricultural Labor Resources of the San Joaquin Valley
G515	Governor's Committee on the Study of Boxing and Wrestling
G525	Governor's Advisory Committee on Children and Youth
G530	Subcommittee on Welfare
G545	Governor's Civil Defense Advisory Committee on Public Information
G550	Governor's Peace Officers Committee on Civil Disturbances
G555	Office of Consumer Counsel

G

G560	Governor's Advisory Council on the Dept. of Employment
G565	Governor's State Fair Citizens' Advisory Committee
G575	Governor's Committee for Employment of the Handicapped
G600	Governor's Continuing Committee on Mental Health
G615	Governor's Commission on Metropolitan Area Problems
G625	Governor's Investigation Committee on Penal Affairs
G640	Governor's Advisory Committee on Peacetime Use of Radiological Materials
G650	Governor's Commission on Reemployment
G655	Governor's Committee on Reorganization of State Government
G665	Governor's Committee for Ship Construction and Repair
G670	Governor's Inter-departmental Safety Advisory Committee
G675	Governor's Coordinating Committee of State Officials on Traffic Safety
G680	Governor's Traffic Safety Committee
G685	Governor's Advisory Committee on Training
G687	Governor's Standing Committee on Personnel and Training
G690	Governor's Water Lawyers' Committee
G700	Governor's Conferences [Cutter from key word in name of conference]
G775	State Board of Guide Dogs for the Blind
G725	Grand National Junior Livestock Exposition
G750	Grand National Livestock Exposition

H

H125	Board of Harbor Commissioners for the Port of Eureka
H150	Board of Harbor Commissioners for Humboldt Bay
H175	Board of State Harbor Commissioners for the Bay of San Diego
H200	Board of State Harbor Commissioners for San Francisco Harbor [also San Francisco Port Authority]
H210	San Francisco Harbor Bond Finance Board
H225	Board of Harbor Commissioners for the Port of San Jose
H260	Joint Committee on Problems in Higher Education
H265	Liaison Committee of the Board of Regents of the University of California and the State Board of Education
H275	Highway Advisory Committee
H325	Dept. of the California Highway Patrol
H330	Bureau of Highways
H335	Dept . of Highways
H350	California State Historical Association
H400	Historical Survey Commission
H425	War History Dept.
H450	Horse Racing Board
H475	State Commission of Horticulture
H525	Agnews State Hospital, Agnew
H530	State Hospital, Atascadero
H550	State Hospital, Camarillo
H575	DeWitt State Hospital, Auburn
H600	Mendocino State Hospital, Talmage
H625	State Hospital, Modesto
H650	Napa State Hospital, Imola
H675	Metropolitan State Hospital, Norwalk

H

H700	State Hospital, Patton
H725	State Hospital, Stockton
H775	Commission of Housing
H800	Hydraulic Mining Commission

I

I115	Immigration Commission
I175	Dept. of Industrial Relations
I200	Apprenticeship Council Division of Apprenticeship Standards
I225	State Compensation Insurance Fund
I250	Conciliation Service
I260	Division of State Employment Agencies
I270	Division of Fair Employment Practices Fair Employment Practice Commission
I300	Division of Housing
I325	Commission of Immigration and Housing Division of Immigration and Housing
I350	Division of Industrial Accidents and Safety
I375	Division of Industrial Accidents Industrial Accident Commission
I400	Division of Industrial Safety
I425	Division of Industrial Welfare Industrial Welfare Commission
1430	Industrial Welfare Commission. Wage Board in the Fruit and Vegetable Canning Industry
I450	Division of Labor Statistics and Law Enforcement
I475	Division of Labor Statistics and Research
I500	Division of Labor Law Enforcement
I575	Institution for Men, Chino
I580	Tehachapi Branch
I600	Institution for Women, Corona
I625	Dept. of Insurance
I650	Commission on Interstate Cooperation
I700	Dept. of Investment
I725	Division of Banking
I750	Division of Savings and Loan
I775	Division of Corporations
I800	Division of Real Estate
I825	Irrigation and Reclamation Financing and Refinancing Commission

J

J125	Judicial Council
J150	Dept. of Justice
J185	Citizens' Advisory Committee on Crime Prevention
J200	Bureau of Criminal Identification and Investigation
J225	Division of Criminal Law and Enforcement

J

J230	Crime Prevention Bureau
J250	Bureau of Criminal Statistics
J275	Bureau of Narcotic Enforcement
J280	Commission on Peace Officer Standards and Training
J285	Attorney General's Committee of Water Lawyers on County of Origin Problems
J300	Bureau of Juvenile Research
J325	Special Study Commission on Juvenile Justice

L

L125	Research Committee on Labor Problems
L160	Lake Tahoe Wagon Road Commissioner
L175	State Land Commission
L200	Commission on Land Colonization and Rural Credits
L250	State Land Settlement Board
L260	State Lands Commission
L265	State Board of Landscape Architects
L275	Langley Porter Neuropsychiatric Institute, San Francisco
L290	Law Revision Commission
L300	Commission for the Revision of the Laws
L305	Commissioners for the Revision and Reform of the Law
L325	Statutes
L360	California administrative code
L400	Laws, statutes, etc. [Use 3-place Cutter nos.]
L415	Citizens' Legislative Advisory Commission
L420	Legislative Audit Bureau
L425	Legislative Auditors' Office
L450	Legislative Counsel Bureau
L500	Legislature
L525	Assembly
L550	Senate
L560	Public Library Commission
L575	State Library, Sacramento
L600	Administrative-Legislative Reference Service
L625	Books for the Blind Section
L650	Book Repair Section
L675	California Section
L700	Catalog Section
L725	Government Publications Section
L750	Extension Dept.
L775	Public Libraries Division
L800	Traveling Libraries Division
L825	Law Section
L850	Order Section
L875	Periodicals Section
L900	Prints Room
L910	Processing Center
L925	Property and Shipping Section
L950	Reference Section
L975	Sutro Branch, San Francisco
L1025	Lieutenant Governor

L

L1100	Louisiana Purchase Exposition Commission
L1125	Commissioner in Lunacy
L1150	State Commission in Lunacy

M

M150	Maritime Academy, Vallejo
M200	State Market Commission
M225	Marshall Monument Commission
M250	Guardian of Marshall's Monument
M275	Board of Medical Examiners
M278	Psychology Examining Committee
M280	Medical Facility, Vacaville
M285	Mens Colony, San Luis Obispo
M290	State Mental Health Coordinating Committee
M300	Dept. of Mental Hygiene
M325	Division of Community Services
M330	State Mental Hygiene Clinic, Sacramento
M350	Merit Award Board
M360	Merit System Examining Agency
M375	Mexican Fact-finding Committee
M400	Office of Mileage Rationing Administrator
M425	Dept. of Military and Veterans' Affairs
M450	Military Dept.
M465	State Mineral Cabinet
M475	Commissioner to the National Mining and Industrial Exposition, Denver, 1882
M500	Dept. of Motor Vehicles
M525	Division of Administration
M550	Bureau of Accident Prevention
M575	Bureau of Accounting
M725	Division of Drivers' Licenses
M750	Division of Field Office Operation
M775	Division of Registration
M800	Vehicle License Fee Bureau

N

N200	Dept. of Natural Resources
N250	Division of Beaches and Parks
N275	Conservation Education Section
N300	Division of Forestry
N400	Division of Mines
N425	Bureau of War Minerals Production
N500	Division of Oil and Gas
N515	Division of Recreation
N525	Division of Small Craft Harbors
N530	Division of Soil Conservation
N600	Board of Nurse Examiners

O

O110	Committee on the Older Girl and the Law
O115	Olympic Commission

O

O125	State Board of Optometry
O150	Board of Osteopathic Examiners

P

P150	Advisory Pardon Board
P175	State Park Commission
P225	State Penological Commission
P250	Dept. of Penology
P275	Division of Criminal Identification and Investigation
P300	Bureau of Criminal Identification and Investigation
P325	Division of Narcotic Enforcement
P350	Commission on Pensions of State Employees
P375	State Personnel Board
P425	Cooperative Personnel Services
P500	Pay Division
P525	Recruitment and Exemining Division
P530	Recruitment Section
P532	Recruitment and Field Services Division
P535	Standards and Survey Division
P540	Training Division
P550	State Board of Pharmacy
P560	Board of Pilot Commissioners for the Bays of San Francisco, San Pablo and Suisun
P575	Office of the Director of Planning and Research
P600	State Planning Board
P625	Pooled Money Investment Board
P675	Poultry Improvement Advisory Board
P700	Poultry Improvement Commission
P725	Preston School of Industry, Ione
P775	State Board of Prison Directors
P800	State Prison, Folsom
P875	State Prison, San Quentin
P900	Commissioner to Prison Reform Convention in Saratoga, 1884
P925	State Prison, Soledad
P950	Board of Prison Terms and Parcles
P975	Special Commission of Inquiry into the General Administration of the State Prisons
P1000	Bureau of Private Investigators and Adjusters
P1025	Dept. of Professional and Vocational Standards
P1050	Division of Administrative Procedure
P1075	State Board of Public Health
P1100	Dept. of Public Health
P1125	Bureau of Acute Communicable Diseases
P1150	Division of Administration
P1175	Bureau of Occupational Health (formerly Bureau of Adult Health)
P1185	Bureau of Air Sanitation
P1190	Division of Alcoholic Rehabilitation
P1225	Bureau of Chronic Diseases
P1235	Division of Community Health Services
P1250	Bureau of Crippled Children Services

P1275	Division of Dental Health
P1300	Division of Environmental Sanitation
P1325	Bureau of Food and Drug Inspections
P1350	Bureau of Cannery Inspection
P1400	Bureau of Health Education
P1425	Bureau of Hospitals
P1475	Division of Laboratories
P1500	Library
P1575	Division of Local Health Services Conference of Local Health Officers
P1576	Conference of Local Health Officers
	Committee on Administrative Practices
P1577	Study Committee on Communicable Disease and Laboratories
P1578	Study Committee on Environmental Sanitation
P1579	Study Committee on Special Health Services
P1580	Study Committee on General Health Services
P1581	Study Committee on Health Facilities
P1582	Study Committee on Health Services
P1583	Legislative Information Committee
P1584	Study Committee on Records and Reports
P1600	Bureau of Maternal and Child Health
P1610	Bureau of Nutrition
P1615	Nutrition Service
P1625	Population Committee
P1675	Bureau of Public Health Nursing
P1700	Bureau of Records and Statistics
P1725	Bureau of Registration of Nurses
P1750	Bureau of Sanitary Engineering
P1775	Bureau of Social Hygiene
P1800	Bureau of Tuberculosis
P1810	Tuberculosis Commission
P1825	Bureau of Vector Control
P1850	Bureau of Venereal Diseases
P2000	Public Utilities Commission
P2050	Transportation Division
P2070	Utilities Division
P2080	State Public Works Board
P2090	Commissioner of Public Works
P2100	Dept. of Public Works
P2125	Division of Architecture
P2130	Division of Contracts and Rights of Way
P2150	Division of Engineering and Irrigation
P2200	Division of Highways Highway Commission
P2210	Materials and Research Dept.
P2250	Division of Land Settlement
P2300	Division of San Francisco Bay Toll Crossings
P2325	San Francisco-Oakland Bay Bridge Division
P2500	Division of Water Resources

P

P2525	Division of Water Rights
P2550	State Purchases Standards Committee

R

R125	Raisin Advisory Board
R150	Research and Study Committee
R175	Superintendent of Ramie Culture
R185	Special Advisory Committee on Real Estate Education and Research
R200	Reciprocity Commission
R300	Reclamation Board
R400	State Reconstruction and Reemployment Commission
R500	Recreation Commission
R510	Public Outdoor Recreation Committee
R515	Committee on Planning for Recreation, Park Areas and Facilities
R520	Committee for the Study of Recreation
R525	Recreational Inquiry Committee
R550	State Redevelopment Agency
R575	Redwood Park Commission
R600	State Reform School, Marysville
R625	State Registrar
R675	State Emergency Relief Administration
R680	State Emergency Relief Commission
R700	State Relief Administration
R725	Bureau of Camps
R750	Civilian Conservation Corps Dept.
R775	Division of County Administration
R800	Library
R850	Bureau of Resident Projects
R875	Bureau of Self-Help Cooperatives
R900	Bureau of Surplus Commodities
R920	Voluntary Committee on Welfare and Relief
R925	State Relief Commission
R950	Interdepartmental Research Coordinating Committee
R975	Commission on Revenue and Taxation
R980	Riding and Hiking Trails Advisory Committee
R990	Examining Commission on Rivers and Harbors

S

S125	Board of Commissioners of the Sacramento River Drainage District
S150	St. Francis Dam Commission
S175	San Francisco Bay Area Rapid Transit Commission
S200	San Francisco Bay Ports Commission
S220	State Scholarship Commission
S225	State School Building Finance Committee
S250	School Code Commission
S275	State Commission on School Districts
S300	Joint Committee on School Health
S400	Secretary of State
S425	Certified Shorthand Reporters Board
S450	State Board of Silk Culture

S

S475	Social Insurance Commission
S500	Dept. of Social Welfare
S525	Bureau of Adoptions
S550	Bureau of Aid to Needy Children
S575	Division for the Blind
S600	Bureau of Boarding Homes and Institutions
S625	Division of Child Welfare
S650	Bureau of Child Welfare Services
S675	Division of Hospitals
S700	Bureau of Old Age Security
S725	Bureau of Personnel
S800	Division of Probation
S825	Bureau of Research and Statistics
S850	Division of Social Security
S875	Board of Social Work Examiners
S900	Soil Conservation Commission
S925	State Committee on Soldiers' Employment and Readjustment
S950	Sonoma State Hospital, Eldridge
S1000	Stallion Registration Board
S1015	State College for Alameda County, Hayward
S1025	State College, Chico
S1030	Library
S1050	State College, Fresno
S1055	Library
S1075	Humboldt State College, Arcata
S2000	State College, Long Beach
S2025	State Normal School, Los Angeles
S2050	State College of Applied Arts and Sciences, Los Angeles
S2070	Orange County State College, Fullerton
S3050	State College, Sacramento
S3055	Library
S3075	State College, San Diego
S3077	Library
S3080	Public Affairs Research Institute
S3085	San Fernando Valley State College, Northridge
S4000	State College, San Francisco
S4015	Library
S4025	State College, San Jose
S4027	Dept. of Librarianship
S4030	Library
S4050	State Polytechnic College, San Luis Obispo
S4055	Junior College Division
S4060	Kellogg Unit
S4062	Library
S4065	Voohees Unit
S4067	Stanislaus State College, Turlock
S4070	State College Council
S4075	Board of State Normal School Building Commissioners

S

S4080	Board of Trustees of the State College System
S5000	Board of Trustees of the State Normal Schools
S5025	Joint Board of Normal School Trustees
S5050	Structural Pest Control Board
S6000	Surveyor General's Office
S6025	Sutter's Fort Historical Museum, Sacramento
S6050	Board of Swamp Land Commissioners

T

T125	State Tax Commission [Created 1915]
T150	Tax Commission [Created 1927]
T175	Citizens' Tax Committee
T225	State Teachers' Retirement System
T250	Public School Teachers' Retirement Salary Commission
T275	Toll Bridge Authority
T300	State Traffic Safety Advisory Committee
T325	State Employees Traffic Safety Committee
T350	State Advisory Committee on Training
T375	Board of Transportation Commissioners
T400	Treasury Dept.
T425	Tuberculosis Commission

U

U125	State Unemployment Commission
U150	State Unemployment Committee
U175	Unemployment Insurance Appeals Board
U200	Commission on Uniform State Laws

V

V115	School for Girls, Ventura
V125	Dept. of Veterans Affairs
V150	Division of Educational Assistance
V175	Division of Farm and Home Purchases
V200	Division of Service and Coordination
V225	Division of Veterans Homes
V250	Veterans Board
V275	Veterans' Commission
V300	Veterans' Finance Committee
V325	Veterans' Home, Yountville
V350	Veterans' Home Association
V400	Veterans' Welfare Board
V425	State Veterinarian
V450	State Veterinary Medical Board
V475	Board of Examiners in Veterinary Medicine
V500	Board of State Viticultural Commissioners [Created 1880]
V525	State Board of Viticultural Commissioners [Created 1913]
V550	Board of Vocational Nurse Examiners
V575	State Commission on Voting Machines

V

V600	Commission Created for the Purpose of Examining, Testing and Investigating Voting Machines

W

W125	State War Council
W150	Food and Nutrition Committee
W175	Advisory Committee on Law Enforcement
W200	Advisory Committee on Radio Communication
W225	Citizens' Advisory Committee on Youth in Wartime
W275	State Water Commission [Created 1911]
W280	California Water Conference, Sacramento, 1945
W300	Water Conservation Committee
W400	State Water Pollution Control Board
W425	Central Valley Regional Water Pollution Control Board
W450	Colorado River Basin Regional Water Pollution Control Board
W475	Lahontan Regional Water Pollution Control Board
W500	Los Angeles Regional Water Pollution Control Board
W525	San Diego Regional Water Pollution Control Board
W530	San Francisco Bay Regional Water Pollution Control Board
W550	Santa Ana Regional Water Pollution Control Board
W575	State Water Problems Conference
W600	Water Project Authority of the State of California
W700	Water Commission [Created 1945]
W725	Water Resources Commission
W750	Dept. of Water Resources
W755	Division of Administration
W760	Division of Design and Construction
W765	Division of Resources Planning
W770	State Water Rights Board
W800	Dept. of Weights and Measures
W825	Wildlife Conservation Board
W850	Wine Advisory Board
W875	Woman's Relief Corps Home, Santa Clara
W900	Los Angeles World Trade Center Authority
W925	San Francisco World Trade Center Authority
W950	World's Fair Commission, Chicago, 1893
W975	Commissioner at the World's Industrial and Cotton Centennial Exposition, New Orleans, 1884-1885

Y

Y125	Yacht and Ship Brokers Commission
Y150	Commissioners to Manage the Yosemite Valley and the Mariposa Big Tree Grove
Y200	Dept. of the Youth Authority

F 2 GLIDDEN, Sophia and Dorothy Marchus. *A library classification for public administration materials.* Chicago, Public Administration Service and the American Library Association, 1952. 512 p.

ARRANGEMENT

The classification is based on an analysis of the subject matter in the field of public administration and related subjects. From this analysis 24 main subject classes were determined, under which all public administration materials can be filed. Some sections would need to be expanded for a documents collection.

NOTATION

The notation is mixed, and consists of one or two letters for the main class, and from one to four digits arranged decimally. The classes are subdivided from the broad subject to the smaller specific subtopics. The degree of subdivision varies from class to class depending upon the nature of the subject matter. Form divisions are used for such topics as history, administration, laws and legislation, directories, etc. Form letters are also used to indicate the various levels of government or non-government organization, e.g., national, state, municipal.

SAMPLE CALL NUMBER

California. Dept. of Natural Resources. Division of Mines.
Bulletin no. 156

Y	Y (Natural resources)
2s. C12	2 (Mineral resources)
no. 156	s (State level)
	.C12 (California)

F 3 HONNOLD LIBRARY, CLAREMONT COLLEGES (Unpublished)

ARRANGEMENT

Alphabetical by issuing agency

NOTATION

This notation is similar to that of the U. S. Superintendent of Documents.

Agencies are indicated by one or more letters of the key word in the name.

Subdivisions under agencies are indicated by arabic numerals following the agency symbol, beginning with the number 2 (the number 1 is reserved for publications issued by the agency rather than one of its subdivisions)

The following numbers are used to indicate various series of publications under each agency:

.1 Reports
.2 General publications
.3 Bulletins
.4 Circulars
.5 Laws
.6 Regulations, rules and instructions

Other series are assigned numbers as they appear beginning with .7.

Unnumbered publications are Cuttered by title.

SAMPLE CALL NUMBER

Na 5	Na (Dept. of Natural Resources) 5 (Division of Mines)
3:156	3: (Bulletin)

F 4 **JACKSON**, Ellen. *A notation for a public documents classification.* [Stillwater] 1946. Oklahoma Agricultural and Mechanical College. Library bulletin no. 8. 36 p.

An advantage of this scheme is that it provides for federal, state, county, municipal, foreign, international and territorial government publications, so that the documents of all jurisdictions may be classified by the same scheme.

ARRANGEMENT

Alphabetical by issuing agency

NOTATION

Mixed; letters and numbers are employed alternately to designate an agency and its subdivisions. Book numbers are assigned from the first word of the title (except an article) using the three-figure Cutter-Sanborn table.

SAMPLE CALL NUMBER

M18	M (Main class, states) 18 (California)
N11MI	N11 (Dept. of Natural Resources) MI (Division of Mines)
B936	B936 (Bulletin)
no. 156	

F 5 **MILLER**, J. Gormly. "The classification of local municipal documents," *Library journal*, v. 64 (December 1, 1939) p. 938-941.

This scheme was devised in the Rochester (N.Y.) Public Library to classify a collection of municipal documents and could not be used for state publications without expansion. It does, however, illustrate a method of approach which could be developed for a collection of state publications.

ARRANGEMENT

The scheme is characterized by a functional arrangement of materials. Under broad headings which are descriptive of government functions and activities are filed the publications of those agencies concerned with the individual functions. By this arrangement the records of a function are kept together, regardless of how many times the function has been shifted from agency to agency or the name of the office performing it has been changed. Furthermore, publications of each office are placed next to those of other units performing related functions. This scheme will necessarily split the publications of certain agencies.

NOTATION

The notation is a combination of letters and numbers. Letters are used to denote functions, numbers to denote administrative units, and numbers preceded by a period to represent publications. When a unit publishes a large quantity of material on certain details of its work, lower case letters are utilized to designate minor subject classes.

Because this scheme has not yet been adapted for state publications, it is impossible to show the call number for the Division of Mines Bulletin as was done following the description of other classifications. Instead a portion of the scheme for classifying the publications of libraries is given below.

H	Education
HB	Libraries
HB1	Special commissions, etc.
HB2	Rochester Public Library
.1	Regulations, manuals, etc.
.2	Annual reports
.3	Periodicals
.4	Special reports and surveys
.5	Special publications
a	Bibliographies
b	Other

F 6 **OAKLAND PUBLIC LIBRARY** (Unpublished)

ARRANGEMENT

Alphabetical by issuing agency

NOTATION

The letter "C" is placed at the beginning of each class number to represent California.

Independent agencies and departments are assigned Cutter numbers taken from the key word in their names.

The following form numbers are employed:

.1 Reports
.2 General publications (Cuttered by title)
.3 Bulletin
.4 Circular

Other series are assigned numbers as the appear.

Subdivisions of agencies are assigned numbers following the form and series numbers, usually on an interval of 10 to allow for additions; e.g., .10, .20, .30.

SAMPLE CALL NUMBER

CM664.3 C (California) M664 (Division of Mines) .3 (Bulletin)
156

Note: Oakland does not put Division of Mines under Dept. of Natural Resources although other subdivisions are under the department.

CN219 Dept. of Natural Resources
.5 Division of Beaches and Parks
.7 Division of Forestry. Fire statistics
.9 Division of Forestry. General publications.

F 7 **SWANK,** Raynard. "A classification system for state, county and municipal documents," *Special libraries,* v. 35 (April 1944) p. 116-120.

ARRANGEMENT

Alphabetical by issuing agency. Municipalities and counties are interfiled at the end of each state by adding their Cutter numbers to the state symbols.

NOTATION

States are indicated by their number in the alphabetical list; e.g., Alabama is 1, California is 4, etc.

Departments and independent agencies are indicated by Cutter numbers taken from the distinctive word in the agency's name using the 2-place Cutter table. Subdivisions of departments are indicated by adding one capital letter to the department symbol.

Series are indicated by arbitrary numbers similar to those employed by the U. S. Superintendent of Documents. The following form numbers are used:

.1 Fiscal reports
.2 Bulletins
.3 Circulars
.9 Unnumbered publications

Other series are assigned as needed to numbers 4 to 8 and from number 9 on.

Unnumbered publications are Cuttered by title.

SAMPLE CALL NUMBER

4-N21M 4 (California) N21 (Dept. of Natural Resources) M (Division of Mines)
2:156 2 (Bulletin)

BINDING, COVERS, AND PAMPHLET BOXES: DESCRIPTION, SOURCES,* AND USE

Appendix G

G 1 BINDING

Reference: Feipel, L. N. *Library Binding Manual.* Chicago, American Library Association, 1951. 74 p.

See "Preparing Magazines and Serials," and "Minimum Specifications for Class A Library Binding," p. 25-27 and 46-54.

The following California binderies have been certificated as being qualified to do binding in accordance with the minimum specifications of the Joint Committee of the A.L.A. and Library Binding Institute:

Pacific Library Binding Co.
770 E. Washington Blvd.
Los Angeles, Califomia

Valley Library Bindery
2415 Divisadero Street
Fresno, California

No doubt others could qualify for certification if they submitted samples of their work to the Joint Committee.

Plastic adhesives may be used for serials which do not get heavy usage. Volumes are reinforced across the back with tape or cord. Some suppliers have case binders for use as covers. Instructions are supplied with the adhesive.

If the numbers in a series vary in shape, a sheet of kraft paper of the size of the cover may be bound in, and the smaller bulletins fastened to the outside of this sheet with gummed tape. This helps to equalize the bulk. Otherwise the sewed edge would be thicker than the outside edge of the volume, which would tend to cave in.

G 2 ENVELOPES

Materials: Manila, red rope, and lithomount paper.
Size: Letter or legal, flat or expandable.
Use: In vertical files or on stack shelves.
Cost: Flat, inexpensive; expandable, about the same as cardboard boxes.

G 3 LOOSE-LEAF BINDERS (Listed in order of increasing price)

1. Sew-in cover

Materials: Marble board covers with cloth backs. Row of staples is inserted at top and bottom. Heavy thread is tied into these staples at top and bottom, after being threaded through the back of the pamphlets.

Source: Made in library

Use: For pamphlets of relatively few pages. Thread may be cut to remove pamphlet and new edition sewed in.

* The listing of firms in this section should not be considered a recommendation, nor omission, disapproval.

2. Tie binders or multi-binders

Materials: Two covers, each having a cloth hinge, equipped with eyelets, with or without backs. Usually press board.
Fasteners: Strings, shoe laces, or metal fasteners.

Source: Demco, Gaylord

Use: If without back can be expanded. Sheets must be punched, and tear out easily unless holes are reinforced and pages are fastened in tightly. String must be removed from many pamphlets in order to insert one issue.

3. Rod binder

Materials: Binder's board with fabricoid cover. Spring steel rods.

Source: Library Bureau, Gaylord

Use: Much used current issues of relatively thick publications. These binders hold only as many publications as there are rods.

4. Spring back binder

Materials: Buckram

Source: Library Bureau

Use: For much used indexes, lists, etc., without punching holes.

5. Post binder

Source: Library Bureau

Use: Specifications, codes, etc., with frequent revision sheets.

G 4 PAMPHLET BINDERS

1. Materials: Two covers joined together (pressboard) with colored binding cloth, and equipped in center with a strip of white gummed cloth which is moistened for inserting pamphlet. If pamphlet is over ¼ inch in thickness, double-stitched center cloth is necessary.

Source: Gaylord, Demco

Use: For separate publications or single issues of serials if much used for circulation. Best for pamphlets of ½ inch thickness or less.

2. Materials: Marble board covers with cloth back. Punched and sewn.

Source: Made in library

Use: Takes thicker pamphlets than those in (1) above.

G 5 PAMPHLET BOXES (Listed in order of increasing price)

1. Folding type (shipped flat)

a. Materials: Kraft board

Source: Magafile Co.

Use: May be shelved with open end at back or turned up. Flaps in open end hold material when not full so that it does not slide down. Flaps push back as more material is added. 13 sizes.

b. Materials: Lithomount

Source: Gaylord

Use: Flap cover completely closes box; keeps material cleaner but less accessible than in open box.

2. Boxes not shipped flat

a. Materials: Heavy cardboard with reinforced corners, vellum fronts.

Source: Apex

b. Materials: Boxboard covered with paper

Source: Gaylord

c. Materials: Kraft board with metal edges, open and covered, legal and letter size.

Source: National Metal Edge Box Co. "Fibredex"

Use: Fireproof—paper does not char as in metal boxes. For manuscripts, letters, etc. Covered box must be shelved cover side up and so requires wider than normal library shelves. Bottom of letter size box is 12¼ inches.

d. Materials: Chipboard and wood, cloth covered.

Source: Library Bureau

e. Materials: Wood covered with brown paper.

Source: Library Bureau

f. Materials: Metal Princeton file (metal sides with metal band across front)

Source: Library Bureau

Use: Sturdy but little protection from dust because it is more open than other boxes. Stands up well on open shelves.

If open boxes are shelved with open side at back, materials may fall out unless box is removed from the shelf with care. If shelved with open side up they collect more dust. If not full, materials slide down and bottom edge curls except with the "Magafile" described in (1) above.

G 6 TIE-UPS

1. Materials: Boards—building board or heavy cardboard.

Use: Tie up with boards at front and back of bundle to make stand up on shelf. No protection from dust.

2. Materials: Brown kraft paper

   Use: Paper must be cut to size, tied around publications and labeled. Takes too long to file material if much used.

3. Materials: Red rope paper

   Use: More expensive than kraft paper, but stands up better.

G 7 SHELVING

Materials: Divider type, metal or wood, with slots every few inches for inserting metal dividers.

Source: Library Bureau, "Slyd-In," Ames, Art Metal

Use: More space saving and cheaper than vertical files, but more expensive than other methods described above for the library which would have to replace standard shelving with new shelving. Envelopes, boxes, or binding cost would have to be added.

G 8 DIRECTORY OF SOURCES

Ames, W. R. "Slyd-In Shelving" 150 Hooper St., San Francisco, California

Apex Paper Box Corp., 311 W. Superior St., Chicago 10, Ill.

Art Metal, 1951 Clark St., Jamestown, N. Y.

Gaylord Bros., 29 N. Aurora St., Stockton, Calif.

National Metal Edge Box Co., 14343 Bessemer St., Van Nuys, Calif.

Library Binding Institute, 10 State Street, Boston 9, Mass.

Library Bureau, Remington Rand, 2601 Wilshire Blvd., Los Angeles 57, Calif.
(and many other California cities)

Magafile Co., P.O. Box 2615, Merchant's Station, St. Louis 2, Mo.
(sole distributors; mail only)

COMPLETE DEPOSITORIES

Appendix H

°California State Library
Library and Courts Building
Sacramento 9, California

Fresno County Free Library
2420 Mariposa Street
Fresno 21, California

Los Angeles Public Library
630 West Fifth Street
Los Angeles 17, California

Oakland Public Library
125 Fourteenth Street,
Oakland 12, California

San Diego Public Library
820 E Street
San Diego 1, California

San Diego State College Library
5402 College Avenue,
San Diego 15, California

San Francisco Public Library
Civic Center
San Francisco 2, California

°University of California Library
Documents Department
Berkeley 4, California

°University of California Library
Government Publications Room
405 Hilgard Avenue
Los Angeles 24, California

°Retains historical collection of California State publications beyond that required for complete depositories.

SELECTIVE DEPOSITORIES

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A. K. Smiley Public Library
Fourth and Vine Streets
Redlands, California

Berkeley Public Library
2090 Kittridge Street
Berkeley 4, California

Chico State College Library
Chico, California

College of the Pacific Library
Stockton 4, California

Colusa County Free Library
546 Jay Street
Colusa, California

Contra Cost County Free Library
1137 Main Street
Martinez, California

Dean Hobbs Blanchard Memorial Library
737 Main Street
Santa Paula, California

Fresno State College Library
Fresno 26, California

Fullerton Free Public Library
301 North Pomona Avenue
Fullerton, California

Glendale Public Library
319 East Harvard Street
Glendale 5, California

Humboldt State College Library
Arcata, California

Inyo County Free Library
Courthouse
Independence, California

Kern County Free Library
1315 Truxton Street
Bakersfield, California

Long Beach State College Library
6101 East Seventh Street
Long Beach 4, California

Long Beach Public Library
Lincoln Park
Long Beach 2, California

Los Angeles County Public Library
322 South Broadway
Los Angeles 13, California

Los Angeles State College Library
5151 State College Drive
Los Angeles 32, California

Mills College Library
Oakland 13, California

Monterey County Free Library
26 Central Avenue
Salinas, California

Napa County Free Library
1201 Franklin Street
Napa, California

Occidental College Library
1600 Campus Road,
Los Angeles 41, California

Orange County Free Library
1104B West Eighth Street,
Santa Ana, California

Palo Alto Public Library
1213 Newell Road
Palo Alto, California

Pasadena Public Library
285 East Walnut Street
Pasadena 1, California

Plumas County Free Library
Courthouse
Quincy, California

Pomona College Documents Collection
The Honnold Library
Claremont, California

Pomona Public Library
380 North Main Street
Pomona, California

Appendix I

Richmond Public Library
26th Street and MacDonald Avenue
Richmond 2, California

Riverside Public Library
Seventh and Orange Streets
Riverside, California

Sacramento City Library
Ninth and I Streets
Sacramento 14, California

San Bernardino County Free Library
364 Mountain View Avenue
San Bernardino, California

San Francisco State College Library
1600 Holloway Avenue
San Francisco 27, California

San Jose Public Library
Market and San Fernando Streets
San Jose 17, California

San Jose State College Library
250 South Fourth Street
San Jose 14, California

San Luis Obispo County Free Library
1354 Bishop Street
San Luis Obispo, California

San Mateo County Free Library
25 Tower Road
Belmont, California

Santa Ana Public Library
Eighth and Ross Streets
Santa Ana, California

Santa Barbara Public Library
40 East Anapamu Street
Santa Barbara, California

Santa Monica Public Library
503 Santa Monica Boulevard
Santa Monica, California

Santa Rosa Public Library
Fourth and E Streets
Santa Rosa, California

Stanford University Libraries
Stanford University, California

Stanislaus County Free Library
1402 I Street,
Modesto, California

Stockton Free Public Library
Hunter and Market Streets
Stockton 2, California

Tulare County Free Library
Courthouse
Visalia, California

University of California Library
Davis, California

University of Santa Clara Library
Santa Clara, California

University of Southern California Library
3518 University Avenue
University Park
Los Angeles 7, California

Ventura County Free Library
651 East Main Street
Ventura, California

Whittier College Library
505 East Philadelphia
Whittier, California

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m: Calif. State Publications (Annual listing) 1972 Calif. CA:I

DISPOSAL POLICIES

When a library contracts to become a depository under the Library Distribution Act of 1945, as amended (Government Code, Sec. 14900–14911) it is with the understanding that it will provide space and staff to make California State publications available to the public. These publications, although on permanent deposit, remain the property of the State government and may not be disposed of in any manner without the written authorization of the State Library, except as provided in the disposal policies set forth below.

Change of Status

Complete depositories which at any time find that they can no longer effectively handle the material being received should reevaluate available manpower and the use of California State publications and take steps to change their status to selective depository.

A complete depository library that changes its status to that of selective depository may dispose of publications acquired as a complete depository according to the disposal policies established for selective depositories, five years after its change of status becomes effective.

Libraries deciding to change their status should address requests to the Government Publications Section, California State Library, P.O. Box 2037, Sacramento, California 95809.

Publications Not Subject to These Regulations

Publications received prior to September 15, 1945, and duplicates are not subject to the following regulations and may be disposed of at any time the library wishes. It is suggested, however, that processed publications be offered to the Government Publications Section, California State Library, P.O. Box 2037, Sacramento, California 95809.

Disposal Policies Permissive

Authorization for disposal does not mean that a library must dispose of publications if it wishes to retain them.

Disposal Policies Applying to Complete Depositories

Authorization is given for disposal of the following classes of publications.

LEGISLATIVE PUBLICATIONS

1. Assembly and Senate Daily Histories upon receipt of later Daily or Weekly History.
2. Weekly History on receipt of later Weekly History or the Final Calendar.
3. Legislative Index on receipt of the Final Calendar.
4. Assembly and Senate Daily Files on receipt of later File.
5. Assembly and Senate Bills, Constitutional Amendments, and Concurrent and Joint Resolutions, two years after close of the session.
6. Unbound Daily Journals of the Legislature on receipt of bound volumes.

LAWS, CODES, AND REGULATIONS

7. Codes and compilations of laws and regulations upon receipt of new editions.
8. Any publication that is superseded by a cumulation or a new edition or revision, e.g., directories, college catalogs, or pages of loose-leaf volumes.

EPHEMERAL PUBLICATIONS

9. Ephemeral material such as announcements of conferences and workshops; State Fair announcements, award lists, exhibit catalogs and premium lists; class schedules of the State colleges; lists of publications intended for order use only; press releases, and similar material may be discarded when no longer useful for bulletin board, pamphlet file, acquisition of library materials, or other current use.

MISCELLANEOUS

10. Statistical compilations of agencies issued oftener than annually may be discarded after five years.

MICROFACSIMILE COPIES

11. Microfacsimile copies may be substituted for any holdings of California State publications provided that the microfacsimile copies are properly referenced and located so as to be readily accessible to users and that the necessary reading equipment is available.

    Libraries availing themselves of this permission for substitution may dispose of the original copies of printed publications. Original copies of processed publications should be offered to the Government Publications Section, California State Library, P.O. Box 2037, Sacramento, California 95809.

Disposal Policies Applying Only to Selective Depositories

Selective depositories may dispose of publications as follows:

SERIALS

12. Serials falling into the following categories may be discarded after five years:
    Periodicals
    Administrative and statistical reports of an agency's activities
    Governor's Budget
    Legislative committee reports
    Final Calendar of Legislative Business

OTHER PUBLICATIONS

13. Other publications at any time.

If further information is needed regarding the disposition of publications received under the Library Distribution Act, please write to the Government Publications Section, California State Library, P.O. Box 2037, Sacramento, California 95809.

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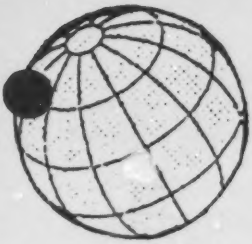
CA:J



GOVERNMENT PUBLICATIONS SECTION

CALIFORNIA STATE LIBRARY

SERVICES TO LIBRARIES

- Interlibrary Loan
- Reference
- Consultant

9th and Capitol Mall Sacramento 95809
8 A.M. – 5 P.M., Monday through Friday
(916) 445–5683

270

A GOVERNMENT PUBLICATION IS

- Any publication that is issued or distributed under the authority of a government agency. Included are books, pamphlets, periodicals, annual reports, technical treatises, manuals, hearings, maps, and many other types of publications, in print or microform.

GOVERNMENT PUBLICATIONS AVAILABLE

- UNITED STATES: An extensive collection including all items distributed to depository libraries by the Superintendent of Documents, the Readex Microprint edition of non-depository publications, some AD, ED, and PB reports in microfiche or hard copy, federal and military specifications and standards, patent specifications on microfilm from 1966– , microfiche copies of 10K reports submitted by U. S. business firms to the SEC

- CALIFORNIA: An extensive collection, including all items distributed to depository libraries and many others. Publications of the University of California are included in this collection.

- OTHER STATES: A large collection with emphasis upon the publications of the more populous states comparable to California and upon western states

- LOCAL GOVERNMENT: A large collection of publications from California local governmental units; a representative collection from out-of-state local governments

- FOREIGN: A selected collection, with emphasis upon yearbooks and publications in English of general interest; British Parliamentary Debates and Papers

- ATLASES AND MAPS: A large collection of maps of California and a representative collection of maps of the United States (including U.S. Geological Survey topographic and geologic quadrangle maps), subdivisions of the U.S., and foreign countries; also various atlases

SERVICES

- INTERLIBRARY LOAN: Most of the publications in the Section may be borrowed, [redacted]. The loan period is 3 weeks for periodicals and 5 weeks for other materials.

If we do not have a publication you request, we will obtain it if possible.

- REFERENCE: Our staff will answer subject requests and requests for specific information. Other sections and government agencies are called upon to supplement materials within the Government Publications Section.

- CONSULTANT: Assistance is provided to libraries in the handling of government publications through answers to specific questions received by mail or telephone or TWX, visits to libraries, workshops and publications issued by the Section.

BEST COPY

ADMINISTRATION OF DEPOSITORY PROGRAMS

- CALIFORNIA STATE PUBLICATIONS: Our staff review library applications for designation as a depository for California state publications and work with the State Printer and state agencies for improvement of the Library Distribution Act program.

- FEDERAL PUBLICATIONS: In accordance with the State Library's status as a regional depository for U.S. government publications, our staff provide information on how to become a federal depository and assist other federal depositories in disposing of no-longer-wanted depository publications.

PUBLICATIONS PROGRAM

- CALIFORNIA STATE PUBLICATIONS: (monthly, with annual cumulation) A list, with index, of current state agency publications received in the State Library. Distributed free to libraries upon request to Office of State Printing, N. 7th St. and Richards Blvd., Sacramento 95814.

- CALIFORNIA DOCUMENTS PUBLICATIONS NOTICE: (irregular) A one-page list of new titles, or editions, of reference value to libraries, with source and price information. Distributed free to libraries upon request to the Government Publications Section.

- GPS PUBLICATIONS (irregular): A monographic series on the acquisition, processing and use of government publications, with emphasis on California and U. S. Distributed free to libraries upon request to the Government Publications Section.

REPRODUCTION OF MATERIAL

- Photostats of material in the Section can be provided at cost.
- Xerox copies of periodical articles or short excerpts from other publications are often sent without charge in lieu of mailing heavy volumes.

HOW TO REQUEST A SPECIFIC PUBLICATION

The Government Publications Section's staff will do its best to locate a publication with whatever information you can supply. The more information you can give us, however, the better able we will be to expedite your request. Do not hesitate to send a request with incomplete information; but if you can, supply the following:

- Name of issuing agency (this is often more important than personal author)
- Personal author (if there is one)
- Title of publication
- Date of publication
- Series name (Bulletin, Circular, etc.) and number, if the publication was issued in a series
- Superintendent of Documents classification number if you find the publication listed in the MONTHLY CATALOG OF UNITED STATES GOVERNMENT PUBLICATIONS or another source that gives Su Docs Class number
- Call number for a title found in CALIFORNIA STATE PUBLICATIONS
- Source of information

HOW TO REQUEST INFORMATION ON A SUBJECT

Government agencies issue publications on a broad range of subjects; however, an individual publication often deals with a narrow aspect of a subject. Therefore, the more specifically you can state a request, the easier it is to locate suitable material. Some suggestions for submitting subject requests follow:

- Be sure to state, when appropriate, whether federal or state or local data is wanted
- State whether latest figures or historical statistics are wanted, in asking for statistical data
- Indicate whether your inquirer wants a general or detailed, brief or comprehensive, scholarly or popular treatment
- Let us know what use is to be made of the material, if you have been able to determine this
- If you have checked periodical indexes, or other sources, note these and dates covered
- If you have already used some publications on the subject, we should like to know so that we will not send material you have already consulted

REQUESTS MAY BE SUBMITTED BY MAIL, TELETYPE OR TELEPHONE

WE WELCOME ANY COMMENTS AND SUGGESTIONS FOR IMPROVING OUR SERVICE TO YOU

BEST COPY

Library Distribution Act
Procedures and Definitions
MP-698

State of California — Agriculture and Services Agency

Memorandum

To : LAWRENCE R. ROBINSON JR. — Date : JANUARY 10, 1973

File No.:

From : Department of General Services
MANAGEMENT ASSISTANCE — Marvin L. Blanchard

Marvin L. Blanchard

Subject: REPORT ON THE LIBRARY DISTRIBUTION ACT PROCEDURES AND DEFINITIONS, MP-698

The attached report offers solutions to some of the specific problems in administering the Library Distribution Act. Even if all the recommendations were uniformally instituted throughout the state service, there could still be some ineffective administration of the LDA program. As the report suggests, the real obstacle seems to be administrative disinterest. The recommendations define the mechanics of administering the Library Distribution Act more distinctly. We feel that if just the mechanics are improved, then those departments having interested Publications Representatives will have a better Library Distribution Act program.

Management Assistance Division formed an ad hoc advisory committee for the purposes of this study. This ad hoc advisory committee had three roles: first, it provided information on the state of the program, second, it offered specific suggestions for improvements, and third, it was a sounding board for recommendations. The net result of this advisory committee's participation is that the recommendations are workable at the department level and we believe will make the Publications Representative's job easier. The committee did an outstanding job and each of the members deserve recognition. The committee members were Mrs. Norma Cox and Mrs. Dee Single, Food and Agriculture, Mr. William Dillinger, Parks and Recreation, Mr. Bill Easton, Office of State Printing, Mr. Jim Hanna and Mrs. Bessie Raymond, Water Resources, Mrs. Phyllis Newton, Public Works, Mr. Gerald Newton, Conservation, Mrs. Phyllis Dalton and Miss Mary Schell of the State Library. (Mrs. Phyllis Dalton retired prior to completion of the study.)

It is our recommendation that the report be forwarded to the State Librarian for dissemination among the departments, commissions, and boards involved in the Library Distribution Act.

Attach.

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Summary

The recommendations in this report seek to correct some of the managerial problems related to administering the Library Distribution Act. The two most significant problems of this program are (1) the lack of good central direction to the departments, and (2) the lack of adequate departmental guidelines for use by its involved personnel. In addition, the current fiscal policy for financing LDA administration and particularly for financing the "California State Publications" listing is inequitable.

The major recommendations are:

1. To spread the cost of administering the Library Distribution Act among all applicable titles rather than among only those printed at the Office of State Printing,

2. To amend the pertinent State Administrative Manual sections so that LDA responsibilities are defined more clearly,

3. To provide rudimentary mechanisms which will tend to streamline the administration of the LDA program, and

4. To offer a plan to the affected "Departments, Boards, and Commissions" so they can construct internal Library Distribution Act procedures which will complement this report's recommendations.

The principal, inhibiting factor inherent in any attempt to improve compliance with the Library Distribution Act is a general lack of interest in it by administrators of affected organizations. This is clearly substantiated by the high number of agencies with no designated Publications Representative before this study began, with no clearly defined internal operating procedures for LDA, or lacking both these essential elements. The goal of the report recommendations is to make the Library Distribution Act important to the participants by intertwining a series of "automatic" and constant reminders into current reproduction procedures.

Introduction

Some time ago, General Services became aware of some management problems concerning the Library Distribution Act. For instance, some people felt the Library Distribution Act was not being administered consistently. This study substantiated that feeling. When the study began, 14 departments did not have a Publications Representative, not including the boards and commissions of which none had a name on file with the State Librarian. The State Administrative Manual directs the Publications Representative of each department to establish appropriate internal LDA procedures. Of the 33 state departments contacted, only 15 had well established LDA procedures; one had written criteria for judging a publication's appropriate disposition under the Library Distribution Act.

Further, the State Printer had misgivings about the administration of the Library Distribution Act on two points. First, the Office of State Printing was making LDA applicability decisions for its customers in direct contravention of State Administrative Manual Section 3123. The State Printer wants to terminate this practice. Second, the Office of State Printing noted that while there were 1,911 titles in the 1970-71 listings of state publications, 428 paid for all of the administrative costs of the Library Distribution Act. This means that 22% of the titles supported 100% of the administrative costs, an obvious inequity in the assessment procedure.

Management Assistance Division organized an advisory committee of Publications Representatives and representatives from the Office of State Printing and the State Library to resolve these problems. As in all studies, additional and heretofore unstated problems became evident and needed to be resolved, also. The recommendations are listed below. The reasons for them are on the following pages. The exhibits provide additional information emphasizing the scope and nature of the problem of administering the Library Distribution Act and suggested tools to implement the recommendations.

Recommendations

1. Include an "LDA" instruction box on Standard Form 67, the requisition form for orders placed with the Office of State Printing (see Exhibit A).

2. Include an "LDA" instruction box on Standard Form 68, the order form used by departments for General Services Central Duplicating Services (see Exhibit B).

3. Include an "LDA" instruction box on all intradepartmental and interdepartmental reproduction order forms used by the various departmental reproduction shops.

4. Put the Publications Representative of each department, board, and commission on the monthly and yearly mailing lists of "California State Publications."

5. Direct every departmental reproduction shop and the Office of State Printing to send periodically one copy of the title page of all materials printed by them to the Publications Representative of the ordering authority except for forms, letters, and memorandums.

6. Place the letters "LDA" or the wording "This Publication Distributed Under the Library Distribution Act" on the title page of every publication distributed under the Library Distribution Act.

7. Include in each monthly and yearly listing of "California State Publications" a cumulative tally of the titles listed to date by publishing authority for that year.

8. Incorporate the suggested definition guidelines for Library Distribution Act applicability in the State Administrative Manual (see Exhibit C).

9. Establish a billing procedure by which the Office of State Printing can bill the appropriate authority its fair share of the administrative costs of the Library Distribution Act and the "California State Publications" listing. Authorize this procedure in the State Administrative Manual (see Exhibits C and D).

10. Allow the State Printer to delegate his distributing authority under the Library Distribution Act to the top administrator of organizations (see Exhibit C).

11. Require that the name, mailing address, and phone number of the Publications Representative be confirmed to the Librarian of the Government Publications Section by each department, board, and commission each December 1 (see Exhibit C).

12. Direct the Government Publications Librarian to keep an accurate list of the number of publications not printed by the Office of State Printing but listed in "California State Publications" by department, board, or commission so that accurate billing by the Office of State Printing can take place regularly.

13. Write and distribute to all departments, boards, and commissions suggested procedures for instituting well defined internal Library Distribution Act controls (see Exhibits D, E, F, and G).

14. Direct each department, board, and commission to edit their mailing lists of Legislators. The general policy should be to mail only to Legislators with a "natural interest" in the topic at hand, e.g., Water Resources only mailing copies of reports to water committee members, etc.

15. Place all Legislators on the mailing list for the monthly and yearly "California State Publications" listings.

16. Have each department, commission or other state agency include in any contracts with a reproduction stipulation whether or not publications prepared by the contractor for the State qualify for LDA distribution. Should any report qualify, then the extra 100 copies of the report required by Government Code Section 14902 must be added to the contract. This procedure applies if the contractor is preparing a report as a result of a consulting contract of if an independent printer is simply reproducing a publication authored by any state agency except the University of California.

Recommendations With Reasons

As noted above and emphasized in Exhibit H, many departments do not have operating procedures for Library Distribution Act decision making. Contact with most of the Publications Representatives has demonstrated their interest in doing a good job. Most Publications Representatives sincerely want to comply with the law and want workable procedures and definitions to ensure that compliance. An ad hoc advisory committee took early note of this desire for quality performance and included in its recommendations for departmental procedures that department heads make the Library Distribution Act and the Publications Representative's role important to division chiefs. If any one factor can be singled out as the most important part of the total Library Distribution Act problem it is that departmental administrators generally have not been sufficiently interested in the Library Distribution Act.

In order to write workable and reasonable recommendations, Management Assistance Division formed an ad hoc advisory committee. This committee included division chiefs, librarians, and reproduction shop supervisors. In addition to these members, the Office of State Printing sent its Library Distribution Act supervisor to the committee. The Assistant State Librarian and Government Publications Librarian regularly attended the meetings. The recommendations contained in this report are in large part influenced by the efforts of this committee. Each suggestion speaks to a particular problem. The cumulative affect of the recommendations is to make the Publications Representative more effective in his job. It is hoped that these recommendations will be instituted in the spirit intended and that any not followed will be replaced by improved procedures originating out of local conditions.

1. Include an "LDA" instruction box on Standard Form 67, the requisition form for orders placed with the Office of State Printing.

   For the past few years, the Office of State Printing has been making the Library Distribution Act decision for many of its customers. Even though the State Administrative Manual is quite explicit in directing each authoring authority to inform the Office of State Printing of its Library Distribution Act decision, there has been no consistent direction given to the Office of State Printing except by a very few departments. This recommendation establishes a procedure by which each authoring authority will be reminded of its LDA responsibility. In case the department still neglects its duty, the Office of State Printing would have some corrective recourse, i.e., it could return the requisition form to the prospective customer and request the needed information. In general practice, a phone call to the Publications Representative would probably suffice. The establishment of some kind of permanent procedure and constant reminder is important, for most of the negligence in this area can be attributed by the offenders to a lack of a specific notation area on the ordering forms.

2. Include an "LDA" instruction box on Standard Form 68, the order form used by departments for General Services Central Duplicating Services.

   Currently, there are no convenient procedures for a customer to indicate LDA applicability to Central Duplicating on a given order. The possibility of an attached note exists in theory only. Historically, Central Duplicating has refused to follow the lead of the Office of

State Printing and make the LDA decision for the customer. Again, a box for LDA applicability on the order form would be a constant reminder to the authoring authority to make the LDA decision and would give Central Duplicating the opportunity to remind the customer of his responsibility in cases of oversight.

3. Include an "LDA" instruction box on all intradepartmental and interdepartmental reproduction order forms used by the various departmental reproduction shops.

This recommendation standardizes the "reminder" principle of all order forms with respect to decision making under the Library Distribution Act. Simply by making this change, the department is emphasizing, however, slightly, the Library Distribution Act and the role of their Publications Representative. This departmental recognition of the problem could stimulate use of the Publications Representative by the authors in the department and would encourage the department to set up adequate LDA guidelines so that the form change would not become a farce.

4. Put the Publications Representative of each department, board, and commission on the monthly and yearly mailing lists of "California State Publications."

A Publications Representative to be actively involved in the Library Distribution Act process for his department must be informed of the program. This recommendation gives the Publications Representative a continuing indicator of his department's LDA activity. This indicator is especially important if he does not see each publication at some point in its publishing cycle and this exclusion does occur. The recommendation also keeps the Publications Representative role in the mind of the employee who may have it as one of several assignments. Further, receiving a copy of the monthly publications listing allows for quality control of both the contents of the listing under proper headings and a check-point to see if obvious titles are missing or included mistakenly.

5. Direct every departmental reproduction shop and the Office of State Printing to send periodically one copy of the title page of all materials printed by them to the Publications Representative of the ordering authority except forms, letters, and memorandums.

This recommendation underlies the quality control feature of recommendation number 4. Ideally, the Publications Representative checks his new monthly listing against the title pages received. If

any titles are missing or misspelled, he can make immediate correction by calling the Government Publications Section of the State Library. This recommendation gives the Publications Representative an immediate and current indication of the quality of LDA decision making in his department.

6. Place the letters "LDA" or the wording "This Publication Distributed Under the Library Distribution Act" on the title page of every publication distributed under the Library Distribution Act.

Currently there is no way to check whether or not a publication was distributed under the Library Distribution Act unless it is listed in "California State Publications" and the proper listing happens to be handy. The State Library and the Office of State Printing are frequently asked if a certain publication is in complete depository libraries. This recommendation would make it possible to give an accurate answer to that question. The suggestion will also aid the Publications Representative in his job of keeping abreast of LDA activity in his department as suggested in number 5 above. In the future, a work of note reproduced by a department could easily be examined to determine if it had been distributed under LDA or not without referring to several listings. This is important if a Publications Representative is reviewing departmental LDA policy by examining the materials historically approved and the title pages of disapproved borderline publications.

7. Include in each monthly and yearly listing of "California State Publications" a cumulative tally of the titles listed to date by publishing authority for that year.

The departments requested this tally for ease in computing their budgetary requirements for administering the Library Distribution Act. Evidently the Federal Government follows this practice in its listings, and it has proven useful for a variety of things.

8. Incorporate the suggested definition guidelines for LDA applicability in the State Administrative Manual.

Currently, there is a very broad definition of "publication" in the State Administrative Manual. The Government Code contains an even less restrictive definition. The problems of classifying documents and publications under the Library Distribution Act are emphasized by departmental unconcern about the program and

budgetary worries should there be complete and effective compliance with the law. If the Library Distribution Act is to function uniformally, better guidelines for departments are needed. The State Administrative Manual currently imposes LDA responsibility on the departments. Many departments have no firmly established guidelines to help their people make uniform and consistent LDA decisions.

Since each department is different, it would be presumptuous to impose one specific definition on all departments. Guidelines for definitions are proposed, therefore, which will allow each department to examine its own needs and then to write their own definitions and procedures. Hopefully, these departmental procedures and their results will be somewhat similar because of the guidelines established in the State Administrative Manual. Further, as it now stands, a Publications Representative can muster very little support in his decisions concerning LDA, for the definitions simply are not explicit enough. Including the suggested guidelines in the State Administrative Manual will provide conscientious Publications Representatives with more support for their judgments. Also, these proposed changes to the State Administrative Manual spell out the difference in nature between the State Library and other libraries in the State with respect to the Library Distribution Act. The intention of this defined difference is to encourage departments to include the State Library in the distribution of their publications even though the work may not and should not qualify under the Library Distribution Act. Finally, these definition guidelines make it absolutely clear that each department has an obligation to be interested in LDA administration and to make a conscientious effort to establish internal procedures for it.

9. Establish a billing procedure by which the Office of State Printing can bill the appropriate authoring authority its fair share of the administrative costs of the Library Distribution Act and the "California State Publication" listing. Authorize this procedure in the State Administrative Manual.

A quick check of the current practice of having the Office of State Printing bill each publication it declares to be under LDA reveals that 22% of the total state publications being distributed under the Library Distribution Act are paying for the entire cost of the administration of the program (see Exhibit I). This is patently inequitable. Further, should the cost be distributed equally, say on a per title basis, the charge to each title would average 25% of the charge currently being assessed against the 22%. The recommended billing procedure defines clearly and absolutely the department's financial responsibilities to LDA. Such a declaration is necessary

if the Office of State Printing is to be effective in its efforts to distribute the cost fairly. Also, by talking "dollars" in the LDA program, departmental interest should be inspired and a better short-run application of this report should be the result.

10. Allow the State Printer to delegate his distributing authority under the Library Distribution Act to the top administrator of organizations.

This suggestion really formalizes an established practice which may have dubious legality. The intent is not to remove from the State Printer the ultimate distributive responsibility under the Library Distribution Act for materials he prints, but rather to add flexibility to the distribution procedures so that unusual cases can be handled with dispatch. Basically, it allows a publication to be printed on one date and distributed at a significantly later date, being held in storage by the department until the final distributive decision is reached. But this suggestion goes a little further; it spells out the absolute obligation of the State Printer to distribute the LDA qualified materials he prints unless specific exception is granted.

11. Require that the name, mailing address, and phone number of the Publications Representative be confirmed to the Librarian of the Government Publications Section by each department, board, and commission by each December 1.

The State Administrative Manual requires each department, board, and commission to send the name, mailing address, and phone number of its Publications Representative to the Librarian of the Government Publications Section. No time schedule is included and no provision is made for confirming a continuing responsibility or notifying the responsible Librarian of a change of Publications Representative. It is recommended that departments notify the Librarian of the Government Publications Section yearly of their Publications Representative's identity by a designated annual date. When this study began, no Publications Representatives' names were on file at the State Library. We believe this situation developed because the original requirements failed to specify a procedure. Since departments have not been keeping the State Library informed of changes in the responsibility, the next best alternative appears to be an annual updating of the appointment. When a date is given, a secretary can write it in her calendar as a definite reminder. December 1 is suggested, for the annualization

of the "California State Publications" is issued in January of each year and the new Publications Representative should have a copy of this catalog. Also, being at the end of the year allows the secretary to put the date immediately in next year's calendar. If the report is not received, the State Librarian can follow-up with an appropriate reminder. Exhibit J is the most current listing of Publications Representatives available.

12. Direct the Government Publications Librarian to keep an accurate list of the number of publications not printed by the Office of State Printing but listed in "California State Publications" by department, board, or commission so that accurate billing by the Office of State Printing can take place regularly.

If a more equitable billing procedure is to be instituted for paying the administrative costs of the Library Distribution Act, someone needs to keep track of the apportionment data. The Government Publications Section of the State Library is the logical location for this responsibility. This section prepares the copy for the State Printer to use in publishing the listing -- which is the largest part of the administrative cost of LDA. This count is not really different from the tally suggested in Recommendation 7 except that this count is official, lists only those agency duplicated publications intended for LDA distribution, and is the basis for the Office of State Printing to bill the authoring authorities.

13. Write and distribute to all departments, boards, and commissions suggested procedures for instituting well defined internal Library Distribution Act controls.

At this writing, many departments do not have established Library Distribution Act procedures whereby decisions can consciously and conscientiously be made. Furthermore, only one department has written guidelines. In order to achieve uniform results, similar procedures are required. This report provides guidelines to be used by each department for establishing internal LDA procedures. It is hoped that the action required to implement the suggested guidelines for departmental policy will focus immediate attention on the Library Distribution Act problem and encourage departments to upgrade the responsibility, interest, and visibility of their Publications Representative.

14. Direct each department, board, and commission to edit their mailing lists of Legislators. The general policy should be to mail only to Legislators with a "natural interest" in the topic at hand, e.g., Water Resources only mailing copies of reports to water committee members, etc.

This recommendation was suggested by a legislative employee. It is proposed as an economy measure to save the State money in needless distribution of unwanted documents.

15. Place all Legislators on the mailing list for the monthly and yearly "California State Publications."

This recommendation is needed if number 14 above is adopted. It will provide Legislators with information on what is being published, and they can then order any items of interest to them.

16. Include Library Distribution Act clauses in contracts as needed.

SB 1270, Chapter 616, Statutes of 1972 requires, among other things, that all publications "... prepared for the state by private individual or organization and issued in print..." and qualifying for distribution under the Library Distribution Act shall be so distributed. Each state agency writes its own contracts, subject to approval by General Services when exceeding $5,000. State agencies that do contract with consultants or private printers should include in their contract preparation guidelines the requirement for additional copies for all reports or other printed materials that require LDA distribution. Exhibits I and J of this report incorporate this requirement in SAM.

Conclusions

The Library Distribution Act was enacted many years ago to ensure public exposure of state documents. It has a spotty record of success and a certain reputation of inconsistency at both the state level and the depository level. This report focuses on the distribution of documents from state agencies to the complete and selective depositories listed in Exhibit M. It offers specific actions that can be instituted so that the distributive end of the process works better. The workings of the Act at the consumer end is beyond the scope of this report and is in itself the proper domain of a full-scale study.

The State Librarian should transmit this report which provides administrators with suggestions for resolving some of the problems their Publications Representatives have (see Exhibit N). These suggestions should be accepted and included in the operating procedures of the various departments to the extent possible and with any alterations demanded by the department's function and structure. It is the responsibility of administrators to provide the tools necessary for the successful and efficient completion of any assigned task. Generally speaking, Publications Representatives at this moment are unsure of their responsibilities. Not to admit this problem and not to make an attempt to rectify it is surely to condemn the Publications Representative to a frustrating and meaningless role.

David A. Brubaker
Management Analyst

Approved by:

F. Calvin Locher
Senior Management Analyst

Proposed Revision to Standard Form 67

PRINTING REQUISITION—INVOICE
STATE OF CALIFORNIA
STD. 67 (REV. 12/72)

Exhibit A

SUBMIT ORIGINAL AND FIRST THREE COPIES TO OFFICE OF STATE PRINTING

AGENCY

SHIPPING ADDRESS

SHIPPING INSTRUCTIONS

DATE DELIVERY REQUESTED | DATE OF ESTIMATE | PRINTING OFFICE JOB NO

CHARGE TO:
FUND
APPROPRIATION
ESTIMATE NUMBER
ITEM | CHAPTER | STATUTES | FISCAL YEAR
FUNCTION | AGENCY CODE
LINE ITEM ALLOTMENT

NO. COPIES THIS ORDER | DATE OF LAST ORDER
LAST PRINTING OFFICE JOB NO | NO. COPIES LAST ORDER
NO. COPIES ON HAND | ESTIMATED TIME ORDER TO LAST

UNENCUMBERED BALANCE $ | AMT. OF THIS ESTIMATE $ | STATE PRINTING OFFICE: INVOICE
ENCUMBRANCE ADJUSTMENT: INCREASE $ | DECREASE $ | DATE
JOB COST $

HOLD TYPE FOR FUTURE PRINTING ☐ YES ☐ NO
FORM TO BE FILLED IN BY TYPEWRITER ☐ YES ☐ NO
IS PROOF WANTED? ☐ YES ☐ NO
NAME OF PROOFER
ADDRESS OF PROOFER
DATE WANTED
INQUIRIES TO
PHONE
ADDRESS
ENGRAVINGS, CUTS AND DRAWINGS
SIZE (GIVE WIDTH FIRST)
NUMBER OF TIP-INS

SPECIAL INSTRUCTIONS

BINDING	☐ PERFECT-BIND ☐ LOOSELEAF ☐ SADDLE-STITCHED ☐ SIDE-STITCHED	QUANTITY PAPER	QUANTITY LEATHER	QUANTITY BUCKRAM
FOLDS	NO. OF FOLDS	SIZE AFTER FOLDING		
GRAIN	☐ HORIZONTAL	☐ VERTICAL		
PERFORATE	☐ ALL COPIES ☐ SEE SPECIAL INSTRUCTIONS	TYPE OF PERFORATION ☐ SLOT ☐ ROUND		
PUNCH	DISTANCE CENTER TO CENTER	NO HOLES	DIAM.	TYPE OF HOLE ☐ SLOT ☐ ROUND
PRINT	☐ ONE SIDE ☐ TWO SIDES	IF TWO SIDES, PRINT ☐ HEAD TO HEAD ☐ HEAD TO FOOT		
NUMBER	STARTING NO.	ENDING NO.		
PAD	☐ GUMMED ☐ STITCHED	☐ PADS ☐ BOOKS		
	☐ TOP ☐ BOTTOM	☐ LEFT ☐ RIGHT		
	NO. SHEETS PER PAD	NO. SETS PER PAD		
SETS	SNAP-OUT ☐ NCR ☐ INTERLEAVED CARBON	STUB LOCATION (SPECIFY)		
WRAP	NO. SETS PER PACKAGE	NO. PADS PER PACKAGE		
LABEL	☐ LABEL EACH PACKAGE SHOWING FORM TITLE, FORM NO., QUANTITY AND ITEM CODE NO.			

COPY	KIND OF STOCK	WT (#)	COLOR OF PAPER (OTHER THAN WHITE)	COLOR OF INK (OTHER THAN BLACK)
ORIG.				
DUP.				
TRIP.				
QUAD.				
QUIN.				
SEXT.				
SEPT.				
OCT.				

TO BE DISTRIBUTED UNDER LDA ☐ YES ☐ NO

I HEREBY CERTIFY UPON MY PERSONAL KNOWLEDGE THAT THE ABOVE ESTIMATED EXPENDITURE IS NECESSARY AND THAT THIS ESTIMATE HAS BEEN CAREFULLY EXAMINED AND IS, TO THE BEST OF MY KNOWLEDGE AND BELIEF, ADEQUATE TO COVER THE ACTUAL COST.

SIGNATURE OF OFFICER REQUESTING EXPENDITURES ▶

I HEREBY CERTIFY UPON MY OWN PERSONAL KNOWLEDGE THAT BUDGETED FUNDS ARE AVAILABLE FOR THIS ENCUMBRANCE (AFTER T.B.A. NO. _____ OR B.R. NO. _____)

SIGNATURE OF ACCOUNTING OFFICER ▶

I HEREBY AUTHORIZE THE STATE CONTROLLER UPON REQUEST OF AN AUTHORIZED OFFICER OF THE OFFICE OF STATE PRINTING TO TRANSFER TO THE SERVICE REVOLVING FUND FROM THE FUND AND APPROPRIATION SPECIFIED HEREON THE AMOUNT CHARGED BY THE OFFICE OF STATE PRINTING FOR SERVICES RENDERED AND SUPPLIES DELIVERED PURSUANT TO THIS REQUISITION.

SIGNATURE OF EXECUTIVE OFFICER ▶

TITLE 289

APPROVED

BEST COPY

Proposed Revision to Standard Form 68

Exhibit B

FORM 68 (REV. 8-70)

PREPARE 4 COPIES: RETAIN 1 COPY
SEND 3 COPIES WITH WORK

STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES
OFFICE SERVICES DIVISION

REPRODUCTION ORDER

[ ] DELIVER
[ ] PICK UP

[ ] UNIT 1 — 716 O Street, Ext. 8-3683
[ ] UNIT 2 — Room B, Office Bldg. 1, Ext. 8-8910
[ ] UNIT 3 — 744 P Street, Ext. 8-2944

NUMBER
DATE
DATE WANTED
AGENCY ORDER NUMBER

SHIP TO:

BILL TO:

AGENCY CODE

PERSON ISSUING ORDER: | EXT.

INQUIRIES TO: | EXT.

NUMBER OF MASTERS	COPIES PER MASTER	TYPE OF WORK	PAPER: SIZE	PAPER: WEIGHT	PAPER: COLOR	ONE SIDE	TWO SIDE	TOTAL NUMBER OF IMPRESSIONS	AMOUNT
		OFFSET (MULTILITH)	X						
		MIMEO	X						

CHECK	TYPE OF WORK	INSTRUCTIONS	NUMBER	AMOUNT
	ASSEMBLE			
	STAPLE			
	PUNCH			
	FOLD			
	PHOTO MASTER	[ ] ITEK [ ] EKTALITH [ ] XEROX [ ] NEGATIVE [ ] PLATE		
	SPECIAL			
	COMPOSING			
	ADDRESSOGRAPH			
	GRAPHOTYPE			

LDA QUALIFIED
YES [ ] NO [ ]

LDA INSTRUCTIONS:
[ ] 1. PRINT 100 EXTRA COPIES, NOTE LDA APPLICABILITY ON TITLE PAGE, RETURN ALL COPIES TO ORDERING AGENCY.
[ ] 2. PRINT LDA COPIES AND DISTRIBUTE TO DEPOSITORIES.
NOTE: OPTION #2 AUTHORIZES PRINTING OF UP TO 350 EXTRA COPIES AND THEIR DISTRIBUTION TO ALL DEPOSITORIES, COMPLETE AND SELECTIVE.

TOTAL

JOB DESCRIPTION:

SPECIAL INSTRUCTIONS:

[ ] SYSTEMS

RELEASED BY: | COMPLETION DATE:

BEST COPY

DD 082

LIBRARY DISTRIBUTION ACT (Revised 11/65) 3120

The Library Distribution Act establishes a system to distribute state agency publications to libraries in order to make such publications widely available to residents of the State. In order to make this program fully effective, state agency cooperation is needed in distributing publications as required by law. Refer to Government Code Sections 14900 - 14911.

PUBLICATIONS DEFINED (Revised 3121

DEFINITION STANDARDS (New 3121.1

Publication means anything produced in multiple copies (Government Code Section 14902). The intent of the following statements are twofold: (1) to give each Publications Representative some rules by which he can formulate his department's procedures, and (2) to give each Publications Representative an established policy so that questions of LDA applicability will be easier to resolve at the departmental level.

All publications not prohibited by law or elsewhere in SAM shall fall under the Library Distribution Act. These publications may be:

1. of lasting interest and use to the public, or
2. of general interest, or
3. of special interest when such interest is geographically dispersed, or
4. of special interest when the State is the monopolistic custodian of data which can be used for other legitimate ends, or
5. annual compilations of periodicals not qualifying for LDA distribution but, because of the annualization, the data becomes important.

All forms, letters, memorandums, exclusive use documents, legally restricted items, organizational and procedural manuals, and interoffice and intraoffice publications for use within the state administration shall not qualify for distribution under LDA.

A department may elect to qualify local interest circulars and publications; specialized publications of primary utility to a select group; reports on minor reorganizations and policy changes dealing with state administration; and market reports and weeklies that are dated to critical tolerances if it so chooses.

DEFINITION STANDARD CERTIFICATION AND ASSISTANCE (New 3121.2

The Government Publications Section of the State Library shall review and approve the LDA guidelines and changes in guidelines of all departments, boards, and commissions. The Government Publications Section shall act as counselor to departments, commissions, and boards requesting assistance in determining LDA applicability of specific documents.

EXCEPTION TO THE DEFINITION (New 3121.3

Since the State Library is generally expected to be a complete loaning depository of state documents to other public libraries; and since the State Library offers a unique service to state employees, each publication of note produced by an authority in the state administrative structure ought to be available through the Government Publications Section. Therefore, at least one copy of all state publications otherwise not falling under LDA, or excluded by SAM Section 3121.1 above, shall be sent to the State Library, Government Publications Section.

DISTRIBUTION (Revised and Renumbered 1/1/63) 3122

PUBLICATIONS PRODUCED BY STATE PRINTING PLANT (Revised 3122 1

The Office of State Printing shall distribute all Library Distribution Act material produced at its facilities to all Complete Depository Libraries, all Selective Depository Libraries, the State Archivist, the Library of Congress, and the Council of State Governments. The State Printer may authorize the director of a department, board, or commission to distribute its own publications reproduced by the Office of State Printing if a written and specific request by the director of the organization is submitted.

The charge to agencies for printing includes the cost of producing the additional copies required by the Library Distribution Act. An additional flat charge is made for the cost of listing and distribution.

PUBLICATIONS PRODUCED BY DUPLICATING PROCESSES (Revised 3122.2

Each agency, except the University of California, is responsible for distributing publications which are produced by its own facilities or produced for them by the central duplicating service. Agencies are to prepare 100 extra copies of such publications and are responsible for distributing these 100 copies as follows:

1. State Library, Government Publications Section: three copies of each publication except that only two copies are required of serials (periodicals and annual reports). These are needed as soon as possible so that the monthly listing of state publications can be prepared without delay.

2. One copy each to the other Complete Depository Libraries listed in the annual edition of "California State Publications."

3. One copy to each Selective Depository Library requesting the publication. Mailing lists are to be maintained by the agency for the purpose of distributing publications to interested Selective Depository Libraries and others.

4. Two copies to the State Archivist.

5. Two copies to Exchange and Gift Division, Monthly Checklist Section, Library of Congress, Washington, D.C. 20540.

6. One copy to Research Librarian, Council of State Governments, Iron Works Pike, Lexington, Kentucky 40505.

7. Copies to any other libraries which may request them, until the supply of remaining copies is exhausted. If demand for a publication exceeds supply, Selective Depository Libraries are to receive first consideration. These copies, if not distributed, shall be retained for a period of one year.

8. The flat fee charged publishers by OSP for including their titles printed by OSP in the listing of State Publications shall also apply to agency reproduced publications and shall be paid by the publishing authority to OSP.

PUBLICATIONS PRODUCED UNDER CONTRACT WITH INDIVIDUAL OR FIRM (New 3122.3

Agencies which let reproduction contracts for Library Distribution Act qualified publications, whether the material to be reproduced is a part of a consulting contract or not, are responsible for distributing the 100 copies as outlined in SAM Section 3122.2 above. Such reproduction contracts should have provision for the additional copies included at time of acceptance of the bid.

PROPOSED

STATE ADMINISTRATIVE MANUAL

PUBLICATIONS AND DOCUMENTS

PUBLICATIONS REPRESENTATIVES (Revised 3123

Each department, board, or commission shall designate one person as their Publications Representative. Documents and Publications of the Office of Procurement and the Librarian (LDA) at the Government Publications Section, State Library, shall be notified as to the name, mailing address, and telephone number of the Publications Representative each December 1.

The designated person shall develop and apply suitable procedures to assure a distribution of departmental, board, or commission publications, both printed and processed, which are in harmony with the provisions of the Library Distribution Act.

When a publication is to be distributed pursuant to the Library Distribution Act, the department, board, or commission shall include this information on the Printing Requisition - Invoice, Std. Form 67, or the Duplicating Order, Std. Form 68.

INTERDEPARTMENTAL COORDINATION (Revised and Renumbered 1/1/63) 3124

The Government Publications Section of the State Library is responsible for coordinating the distribution of both printed and processed state publications, and for the preparation of periodic lists of state publications. They will advise agency Publications Representatives on questions arising as to the operation of the library distribution system. It is recognized that it is not always easy to determine whether or not a publication should be distributed or comes within the "intraoffice or interoffice" category. In order that a consistent policy may be applied, particularly in the case of similar publications issued by different agencies, agency publications representatives are urged to consult with the State Library as questions arise.

FLOW CHART OF LDA PROCEDURES FOR GENERAL SERVICES' CONTROLLED OPERATIONS

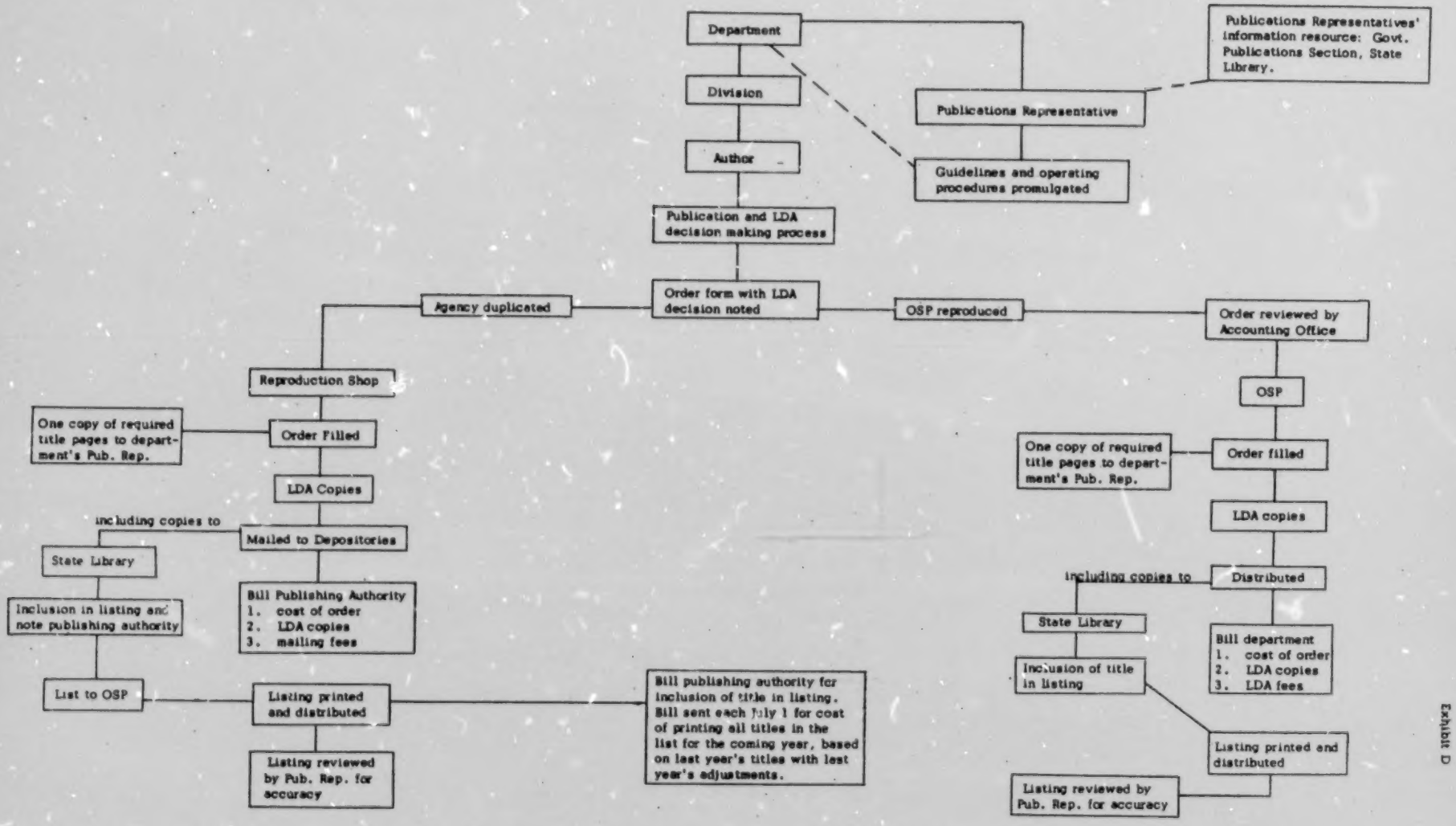

Department
Division
Author
Publications Representatives' information resource: Govt. Publications Section, State Library.
Publications Representative
Guidelines and operating procedures promulgated
Publication and LDA decision making process
Order form with LDA decision noted
Agency duplicated
OSP reproduced
Order reviewed by Accounting Office
Reproduction Shop
One copy of required title pages to department's Pub. Rep.
Order Filled
LDA Copies
including copies to
Mailed to Depositories
State Library
Inclusion in listing and note publishing authority
Bill Publishing Authority
1. cost of order
2. LDA copies
3. mailing fees
List to OSP
Listing printed and distributed
Listing reviewed by Pub. Rep. for accuracy
Bill publishing authority for inclusion of title in listing. Bill sent each July 1 for cost of printing all titles in the list for the coming year, based on last year's titles with last year's adjustments.
OSP
One copy of required title pages to department's Pub. Rep.
Order filled
LDA copies
including copies to
Distributed
State Library
Inclusion of title in listing
Bill department
1. cost of order
2. LDA copies
3. LDA fees
Listing printed and distributed
Listing reviewed by Pub. Rep. for accuracy

Exhibit D

Key Steps in Implementing the LDA Study Recommendations

1. State Librarian transmits a copy of the report to the head of each department, board, and commission involved in the LDA program.

2. The top administrative officer of each involved organization determines which of the recommendations need to be acted on and the best method for achieving the aims of the recommendations which are divided into three groups: (a) rule changes in State Administrative Manual, (b) internal operating procedure suggestions, and (c) new billing procedures.

3. The Library Distribution Act program of the organization needs to meet the requirements of Government Code Section 14900 - 14911 and State Administrative Manual Sections 3120 - 3124, 1262 3.c, and 2801. The SAM sections are included as Exhibits in this report.

4. The first progress report on the organization's efforts to implement the recommendations of the LDA committee should be sent to the Librarian of the Government Publications Section of the State Library by March 1, 1973.

Flow Chart of Steps for Implementing LDA Recommendations

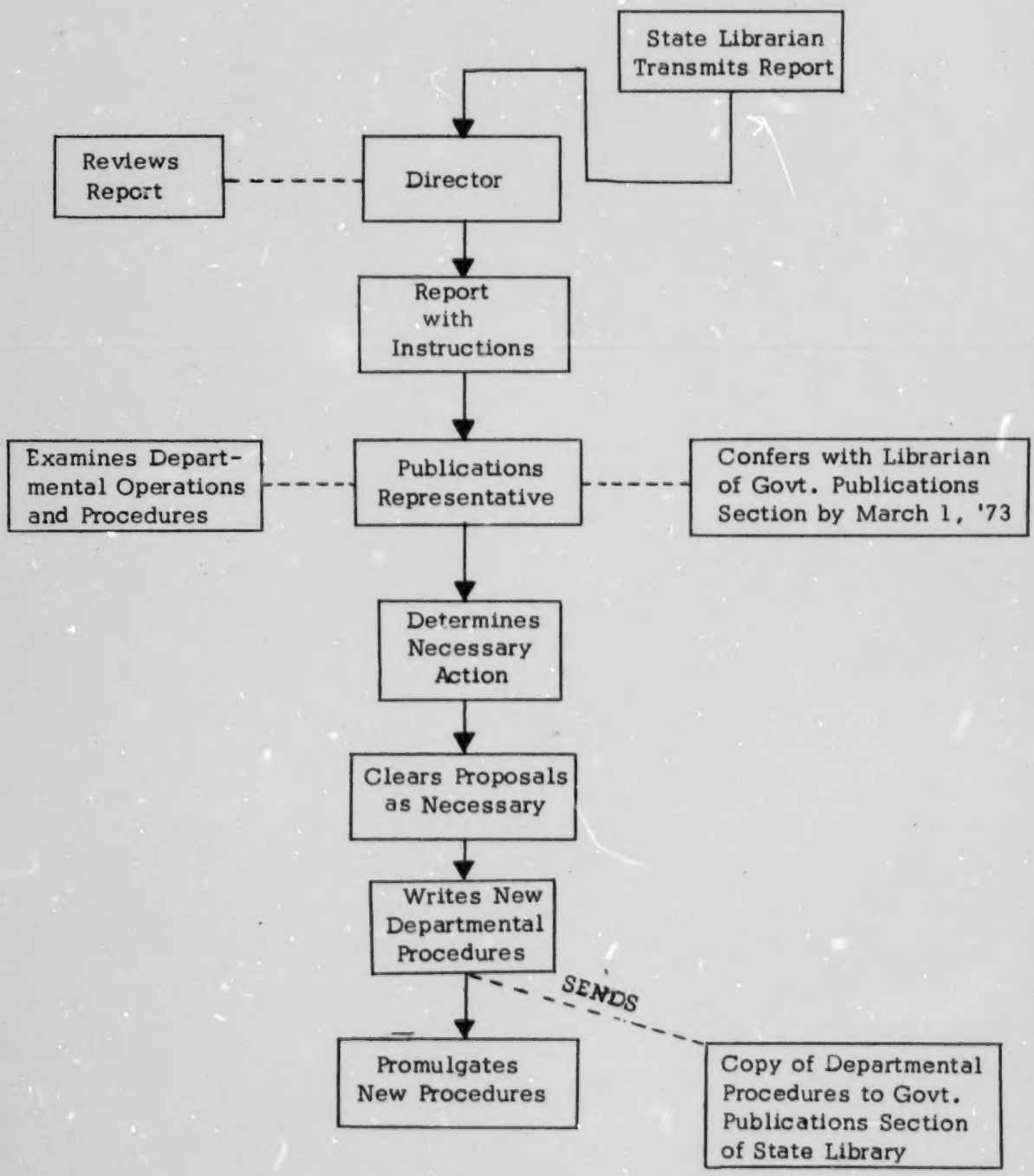
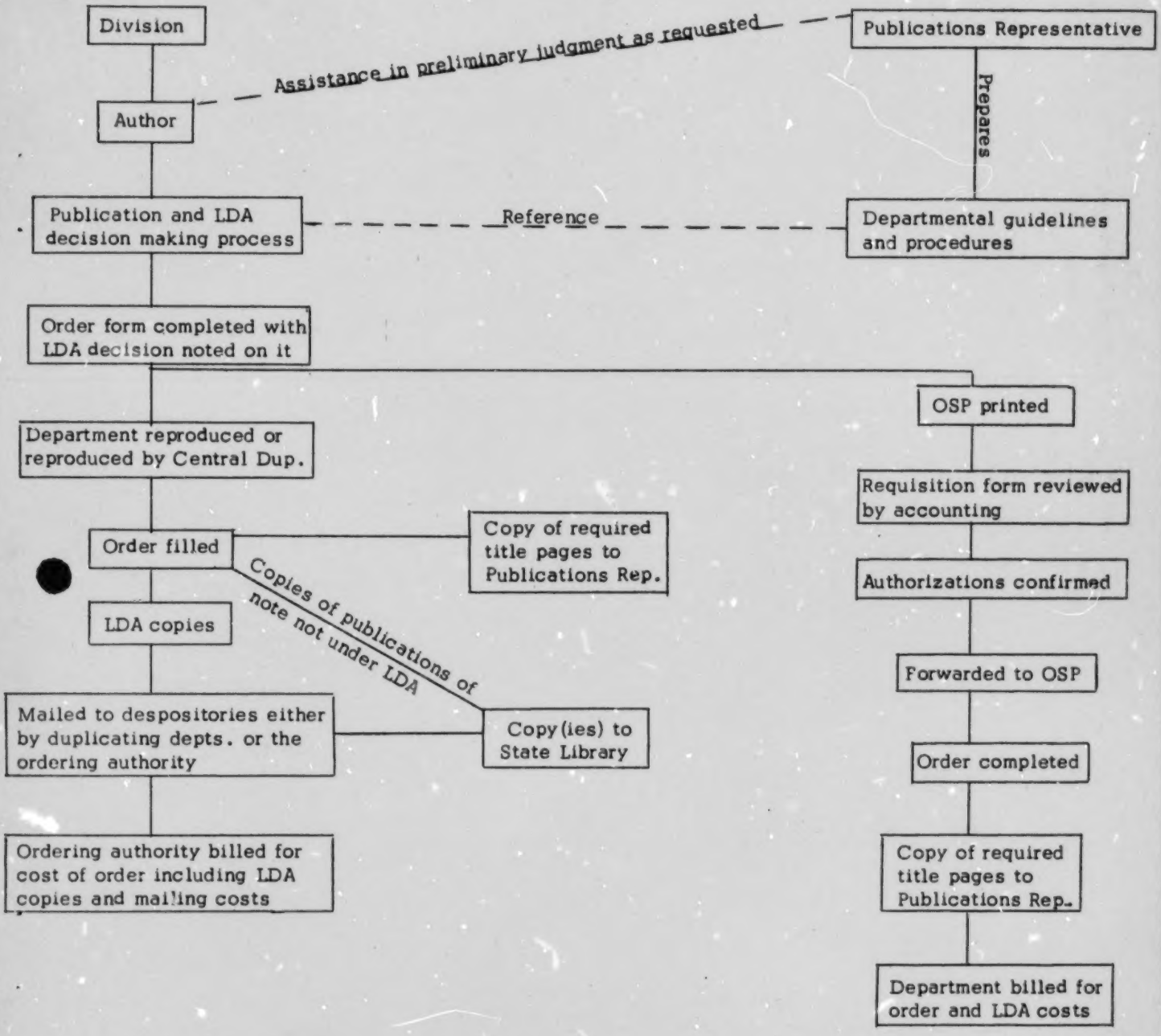

State Librarian Transmits Report
Reviews Report
Director
Report with Instructions
Examines Departmental Operations and Procedures
Publications Representative
Confers with Librarian of Govt. Publications Section by March 1, '73
Determines Necessary Action
Clears Proposals as Necessary
Writes New Departmental Procedures
SENDS
Promulgates New Procedures
Copy of Departmental Procedures to Govt. Publications Section of State Library

Exhibit G

Suggested Departmental Procedures for Library Distribution Act


Division
Author
Assistance in preliminary judgment as requested
Publications Representative
Prepares
Publication and LDA decision making process
Reference
Departmental guidelines and procedures
Order form completed with LDA decision noted on it
OSP printed
Department reproduced or reproduced by Central Dup.
Requisition form reviewed by accounting
Order filled
Copy of required title pages to Publications Rep.
Authorizations confirmed
Copies of publications of note not under LDA
LDA copies
Forwarded to OSP
Mailed to despositories either by duplicating depts. or the ordering authority
Copy(ies) to State Library
Order completed
Ordering authority billed for cost of order including LDA copies and mailing costs
Copy of required title pages to Publications Rep.
Department billed for order and LDA costs

NOTES: 1. The author may or may not make the LDA decision under departmental policy. In any event, the LDA decision must be made and some departments might find it advantageous to authorize the author to make the initial and/or final LDA judgment.

2. The Office of State Printing will bill the department separately for the cost of administering LDA.

Miscellaneous Facts About LDA

These facts were collected only from departments who responded to the first inquiry about their Publications Representative. Since that time, several commissions and boards have responded. They are not included in this survey.

I. Some job classifications of the Publications Representative

Chief of Division	8
Reproduction Shop Supervisor	4
Assistant to the Director	2
Clerk	2
Information Officer	1
Management Analyst	1
Librarian	1
Administrative Officer	1
Budget Analyst	1
Program Officer	1
Accounting Officer	1

II. Of the Publications Representatives interviewed:

11 reviewed all publications, or at least saw them
7 reviewed only those publications that were to be reproduced by the agency
2 reviewed those publications to be printed at OSP
11 did no review at all
21 depended on OSP for LDA judgments on materials OSP printed; the remaining departments did not use OSP for printing services very frequently.

III. The situation concerning LDA policies is:

1 department has written procedures and criteria
15 departments have established procedures and do review publications somewhat but have no written procedures
18 departments have no well established procedures at all

IV. Eleven departments appointed their Publications Representative as a result of specific inquiry generated by this study.

V. The following is a sampling of some of the policies/procedures as reported by some of the departments. They are in no particular order:

- "Sends everything"
- Publications Representative is unaware of LDA operations and policies
- Publications Representative wonders if he is in the right position to be effective
- Distribution of publications is made quarterly
- Well-organized LDA efforts; making every effort to comply with the law
- Department feels its work is too specialized to be distributed
- Too much independent activity within the department for adequate control
- Publications Representative never sees what OSP prints for the department
- Publications Representative wonders what a "publication" is
- Publications Representative reviews those works that are designated "for public consumption" but does not make that decision
- Publications Representative has tried to get guideline assistance but has not succeeded
- Publications Representative has an editing function, not a decision function

Authoring Agency	Total titles in "Calif. State Publications" 1971 edition and Periodicals Listing, 1970 edition.	Total no. of titles judged to be under LDA and billed accordingly by OSP.	Estimated cost to agencies under proposed billing system.	Cost to agencies under present billing system.	Difference in cost.
Dept. of Aeronautics	3	ø	$ 60	$ ø	$+ 60
Dept. of Food and Agric.	164	9	3,280	720	+2,560
Dept. of Public Works	75	9	1,500	720	+ 780
Dept. of Conservation	40	20	800	1,600	- 800
Dept. of Consumer Affairs	29	7	580	560	+ 20
Dept. of Controller	32	8	640	640	ø
Dept. of Corrections	29	5	580	400	+ 180
Dept. of Education	168	46	3,360	3,360	- 320
Dept. of Human Resources Development	171	6	3,420	480	+2,940
Dept. of Finance	14	5	280	400	- 120
Dept. of Fish and Game	42	16	840	1,280	- 440
Dept. of General Services	12	4	240	320	- 80
Dept. of Health Care Services	14	1	280	80	+ 200
Dept. of Calif. Highway Patrol	16	4	320	320	ø
Dept. of Housing and Community Development	5	ø	100	ø	+ 100
Dept. of Corporations	4	ø	80	ø	+ 80
Dept. of Real Estate	6	1	120	80	+ 40
Dept. of Justice	22	4	440	320	+ 120
Dept. of Mental Hygiene	17	2	340	160	+ 180
Dept. of the Military	2	ø	40	ø	+ 40
Dept. of Motor Vehicles	10	ø	200	ø	+ 200
Dept. of Navigation and Ocea Development	4	3	80	240	+ 160
Dept. of Parks and Recreation	29	14	580	1,120	- 540
State Personnel Board	28	1	560	80	+ 480
Dept. of Public Health	65	10	1,300	800	+ 500
Dept. of Rehabilitation	57	7	1,140	560	+ 580
Dept. of Social Welfare	41	1	820	80	+ 740
State Colleges	92	19	1,840	1,520	+ 320
Water Resources Control Board	27	5	540	400	+ 140
Dept. of Water Resources	52	2	1,040	160	+ 880

Authoring Agency	Total titles in "Calif. State Publications" 1971 edition and Periodicals Listing, 1970 edition.	Total no. of titles judged to be under LDA and billed accordingly by OSP.	Estimated cost to agencies under proposed billing system.	Cost to agencies under present billing system.	Difference in cost.
Dept. of the Youth Authority	34	2	$ 680	$ 240	$+ 440
Community Colleges	13	2	260	160	+ 100
Dept. of Veterans Affairs	2	ø	40	ø	+ 40
Dept. of Commerce	2	ø	40	ø	+ 40
Business and Transportation Agency	2	ø	40	ø	+ 40
Business and Transportation Independent	1	ø	20	ø	+ 20
Resources Agency	7	1	140	80	+ 60
Resources Independent	39	3	780	240	+ 540
Education Independent	19	ø	380	ø	+ 380
Human Relations Agency	7	3	140	240	- 100
Human Relations Independent	2	ø	40	ø	- 46
Agriculture and Services Independent	11	8	220	640	- 420
Governor's Office	18	8	360	640	- 280
General Government	59	14	1,180	1,120	+ 60
Board of Equalization	24	1	480	80	+ 400
State Treasurer's	2	1	40	80	- 40
Dept. of Insurance	4	1	80	80	ø
Dept. of Banking	2	1	40	80	- 40
Dept. of Savings and Loans	2	1	40	80	- 40
State Fair and Exposition	2	2	40	160	- 120
Dept. of Alcoholic Beverage Control	6	1	120	80	+ 40
Building Standard Commission	1	ø	20	ø	+ 20
Dept. of Industrial Relations	18	6	360	480	- 120
Dept. of Justice	5	2	100	240	- 140
Auditor General	2	ø	40	ø	+ 40
Secretary of State	8	6	160	480	- 220
Legislature	327	148	6,540	11,840	-5,300
	22	6	440	480	- 40
Total 58	1,911	428	$38,220	$37,240	

Exhibit I

Publications Representatives of Record (August 30, 1972)

Departments	Representatives	Phone Number
Aeronautics	Mr. Loren R. Jones	5-2582
Food & Agriculture	Mrs. Dee Single	5-8614
Alcoholic Beverage Control	Mr. Al Madden	5-5621
Banking	Mr. Bertwing C. Mah	8-597-1332
Commerce	Mrs. Arlene Hackney	5-2008
Conservation	Mr. Gerald E. Newton	5-7228
Consumer Affairs	Mr. Jim Keating	5-0660
Controller	Mrs. Rosella Vaughn	5-4554
Corporations	Mr. Michael S. Willis	8-640-5900
Corrections	Mr. Philip D. Guthrie	5-4950
Education	Mr. Ted Smith	5-7608
Finance	Mr. Robert F. Gray	5-5332
Fish and Game	Mr. Robert D. Calkins	5-7613
General Services	Mr. Robert Macey	5-9443
Health Care Services	Mrs. Helen Yasuda	5-1600
Highway Patrol	Mrs. Genevieve S. Chandler	5-1325
Housing and Community Development	Mr. Loyd Brown	5-4775
Human Resources Development	Mr. John Cima	5-1313
Industrial Relations	Mr. Robert Ingle	8-557-3280 (415)
Insurance	Mr. Chatham Odom	8-597-0368
Justice	Mr. Jerry Littman	8-640-3087
Mental Hygiene	Mr. Alfred Calais	5-6921
Military	Maj. Robert Logan	452-5981 ext. 345
Motor Vehicles	Mr. Jack Hensen	5-8002
Navigation and Ocean Development	Mr. Arthur F. Lee	5-5149
Parks and Recreation	Mr. William Dillinger	5-4624
Public Health	Mr. Emerson Dagget	8-571-2231
Public Works	Mrs. Phyllis Newton	5-5939
Real Estate	Mr. Lee V. Sida	5-8645
Rehabilitation	Mr. Elliot Allen	5-4753
Savings and Loan	Mr. Frederick M. Rammler	640-2278
Social Welfare	Mrs. Lorraine Mettler	5-0814
Veterans Affairs	Mr. Clyde Mitchell	5-8197
Water Resources	Mrs. Bessie Raymond	5-3372
Youth Authority	Mr. Arthur L. German	5-8826
Boards		
Air Resources		
Equalization	Mr. Leroy Benson	5-5877
Franchise Tax	Mr. Richard C. Osborn	355-0447
Community Colleges Board of Governors	Mr. Kenneth Wood	5-1163
Personnel	Mr. Francis Fish	5-8310
Board of Trustees State Colleges	Mr. Ransom M. Wood	8-627-2350
Water Resources Control	Mr. Douglas P. Campbell	5-9490
Commissions		
Public Utility	Mr. Frederick O. Jinbo	8-597-3721
Agencies		
Agriculture and Services	(delegated to General Services)	
Business and Trans.	Mr. William Weber	5-1690
Health and Welfare	Ms. Roberta O'Neal	5-7077
Resources	Mr. Terrence M. Eagen	5-1568
Miscellaneous		
Secretary of State	Mr. Clinton L. Whitney	5-6069
State Treasurer	Mr. Robert R. Rousek	5-8968

Proposed Revision to SAM Section 1262 3.c.

c. Scope of the work, including: any desired approach to the problem; practical, policy, technological and legal limitations; specific questions needing answers; deliverable items (if a report is to be prepared, refer to SAM Section 3122.3 for LDA responsibilities); format for the completed report; and the extent to which assistance and cooperation will be available to the consultant from the State.

Proposed Revision to SAM Section 2801

d. Library Distribution Act Responsibilities - If the material being printed by private printer qualifies for distribution under the Library Distribution Act, then additional copies must be printed and distributed as outlined in SAM Section 3122.2.

DEPOSITORY LIBRARIES

The libraries listed below have contracted with the Department of General Services to provide adequate facilities for the storage and use of the publications deposited with them by the State of California, to render reasonable service without charge to qualified patrons, and to retain all publications received until authorized to dispose of them.

Complete Depositories

One copy of each State publication, printed or processed, is required to be placed on deposit with each library listed. The State Library, however, receives two copies of serial publications, three of monographs.

†California State Library, Library and Courts Bldg., Sacramento 95809
Fresno County Free Library, 2420 Mariposa St., Fresno 93721
Los Angeles Public Library, Serials Division, 630 West Fifth Street., Los Angeles 90017
Oakland Public Library, 125 Fourteenth St., Oakland 94612
San Diego Public Library, 820 E St., San Diego 92101
San Diego State College Library, 5402 College Ave., San Diego 92115
San Francisco Public Library, Civic Center, San Francisco 94102
Stanford University Libraries, Government Document Department, Stanford 94305
†University of California Library, Documents Department, Berkeley 94720
University of California Library, Documents Department, Davis 95616
†University of California Library, Government Publications Services, 405 Hilgard Ave., Los Angeles 90024

Selective Depositories

The following libraries receive certain titles or kinds of State documents. They differ from complete depositories in that they do not receive automatically all processed publications issued by the State.

A. K. Smiley Public Library, 125 West Vine, Redlands 92373
Alameda Free Library, 1433 Oak Street, Alameda 94501
Alhambra Public Library, 100 North Garfield Avenue, Alhambra 91801
Anaheim Public Library, 500 West Broadway, Anaheim 92805
Auburn-Placer County Library, 290 Palm Avenue, Auburn 95603
Berkeley Public Library, 2090 Kittredge Street, Berkeley 94704
Butte County Library, 278 Nelson Avenue, Oroville 95965
*California State College, Bakersfield, Library, 9001 Stockdale Highway, Bakersfield 93309
*California State Polytechnic College, Library, Kellogg-Voorhis Campus, 3801 West Temple Avenue, Pomona 91768
*California State Polytechnic College, Library, San Luis Obispo 93401
*California State College, Dominguez Hills, Library, 1000 East Victoria Street, Dominguez Hills 90247
*California State College, Fullerton, Library, 800 North State College Boulevard, Fullerton 92631
*California State College, Hayward, Library, 25800 Hillary Street, Hayward 94542
*California State College, Long Beach, Library, 6101 East Seventh Street, Long Beach 90801
*California State College, Los Angeles, Library, 5151 State College Drive, Los Angeles 90032
*California State College, San Bernardino, Library, 5500 College Parkway, San Bernardino 92407
*Chico State College Library, East First Street, Chico 95926

† Retains historical collection of California state publications beyond that required for complete depositories.
* Receives a complete set of printed documents from the supply allotted by law to the University of California and the State colleges

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Chula Vista Public Library, 276 Fourth Avenue, Chula Vista 92010
Colusa County Free Library, 738 Market Street, Colusa 95932
Contra Costa County Library, Documents Section, 1750 Oak Park Boulevard, Pleasant Hill 94523
El Centro Public Library, 539 State Street, El Centro 92243
Escondido Public Library, 239 South Kalmia, Escondido 92025
*Fresno State College Library, Shaw and Cedar Avenue, Fresno 93710
Fullerton Public Library, 301 North Pomona Avenue, Fullerton 92632
Glendale Public Library, 319 East Harvard Street, Glendale 91205
Hanford Public Library, 401 North Douty Street, Hanford 93230
Hawthorne Library, 12700 South Grevillea Avenue, Hawthorne 90350
Hayward Public Library, 22737 Mission Boulevard, Hayward 94541
*Humboldt State College Library, Arcata 95521
Inyo County Free Library, Courthouse, P.O. Box 188, Independence 93526
Kern County Library, 1315 Truxton Avenue, Bakersfield 93301
Lancaster Library, 1150 West Avenue J, Lancaster 93534
Long Beach Public Library, Ocean and Pacific Avenue, Long Beach 90802
Los Angeles County Public Library System, 320 West Temple Street, P.O. Box 111, Los Angeles 90053
Merced County Free Library, 2125 M Street, Merced 95340
Mills College Library, Oakland 94613
Monterey County Library, 26 Central Avenue, Salinas 93901
Napa City-County Library, 1201 Franklin Street, Napa 94558
Occidental College Library, 1600 Campus Road, Los Angeles 90041
Oceanside Public Library, 615 Fourth Avenue, Oceanside 92054
Ontario City Library, 215 East C Street, Ontario 91764
Orange County Public Library, 431 South Manchester, Orange 92668
Palo Alto City Library, 1213 Newell Road, Palo Alto 94303
Pasadena Public Library, 285 East Walnut Street, Pasadena 91101
Plumas County Free Library, Courthouse, P.O. Box 270, Quincy 95971
Pomona College Documents Collection, The Honnold Library, Claremont 91711
Pomona Public Library, 625 South Garey Avenue, P.O. Box 2271, Pomona 91766
Redwood City Public Library, 881 Jefferson Avenue, Redwood City 94063
Richmond Public Library, Civic Center and MacDonald Avenue, Richmond 94804
Riverside Public Library, 3581 Seventh Street, P.O. Box 468, Riverside 92502
Sacramento City-County Library, 1930 T Street, Sacramento 95814
*Sacramento State College Library, 6000 Jay Street, Sacramento 95819
San Bernardino County Library, 104 West Fourth Street, San Bernardino 92401
San Diego County Library, 5555 Overland Avenue, San Diego 92123
*San Fernando Valley State College Library, 18111 Nordhoff Street, Northridge 91324
*San Francisco State College Library, 1630 Holloway Avenue, San Francisco 94132
San Jose Public Library, 180 West San Carlos Street, San Jose 95113
*San Jose State College Library, 125 South Seventh Street, San Jose 95112
San Luis Obispo County Free Library, 1354 Bishop Street, San Luis Obispo 93401
San Mateo County Library, 25 Tower Road, Belmont 94002
Santa Ana Public Library, 502 Civic Center Drive West, Santa Ana 92701
Santa Barbara Public Library, 40 East Anapamu Street, P.O. Box 1019, Santa Barbara 93102
Santa Clara County Free Library, 257 North Market Street, San Jose 95110
Santa Cruz Public Library, 224 Church Street, Santa Cruz 95060
Santa Maria Public Library, 420 South Broadway, Santa Maria 93454
Santa Monica Public Library, 1343 Sixth Street, Santa Monica 90401

* Receives a complete set of printed documents from the supply allotted by law to the University of California and the State colleges

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Santa Rosa-Sonoma County Public Library, Third and E Streets, Santa Rosa 95404
Shasta County Library, 1855 Shasta Street, Redding 96001
*Sonoma State College Library, 1801 East Cotati Avenue, Rohnert Park 94928
Stanislaus County Free Library, 1402 I Street, Modesto 95354
*Stanislaus State College Library, 800 Monte Vista Avenue, Turlock 95380
Stockton-San Joaquin County Public Library, 605 North El Dorado Street, Stockton 95202
Tulare County Free Public Library, Room 10, Courthouse, Visalia 93277
Ukiah-Mendocino County Library, 108 West Clay Street, Ukiah 95482
*University of California Library, Documents Librarian, Irvine 92664
*University of California Library, Riverside 92507
*University of California Library, Documents Librarian, La Jolla 92037
*University of California Medical Center Library, San Francisco 94122
*University of California Library, Government Publications Department, Santa Barbara 93106
*University Library, University of California, Documents Section, Santa Cruz 95060
University of Santa Clara Library, Santa Clara 95053
University of Southern California Library, P.O. Box 77929, University Park, Los Angeles 90007
University of the Pacific Library, Pacific Avenue, Stockton 95204
Valencia Library, 22704 West Ninth Street, Newhall 91321
Vallejo Public Library, 505 Santa Clara, P.O. Box 272, Vallejo 94590
Ventura County and City Library, 651 East Main Street, P.O. Box 771, Ventura 93001
West Covina Library, 1601 West Covina Parkway, West Covina 91790
Whittier College Library, 505 East Philadelphia, Whittier 90608
Whittier Public Library, 7344 Washington Avenue, Whittier 90602

Law Library Depositories

Alameda County Law Library, Courthouse, Oakland 94612
California Western University School of Law Library, 3902 Lomaland Drive, San Diego 92106
Court of Appeal Library, Second Appellate District, 217 West First Street, Los Angeles 90012
Hasting College of Law, 198 McAllister Street, San Francisco 94102
Kern County Law Library, Kern Civic Center, Truxton at Chester Avenue, Bakersfield 93301
Los Angeles County Law Library, 301 West First Street, Los Angeles 90012
Loyola University School of Law, 1440 West Ninth Street, Los Angeles 90015
McGeorge College of Law, 3282 Fifth Avenue, Sacramento 95817
Orange County Law Library, 515 North Flower, Santa Ana 92703
Sacramento County Law Library, Courthouse, 720 Ninth Street, Sacramento 95814
San Bernardino County Law Library, Courthouse Annex, San Bernardino 92401
San Diego County Law Library, 1105 Front Street, San Diego 92101
San Joaquin County Law Library, Courthouse, Stockton 95202
San Luis Obispo County Law Library, Courthouse, San Luis Obispo 93401
San Mateo County Law Library, Hall of Justice and Records, Redwood City 94063
Santa Barbara County Law Library, Courthouse, Santa Barbara 93101
Santa Clara County Law Library, Superior Courts Building, 191 North First Street, San Jose 95113

* Receives a complete set of printed documents from the supply allotted by law to the University of California and the State colleges

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Santa Cruz County Law Library, Courts Building, 701 Ocean Street, Box 678, Santa Cruz 95060
Sonoma County Law Library, Hall of Justice, Santa Rosa 95401
Stanford University School of Law Library, Stanford 94305
Supreme Court of California, Justices' Chambers, State Building Annex, 455 Golden Gate Avenue, San Francisco 94102
University of California School of Law (Boalt Hall), Berkeley 94720
University of California School of Law Library, Davis 95616
University of California School of Law Library, 405 Hilgard Avenue, Los Angeles 90024
University of San Diego School of Law Library, Alcala Park, San Diego 92110
University of Southern California School of Law Library, University Park, Los Angeles 90007
Ventura County Law Library, Courthouse, Ventura 93001

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Letter of Transmittal for Report to Heads
of Departments, Boards, and Commissions from
the State Librarian

To: Department Heads

Several months ago, the Department of General Services became aware of several management problems in the administration of the Library Distribution Act. At that time, the basic problems seemed to be inconsistent administration of the program and inequities in distributing the administrative costs. Management Assistance Division studied the LDA program in cooperation with an ad hoc advisory committee composed of librarians, Publications Representatives, and a representative from the Office of State Printing. Management Assistance Division examined the procedures used by affected organizations and has made several recommendations which tend to streamline those procedures.

The attached report enumerates the recommendations of Management Assistance Division and gives reasons for them. These recommendations, if adopted by all departments, would solve many of the existing problems. Please review the recommendations giving special attention to their affect on your particular organization. I have also enclosed a copy of the report for your Publications Representative. Please refer any comments or questions to Mary Schell, Librarian of the Government Publications Section of the State Library (5-5683).

Thank you for your cooperation in improving the service the State provides its citizens through the Library Distribution Act.

Ethel S. Crockett
State Librarian

Attach.

MAY 1 , 1974

CA:M1

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DAVIS, CALIFORNIA 95616

Documents Department

May 14, 1974

Margaret T. Lane
Recorder of Documents
1515A Choctaw Drive
Baton Rouge, Louisiana 70805

Dear Margaret,

I'm glad to send you the report that Rosita Lo Russo and I prepared and hope it will be of help. Our situation actually returned to merely the status quo, which is not an ideal situation, since having departments pay for the printing and distribution of documents from therir own budgets tends to decrease the number of documents distributed. A separate legislative appropriation would far preferable.

Perhaps a few letters from horrified documents librarians in other states would help dissuade your Legislature. I'm sure GODORT members would be glad to help if you printed a plea in Documents to the People.

As to my location, I transferred from Irvine in February and am now U.S. Documents librarian at the University of California, Davis. It's a lovely department, in a relatively small town about fifteen miles from Sacramento.

Good luck with yourdepository problems. I doubt very much I will attend ALA New York, but I hope you'll let me know the outcome. Thanks for all the help you gave me with the microforms project.

Sincerely,

Linda Kennedy

Linda Kennedy

Linda Kennedy
Documents Department
Shields Library
University of California
Davis, California 95616

BEST COPY

The Crisis in the California State Documents Distribution System

by Rosita Lo Russo, U.C.L.A., and Linda Kennedy,

U.C. Irvine

In May of 1973 revisions were made to the California State Administrative Manual which drastically affect tne distribuiton of state publications; as a result of these revisions, the content of the July 1973 list (and also all forthcoming lists) of California State Publications was critically reduced. As these changes have extremely important implications for the future use of the State's publications, the Government Publications Librarians of the 5 UC campuses of the South would like to comment on the background of the present distribution system, as well as discuss the changes in the State Administrative Manual and the California State Publications list in some detail. Copies of the relevant laws, manuals sections, etc. will be found in the appendix.

Government publications are a vital means of communication between the state and its citizens. Access to government publications allows the interested citizen to become familiar with programs and activities of state agencies, to find the laws, rules and regulations he must observe in daily life, and to retrieve the specialized statistical data he needs for research.

California realized that to serve its inhabitants fully, documents from the state should be made freely available and that a system of bibliographic control must be established to provide a means for citizens to become familiar with the documents which state agencies and the Legislature published. The sketchy, unsystematic dissemination of publications along with the lack of any comprehensive, up-to-date listing of state publications led to a concern on the part of librarians and legislators which culminated in the passage of the Library Distribution Act in 1945.

This law stated the policy of California government--to make all state publications freely available to all citizens through various depository libraries throughout the state, and to create the machinery by which citizens would be

assured of finding sources that would both provide publications of state agencies and the Legislature, and render assistance in their use without charge.

The Library Distribution Act was, in large part, the result of the work of the State Documents Committee of the California Library Association. It was first appointed in 1941, with unsatisfactory results, including a short-lived state publications list by the State Printer. A Senate Fact-Finding Committee on Printing and Distribution of Legislative and State Documents was created in 1943, and the California Library Association Committee, then chaired by Jerome K. Wilcox, remobilized in 1944 to help the Legislature. By means of a questionnaire, libraries throughout the state were surveyed regarding their needs and willingness to become depositories for state publications. Wilcox and another member of the committee, Thomas S. Dabagh of the Los Angeles County Law Library, helped transform the committee aims into legislative language and SB1003 was introduced by Senator Randolph Collier, Chairman of the Interim Committee on the Printing and Distribution of Documents. "It is highly important," the California Library Association Committee felt, "to the citizens of any state that all printed records of the state government and state agencies should be preserved in key communities...Thus, interested citizens are enabled to examine materials in their field within a reasonable distance of their homes and places of business." SB 1003 was passed and became Chapter 1403 of the 1945 Statutes of California. The law (with one exception to be discussed later) remains basically the same to date. Reference will be made to this law as it now exists, codified in the Government Code, sections 14900-14911.

Section 14902 of the Government Code defines "state publication" or "publication" to "include any document, compilation, journal, law, resolution, Blue Book, statute, code, register, pamphlet, list, book, report, memorandum, hearing, legislative bill, leaflet, order, regulation, directory, periodical or magazine issued by the state, the Legislature..." and "print" was defined to include all forms of repro-

duction other than carbon paper. This section was reaffirmed in Chapter 616 of the 1972 session of the Legislature by being reissued in its entirety, except for the addition of publications prepared under contract for the state by a private individual or organization, listing again all the types of publications of the 1945 act.

The Office of State Printing was the center for distribution of printed publications; the state agencies were responsible for the distribution of all publications printed by them with the exclusion of material duplicated by carbon paper.

A system of complete and selective depository libraries was established, the former receiving each printed or processed publication, the latter receiving only printed publications, but free to request a copy of any processed publication from the issuing agency. Libraries would contract with the Department of Finance to become depositories, assuming the responsibility of keeping the documents in order and readily available for public use and rendering assistance in their use without charge. In this way, all publications of the State, with the exception of University of California material and inter/intra office publications, would be available in any part of California--guaranteed by law.

A central feature of the Law, essential to the proper operation of the plan, was the instruction to the State Printer "to issue monthly or quarterly a complete list of state publications," with an annual cumulation. The list could be compiled by or in cooperation with the State Library. Without such a list, there would be no comprehensive access to state publications. Selective depository libraries, for example, would never know of the existence of agency publications in order to request them for their collection, and citizens would have a greatly limited knowledge of what state agencies were publishing.

Relatively minor changes, mainly regarding the number of copies of material to be printed, have been made in the Library Distribution Act since 1945. The only

substantive change occurred in 1955. In the original provisions of the Library Distribution Act of 1945 an appropriation was made out of the money in the State Treasury not otherwise appropriated in the sum of $45,330, "or as much thereof as may be necessary, to be expended by the Department of Finance for the purposes set forth in... the Government Code." In 1955, SB 747 was introduced: this bill made the cost of printing and distributing LDA material as well as the cost of preparing the California State Publications list a charge against the issuing agencies. The State Documents Committee's arguments against SB 747, arguments which still hold true today, were that since "it is the policy of the State of California to make freely available to its inhabitants all state publications by distribution to libraries throughout the state," the program should be supported by direct legislative appropriation. There would be no money savings involved in the change; in addition, agencies would be more reluctant to approve publications for LDA distribution, because many times increased budgets for printing documents were not available or approved. Another defect of the bill was that it did not spell out how the cost of preparing the California State Publications list was to be assessed fairly among state agencies. The practice which arose of allowing the LDA publications to carry the cost of publishing the entire bibliographic list helped lead to the present situation. SB 747 was passed as an emergency measure in 1955; in 1957 this alternate method of financing was deemed satisfactory enough to continue as public law.

In January 1973, the Management Assistance Division of the Department of General Services published a report on the Library Distribution Act. An ad hoc advisory committee, composed of representatives from various state agencies, including the Office of State Printing and the State Library was appointed to "provide information on the state of the LDA program," to offer "specific suggestions for improvement," and to be "a sounding board for recommendations." According to the report, "the net result of this advisory committee's participation is that the

recommendations are workable at the departmental level..." The recommendations were divided into three groups:

a. Rule changes in the State Administrative Manual
b. Internal operation procedures suggestions
c. New billing procedures

The committee was concerned with the fact that many departments did not have a publications representative who would be able to carry out the administrative aspects of LDA procedures. Too, the committee knew that not all state agencies had clear-cut, well-established LDA procedures. The Office of State Printing was making LDA applicability decisions for many state agencies, in direct contradiction to the provisions of the Government Code, and there were financial inequities in bearing the administrative costs of listing publications in the monthly and annual California State Publications list.

While the recommendations that were offered were directed toward managerial solutions to the difficulties of administering the LDA, some of the actions taken by the Department of General Services--namely, the revisions in the State Administrative Manual--and the State Library in its new policy of listing only LDA publications in California State Publications--actually curtailed public access to state publications. The recommendations and changes actually hampered the free distribution of publications by providing more loopholes by which publications would be declared ineligible for LDA and reducing bibliographic control.

In analyzing the report in detail, it appears that the primary concern of the committee was the difficulty the various state agencies apparently had in administering the LDA. Of the sixteen recommendations, only three dealt with the financial problem of billing agencies for LDA administration. The focus was upon the publications representatives in the departments, if any had been appointed, and their lack of awareness or concern for their responsibilities under the LDA, as well as the lack of guidelines for departments in the establishment of LDA

procedures. Some of the recommendations of the committee dealt with improving by inclusion of an LDA instruction box, the forms used by state ageneies in their reproduction orders, so that they would have an automatic reminder of their obligations to distribute eligible materials under the provisions of the LDA. Such an instruction box, however, unless it provides for an indication of the reason for the decision, will probably lead to the habit of simply checking "no," often in clear violation of the law. The Government Publications Section of the State Library should also at some point have an opportunity to review printing requests, in order to see if the law is being observed. Other recommendations dealt with the incorporation of definition guidelines for LDA applicability into the State Administrative Manual. The suggested improvements in the State Administrative Manual present numerous difficulties, to be described in detail later.

The second area of concern of the ad hoc committee report was with the financing of the LDA. The practice of billing only the publications printed by the Office of State Printing for all costs of the LDA program, including the publishing of a monthly and annual publications list, is admittedly unfair. If the new billing procedures had been in operation in 1971, the Department of Human Resources Development, for example, would have had to pay $3,000 for the publications it included in the 1971 California State Publications list. It seems inevitable that many of the publications listed would have been declared non-LDA by the agency, in self-defense. The practice of billing agencies for distribution and listing of LDA publications can only encourage agencies to at least partially base their LDA applicability decision on financial considerations rather than on the interests and needs of the public.

The State Administrative Manual of California is a source of information, policies, procedures and regulations which the Department of General Services and the Department of Finance issue for the fiscal and business management of state

government. As a result of the ad hoc committee report, various sections of the State Administrative Manual dealing with publications and documents were revised and new sections were added. A discussion of these revisions is necessary in order to demonstrate their importance to all California depository libraries and their implications for the citizens of California.

Section 3120 of the State Administrative Manual (SAM) describes the general intent of the Library Distribution Act. It states that in order for the Library Distribution Act to be effective, state agency cooperation is needed in distributing publications according to Government Code sections 14900-14911. It has been clearly demonstrated time and time again that many agencies in California state government show apathy or disinterest in fulfilling their obligations under the provisions of the Library Distribution Act. It would seem contradictory that while the State Administrative Manual in section 3120 reinforces the need for state agency cooperation in making the Library Distribution Act fully effective, in later sections it goes on to encourage just the opposite.

Specifically, section 3121.1, provides new definition standards for state agencies to use in resolving the question of whether or not a publication falls under the Library Distribution Act. Section 3121.1 defines publication as anything produced in multiple copies, but this is not correct. The Government Code, section 14992, actually defines publication as "any document, compilation, journal... issued by the state, Legislature, constitutional officers, or any department, commissioner or other agency thereof." The only publications exempted from LDA are University of California publications and inter/intra office documents. The State Administrative Manual section 3121.1 indicates that all publications "not prohibited by law or elsewhere in SAM shall fall under LDA." On what basis can SAM prohibit certain publications from falling under LDA if the Government Code does not exclude them? Presumably, the primary intent of the ad hoc committee was to provide guidelines by which publications might be chosen for LDA distribution.

According to the State Administrative Manual section 3121.1, publications are considered as falling under LDA when they may be:

1. "of lasting interest and use to the public, or
2. of general interest, or
3. of special interest when such interest is geographically dispersed, or
4. of special interest when the state is the monopolistic custodian of data which can be used for legitimate ends, or
5. annual periodical compilations not qualifying for LDA, but because of annualization, the data becomes important."

Not qualifying for LDA distribution are forms, letters, memoranda, exclusive use documents, legally restricted items, organizational and procedural manuals, and inter/intra office publications for use withing the state administration. Also, departments are told that they may elect to qualify local interest circulars and publications; specialized publications of primary utility to a select group; reports on minor reorganizations and policy changes dealing with state administration; and market reports and weeklies that are dated to crucial tolerances if it so chooses. Thus, it would seem that state agencies, rather than being given guidelines to encourage distribution of more material under LDA, are actually being allowed to place more and more material in non-LDA categories. The Government Code section 14902 definition would appear to include under LDA distribution publications such as memoranda, periodicals (without specifying whether they are annualizations or dated to critical "tolerance"), organizational and procedural manuals; these latter two types of documents are of considerable importance to the public. Service would be greatly hampered if, for example, the California Department of Social Welfare Manuals and the California Highway Patrol Manual were, as a result of SAM section 3121.1, not distributed under LDA.

The Department of Social Welfare's Manual of Eligibility and Assistance Standards is a typical example of a procedural manual--setting down the regulations by which

its staff personnel in effect administer the California welfare laws. Welfare clients, the general public, students and faculty, all have urgent need of this information.

The California Highway Patrol Manual is a typical example of an organizational manual needed by members of the general public, students, faculty, and research personnel concerned with the administrative structure and functions of the CHP and interested in developing recommendations for its improvement.

It would be very unfortunate to permit a department to exclude items from LDA because they are "local interest" circulars and publications. The Government Code does not allow for any kind of material to be considered non-depository, simply because it is "local interest." Should an agency be considered qualified to make materials not available to citizens of the state who supposedly have the right to be informed as to the activities of their state government?

SAM section 3121.1 states that agencies may choose to qualify for distribution (and thus, presumably may also choose not to qualify) "specialized publications of primary utility to a select group." This may well be the most dangerous provision. Many agencies frequently do not realize the interest that citizens have in their work. They may tend to feel that a good many of their publications are "specialized publications of primary utility to a select group," and thus, exclude a wide range of material to which public access needs to be available. Any depository library can confirm that even highly specialized publications are often in great demand, and that very detailed studies are what is needed, not just the public relations type of document.

As these examples indicate, the State Administrative Manual, in contradiction to the provisions of the Government Code, indicates many items which state agencies may choose to delete from LDA provisions. With the provision for charging agencies listing their publications in California State Publications, it would seen that SAM now gives state agencies a real incentive to qualify more material as non-depository. It seems unlikely that many agencies, already overburdened by other administrative problems and

apathetic in their LDA responsibilities, will trouble themselves to ask the State Library for assistance in determining LDA applicability for their publications. Section 3121.3 of SAM provides an exception to the definition standards in section 3121.1 It provides that since the State Library is "generally expected to be a complete loaning depository of state documents to other libraries and since it offers unique services to state employees, each publication of note produced by a state agency ought to be available through them. Therefore, at least one copy of all state publications not falling under LDA or excluded by section 3121.1 of SAM shall be sent to them."

The exception to the definition seems very questionable. The Library Distribution Act clearly indicates that complete depository libraries, not just the State Library, shall be sent one copy of every state document not falling in the category of UC publications or inter/intra office documents. Quite disturbing too is the ad hoc committee's comment on page 7 of the report that these "proposed changes in the State Administrative Manual spell out the difference in nature between the State Library and other libraries in the state with respect to the Library Distribution Act." Nowhere in LDA, as originally passed in 1945 or as it now stands in Government Code sections 14900-14911 is there any mention made of differences between the State Library and complete depository libraries in receiving publications. It seems rather startling that what is "generally expected" is being considered rather than a clear interpretation of the Library Distribution Act. Also, it is emphasized that the State Library is providing a unique service to state employees. But the Library Distribution Act was established to make all state publications, with the exceptions already noted, freely available to all the inhabitants of the state, not just to state employees. Also, the phrase in SAM section 3121.3, "publication of note" is vague and seems strange in a SAM revision designed to provide more specific definitions. If the phrase means "worthy of note,"

should not such publications be listed in California State Publications and be available in the regionally located depository libraries so that the public would have knowledge of them and access to them?

Section 3122.1 provides that the Office of State Printing shall distribute all LDA material produced at its facilities to the complete and selective depository libraries, the State Archivist, the Library of Congress and the Council of State Governments. The charge to agencies for printing includes the cost of producing the extra copies as required under LDA and an additional charge is made for the cost of listing and distribution.

Section 3122.2 provides that state agencies are responsible for distributing material produced at their own facilities or produced for them by the central duplicating service. Agencies are to prepare 100 extra copies of publications for distribution to complete depository libraries. One copy will be mailed to the selective depository libraries requesting the publication.

Section 3122.3 provides that agencies allowed reproduction contracts for LDA qualified publications are responsible for distribution of the 100 copies as outlined in section 3122.2. Section 3123 provides for the designation of a publications representative in each state agency. This person will be responsible for the distribution of their department's publications, both printed and processed as provded for under LDA.

In the report's conclusion, the committee states that "this report... offers specific actions that can be instituted so that the distributional end to the process works better. The workings at the consumer end is beyond the scope of this report and is in itself the proper domain of a full-scale study." Unfortunately, it has been the consumer end which has been most affected by the changes inaugurated as a result of this report. Actions have been taken which seemingly strive for more efficient procedures and economy, but which, in the long run, are extremely detrimental to the intent of the Library Distribution Act in providing for the fullest

use of the output of state agencies, both publications resulting from their regular operations and publications resulting from tax-supported research.

The California State Librarian, Ethel S. Crockett, announced in an undated memorandum to subscribers of California State Publications (no special communication was made to vitally affected depository libraries) that beginning with the July issue, California State Publications would list only titles distributed under LDA. The result was a drastically reduced list. In comparison to the twenty-one pages of the June list, which in itself was undoubtedly not a complete list of state agencies' output, the July list was comprised of a mere six pages. The memorandum indicated that all LDA titles would be listed. In the July list, however, nearly every title was printed at the Office of state Printing. One cannot believe that the state agencies have so radically curtailed their publishing of material.

Those who are not complete depository libraries are particularly appalled by the changes, since California State Publications is the key to bibliographic control of state publications, through which documents are identified, acquired if they are not in the collection, retrieved for patrons via the subject index, and borrowed from other libraries. California State Publications also aids in processing and classifying state documents. The hopes of a selective depository library to develop a comprehensive collection tailored to local needs are dashed by these changes. It is unfortunate that the State Legislature provided a means of insuring the distribution of publications to California citizens and access to those publications through a "complete list," only to have the State Library, acquiescing to changes recommended by the department of General Services, participate in the issuance of a deliberately incomplete list, in apparently direct contravention of Government Code 14910. Section 14910 in no way stipulates the inclusion of only LDA publications.

CONCLUSION

It has become apparent to librarians who work in depository libraries that many people working in state agencies have no realization of the public interest in the

work of their agency, no real understanding of the role of the library in getting this information to the public, or any understanding of the importance of bibliographic control. These factors, combined with the fact that assessing LDA charges against the departments in the manner proposed will give them a strong monetary motive for not cooperating, may well result in an LDA program that is only a shadow of the admittedly imperfect one we have had.

In the interests of economy and expediency, many publications of great interest will fail to be listed in California State Publications and never be utilized, greatly injuring both the public's right to know and its right to have the results of its tax dollar used to the fullest extent. The fact that these deplorable changes in the procedures for distribution and bibliographic control of state publications were probably done in ignorance of their implications is our only hope in our attempts to rectify the tragic situation before too much damage has been done.

GPS Publication 3

CALIFORNIA LEGISLATIVE PUBLICATIONS CHARTS

Revised by

Richard H. Nicoles
and
Mary E. Schell

I. The Legislature

II. The Legislative Process

III. Publications of the Legislature and Related Titles

A. Sources

B. Publications Charts

IV. Information about the Legislature: A Selected List of Titles

Third Edition

California State Library

Government Publications Section

Sacramento 1976

Ethel S. Crockett, State Librarian

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I. THE LEGISLATURE*

The legislative body of the State of California is the Legislature, which consists of two houses, the Senate and the Assembly.

	Senate	Assembly
No. of members	40	80
Term	4 years	2 years

Qualifications — Must be an elector; must have been a resident of his/her district for 1 year, and a citizen of the United States and a resident of the State for 3 years immediately preceding the election.

Districts — Members of the Legislature are elected by district. There are 40 Senate districts and 80 Assembly districts. The Legislature has the responsibility for setting district boundaries.**
District boundaries are drawn to make districts as nearly equal as possible in population. The decennial census of the U.S. is the basis for adjusting the districts according to population.

Handbook, California Legislature contains small maps of Senate and Assembly districts. Larger, separate maps are issued by the Legislature. Boundaries of districts are described in the Statutes and the Elections Code.

Elections — Elections are held on the 1st Tuesday after the 1st Monday in even-numbered years. Half the Senators are elected at each election, those in the even-numbered districts at the same time as the Governor, those in the odd-numbered districts at the non-gubernatorial elections.

Vacancies — When a vacancy occurs, the Governor calls an election to fill the vacancy.

Compensation — The Legislature sets its own compensation. For a history of the compensation of legislators, see California's Legislature.

*See Constitution, art. IV and Government code, sec. 8901ff.

**Following the 1970 census, the Legislature's reapportionment plan was vetoed by the Governor, and since the differences could not be resolved, the California Supreme Court appointed special masters to draft a plan which it adopted.

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II. THE LEGISLATIVE PROCESS

A. SESSIONS OF THE LEGISLATURE

Frequency:

annual	1849–62
biennial	1863–1946
annual	1947–

From 1948 through 1966, the regular session in the even numbered years considered only the budget, necessary revenue acts therefor, charters and charter amendments of cities and counties, and acts to provide for the expenses of the Legislature; the sessions in the odd-numbered years were general sessions not limited in subject matter. All regular sessions are now general sessions.

From 1848 to 1947 legislative sessions were designated by number. They are now designated by the year(s) in which they are held. Beginning in 1973, each session covers 2 years.

	Regular Session	Extraordinary Session
Convenes	1st Monday in December of even-numbered years	When called by Governor
Ends	November 30 of the following even-numbered year	No limit on length of session
Subjects to be considered	No restrictions	May consider only subjects specified in Governor's proclamation convening the Legislature

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II. THE LEGISLATIVE PROCESS

B. HOW A BILL BECOMES A LAW

A bill is a draft of a proposed law. It must deal with only one subject.

Step	Publication
1. An idea for legislation may originate with (a) a legislator (b) his constituents or an organized group (c) the Governor or a state agency. The Legislative Counsel's staff is available to assist a legislator in drafting legislation.	
2. Bill (or resolution or constitutional amendment) is introduced by a legislator, assigned a number, its title read, and assigned to an appropriate standing committee. The following initials are used for convenience in referring to measures introduced: SB AB (Bill) SCA ACA (Constitutional amendment) SCR ACR (Concurrent resolution) SJR AJR (Joint resolution) SR HR (House resolution) Joint resolutions relate to matters connected with the Federal government. They are usually used to express approval or disapproval of the Legislature of legislation pending or proposed in Congress. Concurrent resolutions relate to matters to be treated by both houses of the Legislature. Concurrent resolutions are used to approve amendments to city or county charters, create joint committees, adopt joint rules, and to memorialize the death of a member of the Legislature or other prominent person. A house resolution (SR or HR) relates to the business of one house only. House resolutions usually request a committee of the house to study a specific problem, amend the house rules, or create interim committees.	Journal and History report introduction, etc. Bill is printed. Digest of bill prepared by Legislative Counsel is printed at the bottom of the first page. SR's and HR's are not printed separately but are printed only in the Journal of the house of origin. Histories give page references to Journal.

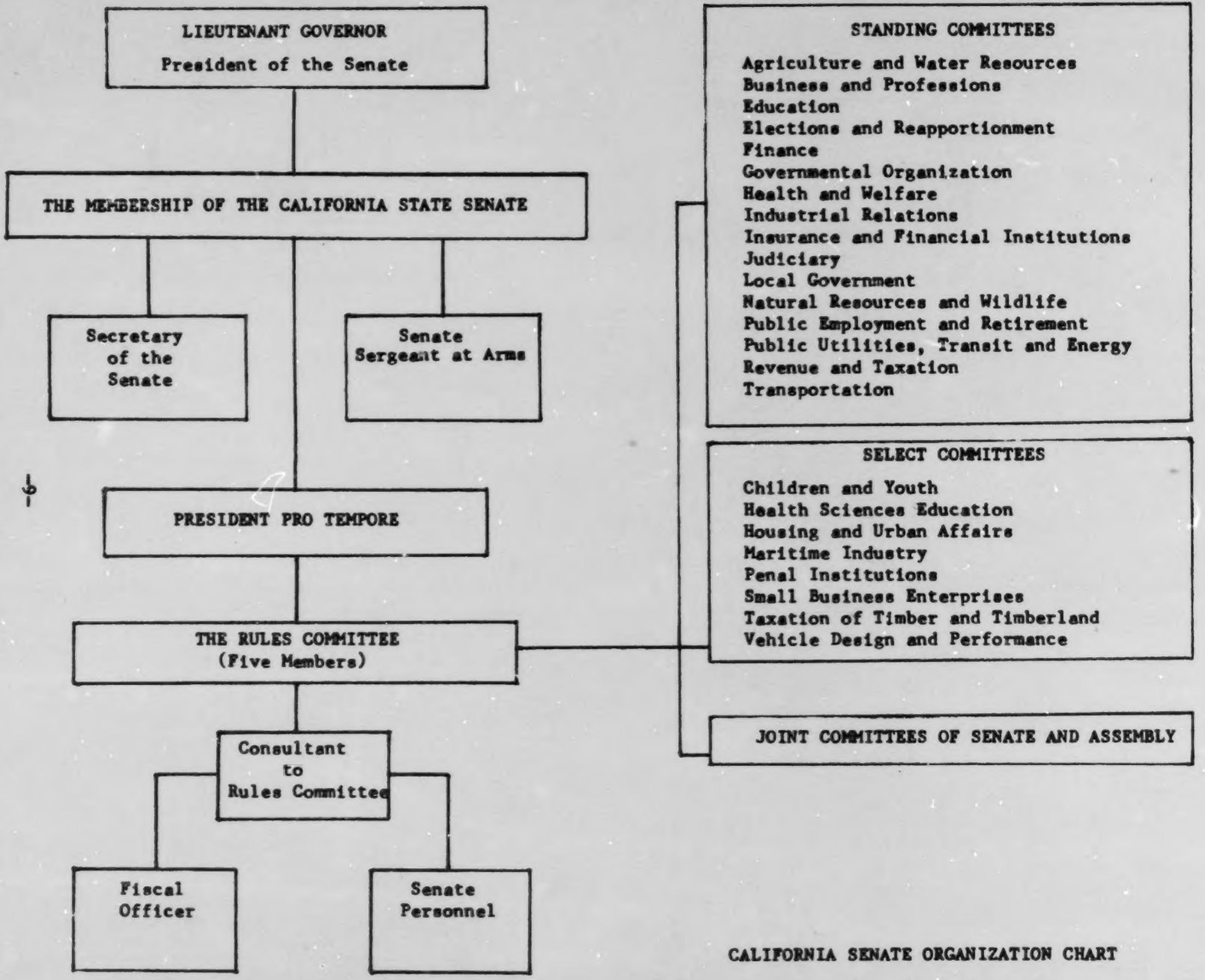
Step	Publication
3. Committee schedules bill for hearing. No bill may be heard until 30 days have elapsed after its introduction unless the house waives the 30-day waiting period by a 3/4 vote.	Daily File contains a schedule of committee meetings with the dates the different bills are scheduled to be heard in committee. Publication in Daily File must occur at least 4 days in advance of a hearing by the first committee and 2 days in advance by subsequent committees of the same house.
4. Committee holds hearing (this is an open hearing)	Hearings of standing committees are not usually published. There is no requirement that they be recorded.
5. Committee votes on bill and committee chairman reports committee recommendations to house, e.g.: Do pass Do pass, as amended Be amended, and referred Bill may be referred to another committee of the same house before going to the floor.	Vote on bill is by roll call. Roll call votes are recorded and published in appendix to the Journal of the house. Committee recommendation is reported in Journal and History.
If a bill does not get the necessary votes to pass it out of committee and reconsideration is not granted within 15 days, it is returned to the Chief Clerk of the Assembly or the Secretary of the Senate, depending upon its origin, and may not be considered further during the session.	Noted in History and Journal.
There are two deadlines for bills to be acted upon. If a bill has not cleared the house of origin by January 30 of the second year of the biennial session, it may no longer be acted upon and is filed with the Chief Clerk of the Assembly or the Secretary of the Senate. At the end of the second year, following adjournment on November 30, all bills remaining in committee are returned to the Clerk or Secretary.	Noted in History.

Step	Publication
6. If the bill has been reported from the committee without amendment, it is read a 2d time.	Daily File contains a list of bills on 2d reading file. Journal and History report the 2d reading.
If the bill has been reported out of committee with amendments, and these amendments, or amendments offered from the floor, have been adopted on 2d reading, the bill is reprinted.	Bills reprinted following amendment show such amendments by the use of strikeout type for matter omitted and italic type for new matter.
In the Assembly, a bill amended on second reading is returned to the 2d reading file.	Each time the bill is amended, it is reprinted and after each reprinting, if the amendments were adopted in the house of origin, it is re-engrossed (see step 7) Legislative Counsel's digest of bill, printed at bottom of first page of bill, is revised to reflect changes resulting from amendments.
7. After the 2d reading, a bill is then sent to the engrossing and enrolling clerk who compares the printed bill with the original bill to detect and correct any discrepancies. This comparison of the original and printed bills is called "engrossing."	
8. After engrossing, the bill goes on the 3d reading file.	Daily File includes list of bills on 3d reading file.
9. At the 3d reading, arguments for and against the measure are presented and a roll call vote is taken.	3d reading is noted in Journal and History.
Bills on 3d reading may be amended by motion from the floor, and if the motion to amend carries by a majority vote of those present, the bill is sent out for reprinting and reengrossing, and returned to the 3d reading file.	Debates are not published by the State. Journals are only a record of proceedings. The Sacramento Union beginning in the late 1850's and continuing for a number of years published debates in its pages. These are not indexed, but by consulting the official records, one can determine on what date a matter was considered and consult the Union for the following day.

Step	Publication
No. of affirmative votes required for passage: Ordinary Bill / Urgency Measure or Constitutional Amendment Majority: 2/3; Senate 21 27 Assembly 41 54	Journals record the vote. A roll call vote is required by the Constitution on all bills. There is no compilation of voting records published by the State.
Bills to which no opposition has been expressed may be placed, at the request of the author, upon what is called the consent calendar, and are voted upon without debate.	Daily File contains list of bills on consent calendar.
10. Upon passing the house of origin, a bill must then go to the other house where the same procedure is followed.	
11. If the bill passes the 2d house, it is returned to the house of origin with a message that it has been passed.	Noted in Journal and History.
If the bill has been amended in the 2d house, the house of origin must vote upon the amendment. If the amendment is approved, the bill is enrolled.	Bill is printed in enrolled form, without use of strikeout or italic type and with blanks for signature of the Secretary and the President of the Senate and the Chief Clerk and the Speaker of the Assembly, on first page, and blanks for signature of the Governor and Secretary of State on last page. Digest is omitted.
If the amendment is not approved, each house appoints a conference committee. These committees meet jointly, discuss the bill, and file reports with both houses, embodying their recommendations.	
If the conference committees cannot agree, the new committees are appointed, but not more than 3 conference committees may be appointed to deal with any 1 measure.	Bill is reprinted incorporating amendments agreed upon by the conference committee, and if approved by both houses, is printed as enrolled bill.

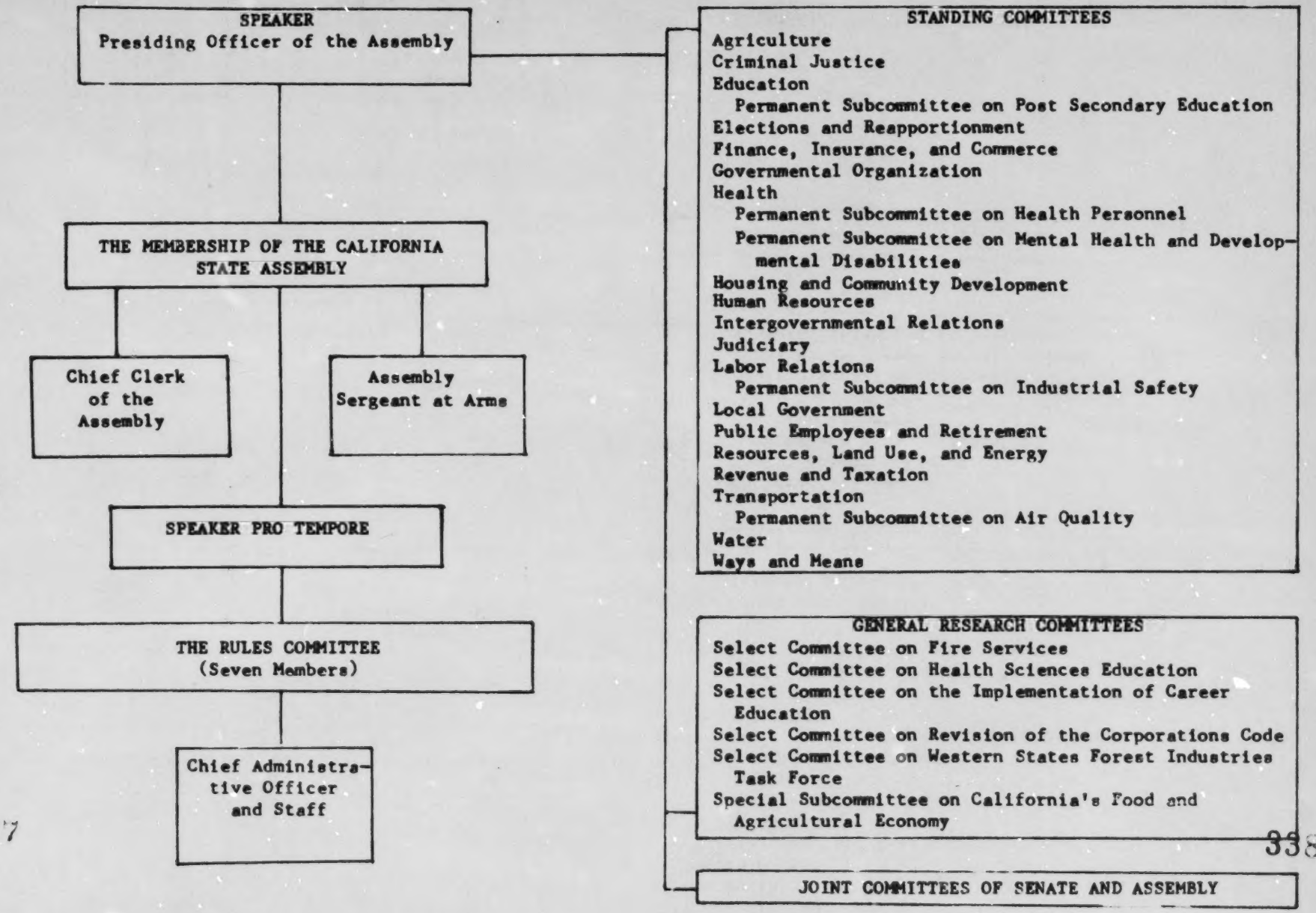
Step	Publication
12. Enrolled bill is sent to Governor. Joint and concurrent resolutions and constitutional amendments do not require the Governor's signature but go direct to the Secretary of State.	
13. The governor, after receiving a bill, has 12 days in which to sign or veto it. If he fails to act within 12 days the measure becomes a law without his signature except that bills passed before September 1 in the second year of the biennium and in his possession on or after September 1 must be signed or vetoed by September 30 of that year or they become a law without his signature.	Governor's action on bills is reported in: (1) California. Governor. Press release. (2) California. Legislature. History.
Any bill passed by the Legislature at a special session which is in the Governor's possession on or after the adjournment of the session becomes a law unless the Governor vetoes the bill within 12 days by depositing the veto with the office of the Secretary of State.	
The Legislature has 60 days to act upon the veto. A 2/3 vote of each house is required to override a Governor's veto.	
The Governor has privilege of item veto in considering appropriation measures, that is, he may delete or reduce the amount appropriated for a specific purpose.	If the Governor sends a veto message to the house of origin, it is printed in the Journal of that house.
14. After the Governor has signed a bill, he sends it to the Secretary of State, who gives it a number known as the chapter number. Bills are numbered consecutively in the order in which they are received.	Laws are printed individually with chapter number in heading - called chapter laws. Individual chapters are collected usually in multiples of 100, given covers, and stapled together. Entitled Bill Chapters or Resolution Chapters.
Concurrent and joint resolutions and constitutional amendments are numbered consecutively upon receipt in a separate series of resolution chapters.	Finally, chapters are bound with an index and tables of code sections affected in volumes referred to as session laws or Statutes.

Step	Publication
15. A law goes into effect on Jan. 1 next following a 90-day period from the date of enactment of the statute. A statute enacted at a special session shall go into effect on the 91st day after adjournment of the special session at which the bill was passed. Laws calling elections, providing for tax levies or appropriations for the usual current expenses of the State, and urgency measures go into effect immediately.	
16. Constitutional amendments must be submitted to a vote of the people and do not become a law unless ratified by a majority of the qualified electors voting thereon.	Constitutional amendments to be submitted to a vote by the electors are printed, together with arguments for and against, in California. Constitution. California Voters Pamphlet (formerly Proposed Amendments to the Constitution) prepared by the Legislative Counsel and distributed by the Secretary of State. The results of the vote on constitutional amendments are reported in California. Secretary of State. Statement of Vote.



CALIFORNIA SENATE ORGANIZATION CHART

CALIFORNIA ASSEMBLY ORGANIZATION CHART


SPEAKER
Presiding Officer of the Assembly
THE MEMBERSHIP OF THE CALIFORNIA STATE ASSEMBLY
Chief Clerk of the Assembly
Assembly Sergeant at Arms
SPEAKER PRO TEMPORE
THE RULES COMMITTEE (Seven Members)
Chief Administrative Officer and Staff
STANDING COMMITTEES
Agriculture
Criminal Justice
Education
Permanent Subcommittee on Post Secondary Education
Elections and Reapportionment
Finance, Insurance, and Commerce
Governmental Organization
Health
Permanent Subcommittee on Health Personnel
Permanent Subcommittee on Mental Health and Developmental Disabilities
Housing and Community Development
Human Resources
Intergovernmental Relations
Judiciary
Labor Relations
Permanent Subcommittee on Industrial Safety
Local Government
Public Employees and Retirement
Resources, Land Use, and Energy
Revenue and Taxation
Transportation
Permanent Subcommittee on Air Quality
Water
Ways and Means
GENERAL RESEARCH COMMITTEES
Select Committee on Fire Services
Select Committee on Health Sciences Education
Select Committee on the Implementation of Career Education
Select Committee on Revision of the Corporations Code
Select Committee on Western States Forest Industries Task Force
Special Subcommittee on California's Food and Agricultural Economy
JOINT COMMITTEES OF SENATE AND ASSEMBLY

III. PUBLICATIONS OF THE CALIFORNIA LEGISLATURE AND RELATED TITLES

A. Sources

Legislative Bill Room, Room 1149, State Capitol, Sacramento 95814

Legislative Bill Room distributes all legislative publications. The complete bill service is available on annual subscription and provides one copy of all bills, amendments, histories, files, journals, legislative indexes, and summary digests. Chapters are not included; however, chapters as well as the other items mentioned are available on individual subscription. A price list describing the various subscription services is available on request from the Bill Room.

Free copies of legislative publications may be obtained under Rule 13 of the Temporary Joint Rules of the Senate and Assembly. Rule 13 states in part that with certain exceptions within state government, "No more than one copy of any bill or other legislative publication, nor more than a total of 100 bills or other legislative publications during a session, shall be distributed free to any person, office, or organization." Current stock is maintained by the Bill Room for one year.

California State Archives, 1020 O Street, Sacramento 95814

Archives distributes on request and without charge non-current bills, amendments, resolutions, etc. as long as the supply lasts. Photostat service is available for items no longer available for distribution. File is maintained from 1849.

Publications Section, California Office of Procurement, P.O. Box 20191, Sacramento 95820

Publications Section sells most of the codes issued by the state, some pamphlet laws, and Statutes and Amendments to the Codes. A price list of all items sold is available on request.

California State Library, P.O. Box 2037, Sacramento 95809

All of the publications described in this section may be consulted or borrowed on interlibrary loan from the State Library. Collections are maintained in either the Government Publications Section or the Law Library and often in both. As a rule, only the section with the most nearly complete collection or the widest range of services is listed here. Titles circulate unless otherwise noted.

III. PUBLICATIONS OF THE CALIFORNIA LEGISLATURE AND RELATED TITLES
B. Publications Charts

PUBLICATION	SOURCE	RETENTION	STATE LIBRARY RESOURCES
(A) Bills, Amendments, Resolutions, Constitutional Amendments.	Legislative Bill Room State Archives	Retain if there is need for text of a bill not enacted and for amended versions.	Law Library, 1867-
(B) Chapters			
Separates	Legislative Bill Room	Retain until receipt of paperbound and stapled chapters or annual bound Statutes and Amendments to the Codes.	Law Library
Paperbound and stapled	Legislative Bill Room	Retain until receipt of annual bound Statutes and Amendments to the Codes.	Law Library
(C) Statutes and Amendments to the Codes. 1849/50- (annual 1967-) Compilation of laws and joint and concurrent resolutions and constitutional amendments arranged by chapter number. Includes summary digest (available separately, see below) and California Constitution.	Publications Section	Permanent	Law Library

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PUBLICATION	SOURCE	RETENTION	STATE LIBRARY RESOURCES
(D) Summary Digest of Statutes enacted and Resolutions (Including Proposed Constitutional Amendments) Adopted. 1953- (annual, 1967-) Includes index and cross-reference table from chapter number to bill number and statutory record (see below) Included also in Statutes and Amendments to the Codes, 1968-	Legislative Bill Room		Government Publications Section
(E) Statutory Record 1850-1932 1933-1948 suppl. 1949-1958 suppl. 1959-1968 suppl. Annual cumulative supplement since latest separate volume appears in Summary Digest and in Statutes. Record of amendments to statutes by year and chapter number and to codes by section number.	Publications Section		Law Library Government Publications Section

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PUBLICATION	SOURCE	RETENTION	STATE LIBRARY RESOURCES
(F) Index to the Laws of California, 1850-1920 1921-1932 in Statutory Record, 1850-1932 Index in individual editions of Statutes and Amendments to the Codes.			Government Publications Section
(G) Larmac Consolidated Index to Constitution and Laws of California	Recorder Printing and Publishing Company, 99 South Van Ness Ave., San Francisco 94103	Latest edition only	Reference copies only in Law Library and Government Publications Section
(H) Codes The codes listed below are available from the State of California. Because they are not annotated and are infrequently revised, they are of limited value compared to the commercially published editions.			
Education Code Government Code (State) Health and Safety Code Insurance Code Labor Code Unemployment Insurance Code Welfare and Institutions Code	Publications Section	Latest edition only	Law Library Government Publications Section

PUBLICATION	SOURCE	RETENTION	STATE LIBRARY RESOURCES
(H) Codes (Cont.)			
Vehicle Code	California Dept. of Motor Vehicles, 2415 First Ave., Sacramento, 95818	Latest edition only	Law Library Government Publications Section
Food and Agriculture Code	California Dept. of Food and Agriculture, 1220 N St., Sacramento 95814	Latest edition only	Law Library Government Publications Section
Remaining codes are not available in state issued editions. Consult instead:			
West's Annotated California Codes	West Publishing Company, 50 West Kellogg Blvd., St. Paul, Minnesota 55102		Law Library
Deering's California Codes	Bancroft-Whitney Company, 301 Brannon St., San Francisco, 94107		Law Library (Reference only)
(I) California Administrative Code The regulations of California state agencies filed with the Secretary of State pursuant to the California Administrative Procedure Act.	Publications Section. All titles and many divisions, parts, chapters also available separately.	Permanent	Law Library

III. PUBLICATIONS OF THE CALIFORNIA LEGISLATURE AND RELATED TITLES
B. Publications Charts

PUBLICATION	SOURCE	RETENTION	STATE LIBRARY RESOURCES
(J) California Administrative Register Loose-leaf amendment service for the California Administrative Code.	Publications Section. Available also by individual title and by many individual divisions, parts and chapters	Latest interfiled revision only	Law Library
(K) California Administrative Register Notice Supplement (1974-) Numbered in "Z" series. Lists notices of proposed action by state agencies to amend the California Administrative Code. Includes summary of proposed amendment and locations, dates, and times of public hearings to be held.	Publications Section	Retain until changes have been incorporated into the Code	Reference copies only in Law Library and Government Publications Section
(L) Pamphlet laws and regulations Frequently the laws and regulations relating to a specific subject are extracted from the codes and the California Administrative Code and issued together in pamphlet form.	Issuing agency or may be sold by Publications Section	Latest edition	Law Library Government Publications Section

PUBLICATION	SOURCE	RETENTION	STATE LIBRARY RESOURCES
(H) Codes (Cont.)			
Vehicle Code	California Dept. of Motor Vehicles, 2415 First Ave., Sacramento, 95818	Latest edition only	Law Library Government Publications Section
Food and Agriculture Code	California Dept. of Food and Agriculture, 1220 N St., Sacramento 95814	Latest edition only	Law Library Government Publications Section
Remaining codes are not available in state issued editions. Consult instead:			
West's Annotated California Codes	West Publishing Company, 50 West Kellogg Blvd., St. Paul, Minnesota 55102		Law Library
Deering's California Codes	Bancroft-Whitney Company, 301 Brannon St., San Francisco, 94107		Law Library (Reference only)
(I) California Administrative Code The regulations of California state agencies filed with the Secretary of State pursuant to the California Administrative Procedure Act.	Publications Section. All titles and many divisions, parts, chapters also available separately.	Permanent	Law Library

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PUBLICATION	SOURCE	RETENTION	STATE LIBRARY RESOURCES
(M) Constitution (Biennial) Constitutions of the United States and California, separately indexed, and Magna Carta, Mayflower Compact, Declaration of Rights, Declaration of Independence, Articles of Confederation.	Legislative Bill Room. Single copies available without charge		Law Library Government Publications Section
(N) Histories. Issued in daily, weekly, semi-final, and final editions. Semi-final ed. introduced with 1973/74 biennial session; final ed. included in Final Calendar (1881-1972) Numerical list of bills with title and author. Description of action taken is arranged chronologically. In addition, weekly and final edition includes list of house membership with addresses and committee assignments, list of house officers, seating chart, list of media representatives, list of standing	Legislative Bill Room	Each daily edition cumulates previous dailies; each weekly edition cumulates previous weekly and dailies. Semi-final edition cumulates first year of session; final edition cumulates entire session. Retain latest weekly and daily until receipt of semi-final; retain semi-final plus latest weekly and daily until rereceipt of final. Final edition is permanent.	Government Publications Section. Reference copies of daily and weekly editions; circulating copies of semi-final and final editions.

PUBLICATION	SOURCE	RETENTION	STATE LIBRARY RESOURCES
(N) Histories (Cont.) committees with membership and schedule of meetings, list of bills by author.			
(O) Final Calendar (1881-1972) Included Senate and Assembly final histories, subject index, and table of code sections affected. Beginning with 1973/74 biennial session final histories (see (N) above) and index and tables (see (P) below) are published separately.			Government Publications Section
(P) Legislative Index and Table of Sections Affected Biweekly, 1959- Cumulative subject index to bills, resolutions, and constitutional amendments introduced and table of each section of the Constitution, codes, and uncodified laws affected by measures introduced.	Legislative Bill Room	Each biweekly issue is cumulative. Retain latest only. Final edition is permanent.	Law Library Government Publications Section

PUBLICATION	SOURCE	RETENTION	STATE LIBRARY RESOURCES
(P) Legislative Index and Table of Sections Affected (Cont.) Final edition included in Final Calendar (1959-1972).			
(Q) Daily File Issued separately for each house. Lists order of business, committee hearings with bills to be considered, and bills to be considered in floor sessions. Includes digest of amendments. Generally bound with history early in session.	Legislative Bill Room	Discard after date covered	Law Library Government Publications Section
(R) Journals Official record of proceedings: Number and title of each bill, resolution, and constitutional amendment introduced and committee to which referred; recommendation of committee; action taken on each measure including roll call votes; text of Assembly or Senate resolutions; text of amendments to measures; communications from the Governor (cali for special session; inaugural, annual, special, and veto messages; appointments subject to legislative approval; acts of executive clemency); rules of the Senate and Assembly; list of press representatives; list of legislative advocates; letters of transmittal of reports of administrative departments and interim committees; opinions of Legislative Counsel if printing is requested by a legislator.			
Daily Journal	Legislative Bill Room.	Retain until receipt of bound set.	Law Library Government Publications Section

PUBLICATION	SOURCE	RETENTION	STATE LIBRARY RESOURCES
(R) Journals (cont.) Journals (bound set) Includes alphabetical subject index and bill action index. Registration and expense statements of legislative advocates are published in supplements. Appendixes contained administrative reports of state departments, 1881-1943. Joint interim committee reports and Senate committee reports appeared in Senate Journal appendixes, 1947-1970, and Assembly committee reports appeared in Assembly Journal appendixes, 1957-1970.	Legislative Bill Room. Sold by volume. Not available on bill service or under Rule 13	Permanent	Law Library Government Publications Section
(S) Transcripts of legislative committee hearings Published, as a rule, only for investigative hearings, not for bill hearing sessions.	Assembly committees: Sold Assembly Publications Office, State Capitol Box 90, Sacramento 95814. This office also generally distributes transcripts of joint committees whose chairmen are Assemblymen. Senate committees: Inquire of individual committee.		Government Publications Section

IV. INFORMATION ABOUT THE LEGISLATURE: A SELECTED LIST OF TITLES

Source and State Library call number included where applicable.

A. California. Dept. of General Services. Office of State Printing. California Blue Book. Quadrennial.

Brief descriptions of state executive agencies, judiciary, and legislature; photographs and biographies of Senate and Assembly members and agency secretaries; description of state symbols. Available from Publications Section. G125.M3.

B. California Journal Almanac of State Government and Politics, comp. by Ed Salzman. Sacramento, California Center for Research and Education in Government. Biennial.

First issued in 1975. Review of California government with special chapters on the Legislature, executive, and judiciary. Biographies and photographs of members of the Legislature, executive officers, Supreme Court justices, and congressional delegation. Discussion of state finance and higher education. Population and recent election statistics. Available from the publisher, 1617 Tenth Street, Sacramento 95814. rJK8725.C21.

C. The California Journal; the Monthly Analysis of State Government and Politics. Sacramento, California Center for Research and Education in Government.

Special features are periodic tables of voting records on significant measures and brief checklists of "Selected Government Reports." Supplements include "California Journal Roster and Government Guide," issued annually, and analyses of candidates and propositions, issued prior to each primary and general election. Available from the publisher, 1617 Tenth Street, Sacramento, 95814.

D. California. Legislature. California Legislature at Sacramento (Handbook). Annual.

Biographies and photographs of members and officers of the Legislature; list of committees with membership; Senate, Assembly, and joint rules; district maps. Includes U. S. representatives, election statistics, and county data. Available from Legislative Bill Room. L500.D5.

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IV. INFORMATION ABOUT THE LEGISLATURE: A SELECTED LIST OF TITLES

Source and State Library call number included where applicable.

E. California. Legislature. Committees: Assembly and Senate.

List of standing committees, permanent subcommittees, general research committees, and select committees. Includes schedule of meeting and membership. Available free from Legislative Bill Room. L500.D5s.

F. California. Legislature. Manual of Legislative Procedure for Legislative and Other Governmental Bodies, by Paul Mason. Reprinted 1970.

General parliamentary rules designed for use in state legislatures. Parliamentary authority for the Assembly in cases not covered by the Constitution, statute, or Assembly or joint rules. L500.M3ℓ.

G. California. Legislature. Assembly. California Legislative Roster.

List of members of the Legislature and Congress with mailing addresses. Available free from Legislative Bill Room. L525.D5ℓ.

H. California. Legislature. Assembly. The California State Assembly.

Brief introduction to the Legislature and the Assembly. Includes Assembly seating chart. Available free from Legislative Bill Room. L525.H5ca.

I. California. Legislature. Assembly. California's Legislature.

A practical guide to the Legislature and state government. Reviews organization of the Legislature and the legislative process with special section on legislative printing and publications. Includes chapters on the Constitution, election process, executive and judicial branches, history of the Capitol. Appendixes provide lists of governors, lieutenant governors, Assembly speakers, and official seals, symbols, flags. Footnotes refer chiefly to statutory or constitutional authority or to rules of the Legislature. Available from Legislative Bill Room. L525.H5b.

IV. INFORMATION ABOUT THE LEGISLATURE: A SELECTED LIST OF TITLES

Source and State Library call number included where applicable.

J. California. Legislature. Assembly. Committee on Elections and Reapportionment. Legislative Sourcebook; the California Legislature and Reapportionment, 1849-1965, by Don A. Allen.

History of reapportionment of the California Legislature. Historical maps of districts; alphabetical list of members, 1849-1965; sessions of the Legislature; many tables on population, composition of the Legislature, etc. L500.E35 1965 no.3.

K. California. Legislature. Senate. The California Senate.

Brief introduction to the Legislature and the Senate. Senate seating chart; bill process chart. Available free from Legislative Bill Room. L500.H5c.

L. California. Secretary of State. Roster, California State, County, City and Township Officials.... (California Roster). Biennial.

Includes legislative district maps, historical list of elected executive officials, and city election dates. Available from Publications Section. S400.D5a.

M. Fisher, Joel M. The Legislative Process in California, by Joel M. Fisher, Charles M. Price, and Charles G. Bell. Washington, American Political Science Association, 1973.

A generalized and abstract survey of the California Legislature, viewed in part in relation to state legislatures generally. Includes discussion of professionalism and effectiveness and reviews the roles of committees, special interest groups, lobbyists, political parties, and the Governor in the legislative process. Some historical background. Extensively footnoted; bibliography. cJK8771.F5.

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IV. INFORMATION ABOUT THE LEGISLATURE: A SELECTED LIST OF TITLES

Source and State Library call number included where applicable.

N. White, Bertha Rothe. "Sources of Legislative Intent." Pacific Law Journal, v.3, no.1, January 1972. p.63-87.

An extensive, annotated list of reports, hearings, studies, journals, and indexes which can serve as extrinsic aids to determining legislative intent in California. Includes a brief discussion of the procedure to be followed in research.

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CO

B. Letters and commentaries

F. Legislation and legal materials

CO:B

Colorado State Library
1362 Lincoln Street
Denver, Colorado 80203

June 6, 1973

Mrs. Jaia Heymann
Reference Librarian
Government Documents
Drew University
Madison, New Jersey 07940

Dear Mrs. Heymann:

Your letter of March 1973 probably was received by either Susan Palmer, our Colorado Documents Librarian, or Vince Anderson, our Services to State Agencies Unit Director. Neither of these are employed in Colorado State Library presently. Miss Palmer is the new System Librarian for our Southwest Colorado Public Library System and Mr. Anderson is now the South Dakota State Librarian at Pierre, South Dakota.

The State Library has prepared no publication on our state document program but this does not mean we are unconcerned about it. The Colorado Council for Library Development has established a Documents Committee which is devising and recommending legislation concerning the documents depository system for the state government of Colorado. It also has discussed the forming of a document roundtable within the Colorado Library Association to better inform libraries and librarians about the problems involved in both federal and state documents libraries and depositories.

I trust the above information will be helpful in answering your inquiry and I do apologize for your not receiving a reply earlier.

Very sincerely,

Esther B. Snyder

(Mrs.) Esther B. Snyder
Supv., Library Services

EBS:n

State Librarian, Donald D. Woodington, Commissioner of Education
Deputy State Librarian, James D. Meeks

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Colo
CO:F

Proposed Colo. Law

DISTRIBUTION OF PUBLIC DOCUMENTS

Definitions. As used in this act:

(1) "Print" includes all forms of printing and duplicating, regardless of format or purpose, with the exception of correspondence and interoffice memoranda.

(2) "State publication" includes any document, compilation, journal, law resolution, bluebook, statute, code, register, pamphlet, list, book, proceedings, report, memorandum, hearing, legislative bill, leaflet, order, regulation, directory, periodical or magazine issued in print, or purchased for distribution, by the state, the legislature, constitutional officers, any state department, committee or other state agency supported wholly or in part by state funds.

(3) "State agency" includes every state office, officer, department, division, bureau, board, commission and agency of the state, and, where applicable, all subdivisions of each.

Creation of distribution center--state library to make regulations.

There is hereby created as a division of the state library, and under the direction of the state librarian, a state publications library distribution center. The center shall promote the establishment of an orderly depository library system. To this end the state library shall make such rules and regulations necessary to carry out the provisions of this act.

Depositing of state agency publications.

Every state agency shall upon release deposit at least twenty copies of each of its state publications with the state library for record and depository system purposes.

Depository contracts--eligibility requirements--standards.

The center shall enter into depository contracts with any municipal or county free library, state college or state university library, the library of congress and the center for research libraries, and other state libraries. The requirements for eligibility to contract as a depository library shall be established by the state library. The standards shall include and take into consideration the type of library, ability to preserve such publications and to make them available for public use, and also such geographical locations as will make the publications conveniently accessible to residents in all areas of the state.

List of available publications.

The center shall publish and distribute regularly to contracting depository libraries and other libraries upon request a list of available state publications.

State agency lists of current publications.

Upon request by the center, issuing state agencies shall furnish the center with a complete list of its current state publications and a copy of its mailing and/or exchange lists.

Restriction on general public distribution.

The center shall not engage in general public distribution of either state publications of lists of publications.

Exempt state agencies and officers.

This act shall not apply to nor affect the duties concerning publications distributed by, or officers of:

(1) The secretary of state in connection with his duties under sections 37-2-24 and 37-2-25 C.R.S. 1963.

(2) The Division of Accounts and Control in connection with its duties under section 3-3-17 C.R.S. 1963 (1965 Cumulative Supplement).

CT

B. Letters and commentaries

C. Depository contracts

D. Forms and form letters

F. Legislation and legal materials

I. Procedural guidelines

J. Promotional materials

K. Selection lists and basic lists

L. Shipping lists

Conn - B

STATE OF CONNECTICUT
CONNECTICUT STATE LIBRARY
231 Capitol Avenue · Hartford, Connecticut 06115

Statement concerning Connecticut's depository program

Connecticut has no depository program or central distribution point for official state publications. The State Library distributes and/or sells publications for the State Library, the State Geological and Natural History Survey, and other state agencies that elect to have the State Library handle their publications (amounts to a half-dozen a year among all the agencies). Otherwise, publications of state agencies must be requested from the individual agencies. The State Library tries to secure 3 copies of all state publications--2 for our collection and 1 for the Library of Congress. Connecticut towns are required by Connecticut Statute to deposit a copy of their charters and ordinances with the State Library.

Virginia Vocelli, Librarian
Government Documents Dept. 6-1873

Connecticut -15

CT:B1

STATE OF CONNECTICUT
CONNECTICUT STATE LIBRARY
231 CAPITOL AVENUE * HARTFORD, CONNECTICUT 06115

March 29, 1979

Brenda F.S. Olds
Legislative Reference Library
P.O. Box 12488
CAP Station
Austin, TX 78711

Dear Ms. Olds:

Connecticut's state documents depository system has finally gotton off the ground and I got some time to pull together some of our materials that you might want for the Documents on Documents collection. It was a wonderful resource for us in setting up our system.

Sincerely,

Betsy Berry

Betsy Berry
State Documents Librarian

BEST COPY

Con.-D CT:C

_____, located in _____ _____
(Library) (City) (County)

would like to become a depository for Connecticut state documents.

Circle one:

1. Type of Library: Public University Four-Year College

   Two-Year College Other

2. Total number of volumes in collection: 0 to 50,000
   50,000 to 100,000
   more than 100,000

3. Approximate number of Connecticut state documents in your present collection:

   0 to 1,000
   1,000 to 10,000
   more than 10,000

4. Hours per week your library is open: 0 to 20
   20 to 44
   45 to 65
   more than 65

5. Weekend hours per week your library is open: 0
   1-5
   6-10
   more than 10

7. Is your library open to the general public? Yes No

8. Are you willing to loan documents through interlibrary loan? Yes No

9. Are you willing to loan documents through Connecticard? Yes No

10. Is there a professionally trained librarian to accept charge of the collection? Yes No

Con. - C/ CT:C1

STATE DOCUMENTS DEPOSITORY CONTRACT

In accordance with the provisions of Public Act 77-561, the _____ Library hereby makes application as a despository library for state documents. In signing this contract, the library agrees to meet and maintain the Criteria for Depository Libraries established by the State Library and approved by the State Library Board.

This contract may be terminated by either party upon 3 months written notice to the other.

_____
Date

_____
Librarian responsible for State Documents

_____
Head Librarian

_____
Library

_____
Address

Con.-D CT:D

STATE OF CONNECTICUT
CONNECTICUT STATE LIBRARY

231 CAPITOL AVENUE · HARTFORD, CONNECTICUT 06115

In response to expressed need for improved bibliographic control of and easier access to Connecticut state government publications, the 1977 General Assembly passed and the Governor signed into law Substitute Senate Bill No. 199. The new law is Public Act 77-561.

The law requires that each agency head designate a staff member who "shall supply the State Library annually or upon request with a complete list of the agency's current publications" and "shall, upon publication, deposit a sufficient number of copies of each of its publications with the State Library to meet the needs of the depository library system." The name, title, location, and telephone number of your chosen representative should be sent to the attention of:

Joanne Duzik
Acquisitions Unit
State Library
231 Capitol Avenue
Hartford CT 06115

Please note that the copies required for depository libraries should be added to the copies your agency may be sending the library in fulfillment of existing exchange agreements. If your agency is a party to one or more such agreements, you will find with this letter an attachment listing the titles you are currently providing and the number of copies of each we are supposed to be receiving. In some cases, the number of copies being provided for exchange purposes will be sufficient to meet the needs of the depository system.

With the assistance of your agency, the State Library will be able to perform the following three services for state agencies and for the public:

1. Two copies of each state publication will be placed in the State Library's permanent collection. One of these will always be kept in the library for consultation or for photocopying; the second one will be circulated. Having the publications in the State Library collection will guarantee that your agency's publications will always be available, and you may find that this permanent collection will obviate the need for retaining files in your own offices.

2. Two copies of each publication will be sent to the Library of Congress and one copy to the Center for Research Libraries in Chicago. We will also distribute copies to those Connecticut libraries selected for the depository system. As a result, every Connecticut resident should be able to find state government publications in a library located reasonably near home or workplace.

   This means that, if you have a limited supply of a title available for distribution, you may want to reply to requests from the public by referring the requester to a depository library. The publication could then be consulted at or borrowed from the library. We will send a list of the depository libraries to your agency's appointed publications officer as soon as libraries are selected.

3. We will include your agency's publications in the monthly Checklist of Publications of Connecticut State Agencies. Entries in the checklist will include information concerning availability, price, and anything else that potential users should know. The checklist will be indexed and cumulated annually.

Together the State Library, depository libraries, and state agencies, can and, I am certain, will develop a system for public access to state government publications in which we will be able to take pride. Our staff looks forward to cooperating with yours in this joint venture.

Sincerely yours,

Theodore O. Wohlsen, Jr.
Head, Government Documents Unit

TOW:d

Con.-O

We would appreciate your sending us _____ copies of D1
the following publication(s) for the depository libraries
in accordance with P.A. 77-561. Thank You.

____We are sending a full supply of the items
listed above.

____We cannot send a full supply, but are sending
____copies. (Please try to send at least
10 copies).

____We cannot send the material you need because:

____Supply exhausted. ____Never printed.

____Not yet issued ____Ceased publication
with v._____
no._____
date_____

Other reasons:_____

_____

Date_____Name_____

Please send publications to: Joanne Duzik
Acquisitions Unit
Conn. State Library
Hartford 06115
566-7763

9/78

Con.-D 2 CT:D2

Telephone: 566-4971

TO: AGENCY REPRESENTATIVES

FROM: BETSY BERRY, STATE DOCUMENTS LIBRARIAN

Under P.A. 77-561, Connecticut state agencies are required to deposit copies of publications with the State Library. The State Library is also required to publish a monthly list of these publications. We need certain information to make the Checklist of Publications of Connecticut State Agencies of maximum benefit to the public and to the issuing agencies. Please fill out one of the attached forms for each publication and send it with the publication to:

Joanne Duzik
Acquisitions Unit
Conn. State Library
Hartford, Ct. 06115
Telephone: 566-7763

1. Please give name and addres of the person to whom requests for copies of the publication should be directed.

2. Include price, if any.

3. If there are restrictions on distribution, please tell us. For example: Available only to libraries or schools.

4. Do not use this form for every issue of a publication issued frequently (i.e. more than twice a year). Use it to inform us of changes of name, price, address, etc.

5. Please try to sent at least 10 copies.

If you would like to be put on the mailing list for the Checklist of Publications of Connecticut State Agencies, please let me know.

Thank you for your cooperation.

9/78

STATE OF CONNECTICUT PUBLICATION TO BE DEPOSITED WITH THE STATE LIBRARY

(Please submit this form along with 17 copies of the publication).

Title: _____

_____

Number of copies enclosed: _____

____Publication is not available for public distribution

____Publication is available for public distribution from:

Name: _____

Address: _____

_____

_____

Telephone: _____

____free $_____Price

Additional information: _____

_____

Publication should be sent to:

Joanne Duzik
Acquisitions Unit
Conn. State Library
Hartford, Ct. 06115
566-7763

STATE OF CONNECTICUT PUBLICATION TO BE DEPOSITED WITH THE STATE LIBRARY

(Please submit this form along with 17 copies of the publication).

Title: _____

_____

Number of copies enclosed: _____

____Publication is not available for public distribution

____Publication is available for public distribution from:

Name: _____

Address: _____

_____

_____

Telephone: _____

____free $_____Price

Additional information _____

_____

Publication should be sent to:

Joanne Duzik
Acquisitions Unit
Conn. State Library
Hartford, Ct. 06115
566-7763

Conn. - CT:D3

Con.-F CT:F

Substitute Senate Bill No. 199

PUBLIC ACT NO. 77-561

AN ACT CONCERNING A PERMANENT DEPOSITORY FOR STATE PUBLICATIONS.

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. (NEW) As used in this act:

(a) "State publications" means all publications printed or purchased for distribution by a state agency, or any other agency supported wholly or in part by state funds;

(b) "Printed" means all forms of printing and duplicating, regardless of format or purpose, with the exception of correspondence and interoffice memoranda;

(c) "State agency" means every state office, officer, department, division, bureau, board and commission, permanent or temporary in nature, whether legislative, executive or judicial, and any subdivisions of each, including state-supported institutions of higher education;

(d) "Depository library" means the designated library for collecting, maintaining and making available to the general public Connecticut state agency publications.

Sec. 2. (NEW) The state library shall administer a Connecticut state publications collection and a depository library system. The state library shall: (1) Establish and administer, with the approval of the state library board, such rules and regulations as may be deemed necessary to carry out the provisions of this act; (2) develop and maintain standards for depository libraries, including ascertaining their geographical distribution, with the approval of the state library board; (3) enter into depository contracts with libraries that meet the standards for eligibility established by the state library; (4) annually advise designated staff in each agency, required by section 3 of this act, of the number of copies of publications needed for distribution; (5) receive from state agencies on or about publication date the specified number of copies of each publication; (6) retain sufficient copies in the Connecticut state library for preservation, reference and interlibrary loan purposes; (7) distribute two copies of each publication to the Library of Congress and one copy to an additional national or regional research library designated by the state library; (8) distribute copies of publications to

depository libraries within the state in accordance with the terms of their depository contracts and to libraries outside the state in accordance with any agreements entered into for the exchange of state publications and (9) publish at least monthly and distribute to depository and other libraries in Connecticut, other state libraries, to state legislators and state agencies and libraries, upon request, an official indexed list of Connecticut state publications with an annual cumulated index.

Sec. 3. (NEW) (a) Designated staff in each state agency shall be responsible for supplying the publications of that agency to the state library. Each such agency shall notify the state library of the identity of such designated staff within thirty days after the effective date of this act and upon any change of personnel. Said staff shall supply the state library annually or upon request with a complete list of the agency's current publications.

(b) Every state agency shall, upon publication, deposit a sufficient number of copies of each of its publications with the state library to meet the needs of the depository library system.

Sec. 4. The sum of twenty-five thousand dollars is appropriated to the state library for the fiscal year ending June 30, 1978, from the sum appropriated to the finance advisory committee, under section 1 of special act 77-46, for 1977 acts without appropriations, to carry out the purposes of this act.

Certified as correct by

_____

Legislative Commissioner.

_____

Clerk of the Senate.

_____

Clerk of the House.

Approved _____, 1977

_____

Governor.

A "state government publication" is any document produced by or purchased for an agency of state government in multiple copies at government expense, with the exception of:

A. Business forms
B. Informal administrative memos and instructions for the internal use of agency personnel
C. Blueprints
D. Complimentary, visiting and business cards
E. Correspondence
F. Minutes of meetings
G. Announcements of lectures, meetings, seminars, and workshops
H. Doctoral dissertations
I. Master's theses

CRITERIA FOR SELECTION OF DEPOSITORY LIBRARIES

1. Any public library; any special library; any community college, state college, or state university library; the library of any incorporated college or university may be designated as a depository provided that all other qualifications are met. Geographical distribution will be considered.

2. In order to be designated as a depository, a library shall agree to the following conditions, with the understanding that failure to comply with any one condition is sufficient ground for cancellation of the contract between the State and the library.

   a) Provide space to house the documents. State documents need not be maintained in a separate collection unless the receiving library prefers to do so.

   b) Maintain orderly, systematic records of receipt of the documents.

   c) Process and make available all state documents within a reasonable period.

   d) Assign the responsibility for the state documents collection to a department headed by a professionally-trained librarian.

   e) Dispose of documents only in accordance with disposal policies established by the State Library.

   f) Accept and maintain the core collection specified by the State Library.

   g) Provide that the documents be available for public use at least 45 hours per week and be available during weekend or evening hours, unless for some unusual reason it becomes necessary to restrict use. College, university and special libraries that are depositories must be willing to lend through interlibrary loan and to permit public access to the documents within the library. Public libraries are encouraged to lend documents through Connecticard and interlibrary loan.

   h) Agree to permit the State Librarian, or his representative to inspect the document collection periodically.

RETENTION AND DISPOSAL OF DOCUMENTS

The Depository must keep all documents (except superseded items) for a minimum of 5 years. When weeding State Documents, the Depository shall offer the State Library the opportunity to claim the unneeded documents for use in the State Library or other depository libraries.

Superseded items may simply be discarded by all depositories. Examples of superseded items are: any publication cumulated in later issues after the later cumulation is received; any revised publication after the revised publication is received; separates upon receipt of final bound volumes.

CONNECTICUT STATE LIBRARY

Walter Brahm, State Librarian

TELEPHONE SERVICE, LEGISLATIVE REFERENCE DEPARTMENT

George Adams	566-4544
(Mrs.) Dency Sargent	566-2516
Quick Bill Information	566-5736

OTHER READER SERVICES

Information	566-4777
General Reference	566-5776
Government Documents	566-4971
Law Reference	566-4601
Archives	566-3690
History & Genealogy	566-3692
Museum	566-3056

HOURS

Monday - Friday	8:30-5:00
Saturday	9:00-1:00

CONNECTICUT STATE LIBRARY
231 Capitol Avenue
Hartford, CT 06115

1973

CONNECTICUT STATE LIBRARY

LEGISLATIVE REFERENCE SERVICE

CTJ

CONNECTICUT STATE LIBRARY

LEGISLATIVE REFERENCE SERVICES

The principal function of the Legislative Reference Department of the Connecticut State Library is to provide legislative reference and research services to the Connecticut General Assembly on questions before the state legislature.

The Library's legislative reference services are also available to the executive departments and the judicial department of the State and to libraries and individuals seeking information about legislation.

A professional staff skilled in legislative reference is available at the Library and by telephone to answer specific questions and to assist researchers in the use of the Library's extensive collection of source materials about legislative matters.

The Connecticut State Library's collection includes Connecticut General Assembly documents, books, periodicals, pamphlets, law journals, statutes, law texts, U. S. documents, Connecticut documents and other source materials, newspapers, looseleaf update reports.

GENERAL ASSEMBLY DOCUMENTS

- one copy of each bill since 1911
- indices of action taken on all bills and resolutions from the early 1900's to date (by bill number, subject and introducer's name)
- transcripts of General Assembly committee public hearings (early 1900's to date)
- proceedings of the General Assembly (partial from 1946, complete from 1953)
- recent bills, files, acts for distribution

CONNECTICUT MATERIALS

- state agency reports and publications
- special commission and committee reports to the General Assembly and to the Governor
- town charters, codes and annual reports
- newspapers
- newspaper clipping file
- index of General Assembly members since 1849

SOURCE MATERIALS ON OTHER STATES

- statutes
- information on proposed legislation
- selected state publications
- state manuals
- legislative research reports
- court reports

UNITED STATES MATERIALS

- statutes and codes
- U. S. Court reports
- Congressional documents (bills, hearings, committee reports)
- department publications

SPECIAL SERVICES TO LEGISLATORS

- books and informational materials assembled for research and debate
- pages photocopied

BORROWING PRIVILEGES (UNRESTRICTED MATERIALS)

- direct loan to legislators and state employees
- interlibrary loan to the public

The Legislative Reference Department is located on the main floor in the Reading Room.

27-4

LIST OF ITEMS OF CONNECTICUT STATE PUBLICATIONS AVAILABLE
FOR SELECTION BY DEPOSITORY LIBRARIES

Con. - lt CT:K

Circle any Item for which you wish to receive publications. You will be sent all publications issued by the agency or agencies included in that item. If you choose an item number that is not followed by a letter, you will receive all subitems. (For example, ITEM 1 includes ITEM 1A, 1B, 1C and 1D. If you wish to receive only publications of the Governor, choose ITEM 1A.)

ITEM 1 ELECTED OFFICIALS (includes 1A through 1D)

1A Governor and Lieutenant Governor
includes: Standardization Committee
Capitol Center Commission
State Employees Group Insurance Commission
State Employees Retirement Commission
State Properties Review Board
Teachers Retirement Board
Medical Examining Board for State
Employees Disability Retirement

1B Secretary of State
includes: Freedom of Information Commission
Ethics Commission

1C Attorney General

1D Comptroller and Treasurer

ITEM 2 OFFICE OF POLICY AND MANAGEMENT (former Finance & Control)
includes: Council of Economic Advisors
Council on Voluntary Action
Commission on Conn's Future
Connecticut Energy Advisory Board
Investment Advisory Council
Bureau of Local Government

ITEM 3 DEPARTMENT OF ADMINISTRATIVE SERVICES (includes 3A through 3C)

3A Personnel

3B Commission on Human Rights and Opportunities

3C Other
includes: State Capitol Preservation and Restoration Board
Public Works
State Building Inspector

ITEM 4 AGING
includes: Dept. on Aging
Advisory Council on Aging
Nursing Home Ombudsman

ITEM 5 AGRICULTURE (includes 5A through 5C)
5A Dept. of Agriculture

5B Agricultural Experiment Station

5C Other
includes: Connecticut Marketing Authority

ITEM 6 BUSINESS REGULATION (includes 6A through 6D)
6A Banking, Division of

6B Insurance, Division of

6C Public Utility Control

6D Other
includes: Division of Liquor Control
Consumer Council
Power Facility Evaluation Council

ITEM 7 CHILDREN AND YOUTH SERVICES
includes: Dept. of Children & Youth Services
Adoption Review Board
State Advisory Council on Children & Youth Services

ITEM 8 CONSUMER PROTECTION (includes 8A through 8B)
8A Dept. of Consumer Protection

8B Other
includes: Architectural Registration Board
State Board of Accountancy
Board of Television & Radio Service Examiners
Commission of Pharmacy
State Board of Registration for Professional Engineers & Land Surveyors
State Board of Veterinary Registration and Examination
State Board of Landscape Architects
State Milk Regulation Board
Well Drilling Board
State Tree Protection Examining Board

ITEM 9 CORRECTION
includes: Dept. of Correction

ITEM 10 ECONOMIC DEVELOPMENT (Commerce)
inlcudes: Dept. of Economic Development
Conn. Development Authority
Conn. Product Development Corp.
Bureau of Housing

ITEM 11 EDUCATION (includes 11A through 11M)
11A Department of Education
includes: Advisory Council on Vocational & Career Education
Mystic Oral School Trustees
Advisory Council for Special Education
State Dept. of Educational Arbitration Panel

11B Colleges and Universities
includes: 11C - 11L

11C State Colleges

11D State Technical Colleges

11E State Regicnal Community Colleges

11F University of Connecticut
includes: 11G - 11L

11G University of Connecticut Health Center

11H Institue of Public Service

11I University of Connecticut Cooperative Extension Service

11J Institute of Water Resources

11K Center for Real Estate and Urban Economic Studies

11L Other University of Connecticut Publications

11M Other Education
includes: American Revolution Bicenennia Commission
Connecticut Historical Commission
State Commission on the Arts
State Library Board

ITEM 12 ENVIRONMENTAL PROTECTION (includes 12A through 12B)
12A State Geological and Natural History

12B Other
includes: Dept. of Environmental Protection
Council on Water Company Lands
Connecticut River Gateway Commission
Coastal Area Management Program
Air Compliance Unit
Connecticut Resources Recovery Authority
Solid Waste Management Advisory Council
Natural Resources Center

ITEM 13 HEALTH (includes 13A through 13C)
13A Department of Health Services
includes: Commission on Hospitals and Health Care
Statewide Health Coordinating Council
Connecticut Health and Education Facilities Authority
Veteran's Home and Hospital
Medical Examining Boards
Bureau of Vital Statistics

13B Department of Mental Health
includes: State Alcohol and Drug Abuse Council
Board of Mental Health

13C Department of Mental Retardation
includes: Council on Mental Reatdation

ITEM 14 HUMAN RESOURCES
includes: Dept. of Human Resources
Board of Education and Services for the Blind
Commission on the Deaf and Hearing Impaired
Child Day Care Council
Indian Affairs Council
Office of Protection and Advocacy for the Handicapped and Developmentally Disabled Persons
Permanent Commission on the Status of Women

ITEM 15 INCOME MAINTENANCE
includes: Dept. of Income Maintenance

ITEM 16 LABOR
includes: Labor Dept.
Employment Security Board of Review
Employment Security Appeals Division
Conn. State Board of Labor Relations
Conn. Board of Mediation & Arbitration
Workmen's Compensation Commission
Employment Security Division

ITEM 17 MOTOR VEHICLES
includes: Dept. of Motor Vehicles

ITEM 18 PUBLIC SAFETY (includes 18A through 18E)
18A Dept. of Public Safety (State Police)
except Military Dept.

18B Office of Civil Preparedness

18C Commission on Fire Prevention and Control
includes: State Fire Codes Standards Committee
State Fire Marshall

18D Military Department

18E Other
includes: Board of Materials Review
State Commission on Demolition
Board of Firearm Permit Examiners
State Building Codes Standards Commission
Municipal Police Training Concil

ITEM 19 REVENUE SERVICES (includes 19A through 19C)

19A Dept. of Revenue Services (Tax)

19B Commission on Special Revenue

19C Other
includes: Muncipal Finance Adivsory Commission

ITEM 20 TRANSPORTATION (inclues 20A through 20E)
20A Dept. of Transportation
except: Environmental Impact Statements and Public Hearing Transcripts

20B Bureau of Highways
except: Environmental Impact Statements and Public Hearing Transcripts

20C Environmental Impact Statements

20D Public Hearing Transcripts

20E Other
includes: Connecticut Public Transportation Authority
State Traffic Commission
Bureau of Aeronautics

ITEM 21 JUDICIAL (includes 21A through 21B)
21A Connecticut Justice Commission

21B Other
includes: Supreme Court
Superior Court
Chief Court Administrator
Probate Court

ITEM 22 GENERAL ASSEMBLY (includes 22A through 22C)
22A Office of Fiscal Analysis

22B Office of Legislative Research

22C Other
includes: General Assembly Publications

ITEM 23 AUDITORS OF PUBLIC ACCOUNTS

ITEM 24 MISCELLANEOUS STUDY COMMISSIONS (of a non-permanent nature).

Key: * Core Collection Item; must be retained
s Supercedes earlier editions; earlier editions may be discarded
e Extra item for your information or interest; may be discarded or kept

(6A)
Conn. Banking Department
Connecticut Banking Department bulletin.
Weekly
D/Ba235/b/no.

No. 505

(11A)
Conn. Bureau of Community and Adult Education. Division of Instructional Services
Connecticut state plan for career education 1978/83 -
Annual
D/Ed83cai/spL/yr

(11A)
Conn. Master Plan for Vocational and Career Education Policy Advisory Group
Strategies for progress: an executive summary. 1979.
D/Ed83/otv/mpex

(11G)
University of Connecticut. Health Center
Report.
Monthly
D/Ag83h/r

19 79 : Month Feb.

(11M) S
Conn. Commission on the Arts
19 79 exhibitions, shows and festivals, Connecticut art.
Annual
D/Ar76/ar/yr

19 79

(11M)
Conn. State Library, Hartford. Public Information Office.
[News release, Sept. 1974 - to date.
Numbered
D/P9615/nr/no.

No. 72

(13B) S
Conn. Department of Mental Health
(list of publications available from the Department of Mental Health),

(16)
Employment Security Division
Connecticut: the labor situation.
Monthly
D/L113emp/Ls

19 79 : Month Jan

(16)
Employment Security Division
News: Weekly unemployment compensation claims.
Weekly
D/L113emp/n

19 79 : Date Feb. 1

(16)
Conn. Laws, statutes, etc.
Connecticut public acts amending the unemployment compensation statutes - 1978.
D/L113emp/pa

BEST COPY

DE

No items submitted within the time span covered here.

FL

B. Letters and commentaries

C. Depository contracts

E. Labels

G. Mailing lists

I. Procedural guidelines

4/11/73

Fl

FL:B

WESTERN KENTUCKY UNIVERSITY

BOWLING GREEN, KENTUCKY 42101

Cravens Graduate Center and Library

April 6, 1973

Mrs. Margaret T. Lane
Recorder of Documents
Secretary of State
1515A Choctaw Drive
Baton Rouge, Louisiana 70805

Dear Mrs. Lane:

On April 9th, I am forwarding to Barbara Nelson, the following materials:

1. Five copies of Legislation establishing the Florida State Documents Program.
2. Five copies of Depository Libraries in Florida.
3. Five copies of Instructions for Weeding Florida State Documents Depository Collections.
4. Five copies of the Definition of Florida Public Documents.
5. Five copies of The Maintenance and Disposition of Florida Documents.
6. Five copies of Florida State Library Guidelines for Designation of Libraries as Depositories of State Publications.
7. Five copies of Application and Agreement for Designation as a Depository for Florida State Publications.
8. Five copies of the Florida Documents Depository Shipment Address Label.
9. Five copies of the Florida Public Documents Depository Program.
10. Five copies of one issue (February 1973) of the Florida Public Documents Checklist.

As of this date, I have not heard from any other State. I shall keep you informed.

Sincerely yours,

Earl

Earl Shumaker
Documents Librarian

FL:B1

FBI

STATE LIBRARY OF FLORIDA
SUPREME COURT BUILDING
TALLAHASSEE, FLORIDA 32304

AUG 76

DATE 6/16/76

TO: Brenda Cloe

FROM: Patty Paul, Documents Librarian

There has been no change in the Documents provided for this program since 1974

BEST COPY

APPLICATION AND AGREEMENT FOR DESIGNATION
AS A DEPOSITORY FOR STATE PUBLICATIONS

The _____
(Name of Library)

_____
(Mailing Address)

hereby applies and agrees to become a depository to receive and retain the publications of the various departments, divisions, bureaus, boards, commissions and other agencies of the State of Florida in accordance with Section 257.05, Florida Statutes and the resulting guidelines for depository libraries promulgated by the Florida Library and Historical Commission.

The _____ hereby certifies that the facilities of the library are adequate to house and maintain publications received in reasonable order and to insure that they will be made conveniently accessible to those residents of the state desiring to use them and if more than one copy of a publication is received, to make the second copy available for interlibrary loan.

The individual who will be responsible for receiving publications for this library and to whom correspondence should be addressed is: _____

_____, _____.
(Name of Individual) (Mailing Address)

_____
(Signature)

_____
(Title)

_____
(Date)

FSL 2-68

FL:E

FROM STATE OF FLORIDA
DEPARTMENT OF STATE
FLORIDA STATE LIBRARY
TALLAHASSEE, FLORIDA 32304

Florida State University Library
Documents-Maps Division
Tallahassee, Florida 32306

FLORIDA DOCUMENTS
DEPOSITORY SHIPMENT

Library Materials
POSTMASTER: This parcel may be opened for postal inspection if necessary.

State of Florida
Depository Libraries

Bay County Public Library
25 West Government Street
Panama City, Florida 32401

Cocoa Public Library
430 Delannoy Avenue
Cocoa, Florida 32922

Florida Atlantic University
Library
500 Northwest 20 Street
Boca Raton, Florida 33432

Florida International University
Government Documents Section
Tamiami Trail
Miami, Florida 33144

Florida State Library
Supreme Court Building
Tallahassee, Florida 32304

Florida State University Library
Documents-Maps Division
Tallahassee, Florida 32306

Florida Technological University
Library
Post Office Box 25000
Orlando, Florida 32816

Fort Lauderdale Public Library
1300 East Sunrise Boulevard
Fort Lauderdale, Florida 33304

Jacksonville Public Library
122 North Ocean Street
Jacksonville, Florida 32202

Miami Beach Public Library
2100 Collins Avenue
Miami Beach, Florida 33139

Miami-Dade Junior College
North Campus Library
11380 Northwest 27 Avenue
Miami, Florida 33167

Miami Public Library
1 Biscayne Boulevard
Miami, Florida 33132

Ocala Public Library
15 Southeast Osceola Avenue
Ocala, Florida 32670

Orlando Public Library
10 North Rosalind
Orlando, Florida 32801

St. Petersburg Public Library
3745 Ninth Avenue, North
St. Petersburg, Florida 33713

Stetson University Library
Stetson University
DeLand, Florida 32720

Swisher Library
Jacksonville University
Jacksonville, Florida 32211

Tampa Public Library
900 Ashley Street
Tampa, Florida 33602

University of Florida Library
Documents Department
Gainesville, Florida 32601

University of Miami Library
Documents Librarian
Coral Gables, Florida 33124

University of North Florida Library
Documents Division
Post Office Box 16761
Jacksonville, Florida 32216

University of South Florida
Library, Special Collections
Tampa, Florida 33620

University of West Florida
Documents Librarian
Pensacola, Florida 32504

West Palm Beach Public Library
Flagler Park
West Palm Beach, Florida 33401

FLORIDA STATE LIBRARY
GUIDELINES FOR DESIGNATION OF LIBRARIES
AS DEPOSITORIES OF STATE PUBLICATIONS

1. Only libraries agreeing to accept all publications received for deposit will be eligible. Depository libraries will agree to retain all publications received for a period of five years and thereafter publications will either be retained by the library or disposed of under instructions received from the State Library.

2. All State universities under the jurisdiction of the Board of Regents and any public library system with a book collection larger than 250,000 volumes will be designated as depositories and will receive two copies of each document available for deposit. In addition to the requirements contained in Chapter 257.05, Florida Statutes, relating to public access, these libraries will agree to make the second copy of each document received available for interlibrary loan.

3. Any private four-year university or college which provides a professionally trained full-time documents librarian may be designated a depository under the conditions outlined in 2 above.

4. In the discretion of the State Librarian, dependent upon the availability of sufficient copies, additional dispositories may be designated so as to provide:

   a. In the various areas of the state: one depository for each 150,000 people or one for each 200,000 people in areas of more than 500,000 people.

   b. In single counties with less than 500,000 people there will be one depository.

5. Libraries whose applications are rejected by the State Librarian may appeal for a hearing before the Florida Library and Historical Commission.

6. Depositories must annually reapply for designation.

FLORIDA PUBLIC DOCUMENTS DEPOSITORY PROGRAM

The Florida Public Documents Depository Program was established by law in 1967 (chapter 257.05, Florida Statutes). It is designed to bring state documents from all agencies to the public at less expense to the agencies.

The Division of State Library Services administers this program and prints a list each month of what documents have been distributed to the twenty-four depository libraries. We include a section which lists those documents deposited at the State Library only. Almost all of the depository libraries will agree to lend documents to any other public or university library in Florida. The University of Florida operates a Gift and Exchange program for non-Florida universities.

Chapter 257.05 authorizes the Division to ask for up to fifty copies of any public documents printed in quantity of 500 copies or more. We have need for only thirty-six (36) copies as there are only twenty-four depository libraries. We ask that each agency or division within agencies send us thirty-six copies of all annual, biennial or special reports which they may cause to have printed. If less than 500 copies are printed, we would ask that the State Library receive thirty-six copies if that many are available. Please keep in mind the fact that copies distributed through the depository program reach almost all of the state's citizens through the depository libraries or interlibrary loan to other libraries in the state. Therefore, by supplying the depository program with copies of documents not necessarily defined in Chapter 257.05 as "public" each agency is reaching more of the public than they might have by distributing to other bodies first.

The Division of State Library Services maintains a permanent collection of Florida documents. These documents are available to all state agencies as a research collection. If necessary, staff members of any state agency may check most of these documents out of the State Library for use in their offices. We ask that agencies supply us with at least two copies of <u>every</u> document printed so that we may make them available to other state agencies for research.

Basic Requirements of the Depository Program

Thirty-six copies of all documents printed in quantity of 500 or more
Twenty-six to thirty-six copies of all documents printed in less than 500 copies
At least two copies of all documents printed

INSTRUCTIONS FOR WEEDING STATE DOCUMENTS DEPOSITORY COLLECTIONS

I. Any depository library may dispose of Florida state documents at least five years old, and still maintain its eligibility as a depository, provided that one copy of the following is permanently retained:

1. Annual or biennial reports of agencies or subagencies, or any publication fulfilling the purpose of such a report whether or not it is so designated.

2. Session laws and statutes.

3. Legislative journals.

4. Statistical publications covering a period of at least one year, calendar or fiscal.

5. Series publications having monographic titles. Exceptions: only the bulletin series of the Agricultural Experiment Stations and the Agricultural Cooperative Extension Service need be retained; and the Department of Education Bulletins may be retained on a selective basis.

II. In addition to the five categories designated above, monographs and special publications should be retained if, in the judgment of the professional staff member responsibile for state documents, they have permanent value. Substantial periodicals, such as Florida Schools and Florida Wildlife, should also be seriously considered for retention. Florida Health Notes, falls under number 5 above.

III. No duplicate copies need be retained if single copies will be available for interlibrary loan.

IV. Unwanted duplicates in the five categories listed in paragraph I, and documents described in paragraph II not retained by a depository, should be returned to the Florida State Library.

FL:13

FLORIDA STATE LIBRARY

TALLAHASSEE

OFFICE OF THE LIBRARIAN

February 20, 1968

TO: All Agencies

FROM: F. William Summers
State Librarian

RE: The definition of Public Documents

Florida Statutes, Chapter 257.05 (1) gives the following definition: A "public document" as referred to in this section shall be defined as any annual, biennial, regular or special report or publication of which at least five hundred (500) copies are printed and which may be subject to distribution to the public.

The clause "which may be subject to public distribution" would seem to exclude two categories of materials: (1) material intended solely for the internal use of an agency, and (2) material intended for an exclusive or particular group of people. Under this interpretation such things as application blanks, personnel forms, purchase order blanks, office memos and similar material that give no information of value about the agency or the state would not be subject to distribution; nor would class schedules, examinations, student publications, programs for a particular activity or performance. On the other hand compilations of an agency's laws, university catalogs, and press releases would be under the law.

The number 500 qualifying the definition is necessarily an arbitrary one and is intended to prevent this program being a burden to either the agencies or the depository libraries. We urge the agencies to abide by the intent of this section, however, and to send us for distribution the requested number of copies of all annual and biennial reports, substantial studies and statistical compilations even though fewer than 500 copies are usually printed.

All agencies may ask the State Library to distribute to the depository libraries any publication whether or not it meets the statutory definition. Nor does the law preclude an agency distributing its publications to other libraries and individuals should it choose to do so.

When an agency issues as few as eleven copies of a publication, the Florida State Library is to receive at least one (two would be preferable since these, too, should be available for interlibrary loan) exclusive of those intended for internal or restricted use as explained in paragraph two above.

BEST COPY

February 20, 1968

TO: All Depository Libraries

FROM: Florida State Library

RE: Maintenance and disposition of documents

Your library is an official depository for Florida state agency publications, and, as such, is obligated to make these publications available to citizens of Florida, particularly to those in your area, on terms consistent with your established rules pertaining to the use of your resourses.

State documents sent to you under the depository program may be maintained in a separate collection or they may be integrated, in whole or in part, with your present collection. They may be treated as periodicals, vertical file materials, books to be classified and cataloged, or in any manner suggested by format and content, as long as they are accessible. The documents lists mailed to depositories and other libraries in the state are intended mainly for identification rather than a detailed cataloging of each item. The agency headings are taken, for the most part, from Allen Morris' Florida Handbook and are not necessarily the form a library would chose in cataloging the documents. Catalog cards may be ordered from the Library of Congress for many of the publications.

Depository libraries are required to retain for a period of five (5) years all documents received under depository distribution with some exceptions. The following may be discarded without permission from the State Library:

1. Any publication upon receipt of a revised edition, even though there may be a difference in the series number or format. This permission does not cover annual and biennial reports, statistical reports, or other publications covering a specific period of time. All such publications must be retained.

2. Material which has an expiring-effect date, such as examination announcements, when the expiration dates have passed.

3. Press releases when their timeliness is lost.

4. Pages from looseleaf publications when revised pages are received and substituted.

It should be noted that each document should be considered for its possible permanent value before discarding, even though it falls in one of these categories.

BEST COPY

GA

B. Letters and commentaries

K. Selection lists and basic lists

GEORGIA STATE LIBRARY
301 JUDICIAL BUILDING
ATLANTA, GA. 30334
State Government's Law and Reference Library

April 6, 1973

Mr. Earl Shumaker
Helm-Cravens Library
Government Documents Division
Western Kentucky University
Bowling Green, Kentucky 42101

Dear Mr. Shumaker:

In response to your questionaire of March 28, 1973 concerning our state documents program you will find copies of the legislation establishing our documents distribution and depository program. We have no written rules and regulations established pursuant to this legislation.

Also enclosed are six sample copies of the checklist of official publications of the state of Georgia compiled and distributed quarterly by the Georgia State Library. This includes an Exchange Selection List for eligible libraries.

The other items requested are not published by this Library. In response to item #9 I can only refer you to the enclosed code provisions.

Sincerely,

Elaine Poliakoff

ELAINE POLIAKOFF,
Librarian

b
encl.

/C GA:K

GEORGIA STATE LIBRARY
301 JUDICIAL BUILDING
40 CAPITOL SQUARE
ATLANTA, GA. 30334

CHECKLIST OF OFFICIAL PUBLICATIONS OF THE STATE OF GEORGIA
October - December 1976

Send items checked to:

_____
(name of library)

_____
(address)

_____
(post office - zip code)

Return this list by:

April 1, 1977

EXCHANGE SELECTION LIST
October - December 1976

Items available through exchange from the GEORGIA STATE LIBRARY (as long as supply lasts) are listed for your convenience on the colored EXCHANGE SELECTION LIST. The remainder of the CHECKLIST contains entries for both exchange and non-exchange items. On the colored EXCHANGE SELECTION LIST please indicate at the appropriate place your address and check the items you wish to receive. Return only the colored EXCHANGE SELECTION LIST.

AGRICULTURE, DEPT. OF
Annual report 1975. [1976] 51 p.

BANKING AND FINANCE, DEPT. OF
Fifty sixth annual report 1975. [1976] vi, 40 p.

NATURAL RESOURCES, DEPT. OF
Outdoors in Georgia. [monthly]
Vol. 5, nos. 10-12, October-December 1976

OFFICE OF PLANNING AND BUDGET
Budget report, state of Georgia, fiscal year 1977. [1976]
2 vols.

PUBLIC SERVICE COMMISSION
102nd report 1974. [1975] 41 l.
103rd report 1975. [1976] 57 l.

STATE COMMISSION ON COMPENSATION
Salaries of Georgia officials. September 1976 [1976] 112 p.

'76-4

STATE FORESTRY COMMISSION
Georgia forestry. [quarterly]
Vol. 29, no. 4, December 1976

UNIVERSITY SYSTEM. Board of regents
Annual financial report for the year ended June 30, 1976. [1976] 724 p.
The system summary. [monthly]
Vol. 21, nos. 9-12, September-December 1976

'76-4

HI

H. Manuals

JUL 17 1973

HI:H

INTRA-DEPARTMENT CORRESPONDENCE
Department of Education
State of Hawaii

DATE: July 23, 1969

TO: Director, Hawaii State Library; Director, Public Libraries Branch; Director, School Library Services

FROM: James R. Hunt, State Librarian (School or Division)

Refer questions to: Mrs. Masae Gotanda, Govt. Lib. Consultant, Phone 533-6081 (Writer)

SUBJECT: Publications Distribution Center

THE PUBLICATIONS DISTRIBUTION CENTER AND THE DEPOSITORY LIBRARY SYSTEM

Authorization

The Publications Distribution Center was authorized by the Hawaii State Legislature (see Appendix I). Under the terms of this Act, the Hawaii State Library was directed to establish a Publications Distribution Center in order to receive and distribute documents and to promote an orderly depository library system.

State and county agencies were directed to send eight copies of each publication to the Publications Distribution Center and the State Library was authorized to make requests as long as the supply lasted.

The Publications Distribution Center was started in January 1967 by Clare Murdoch, head of the Hawaii and Pacific Collection at the Hawaii State Library. Letters were sent to state and county agencies asking for their cooperation and in response, the Publications Distribution Center gradually began to receive publications (see Appendix II).

Depository System

The following libraries, one in each of the four counties, were designated as depositories:

Hawaii Public Library
Hilo, Hawaii

Kahului Public Library
Kahului, Maui

Honolulu Depository
Hawaii and Pacific Collection
Hawaii State Library
Honolulu, Hawaii

Kauai Public Library
Lihue, Kauai

In addition, the following libraries have been selected to serve as auxiliary depositories for Honolulu County:

Kaimuki Regional Library
1041 Koko Head Avenue
Honolulu, Hawaii

Kaneohe Regional Library
45-829 Kamehameha Hwy.
Kaneohe, Oahu

Pearl City Regional Library
Waimano Road
Pearl City, Oahu

All depositories will receive documents cataloged and accompanied by cards to be filed into the public catalog.

Branch libraries wishing to borrow documents should call their nearest depository.

DISTRIBUTION OF DOCUMENTS

The Publications Distribution Center receives by law eight copies of each state publication. These are distributed in the following order:

Honolulu Depository
Hawaiian Historical Collection (2 copies)
Hawaii County Depository
Maui County Depository
Kauai County Depository
Kaimuki Regional Library Depository
Kaneohe Regional Library Depository

If more than eight copies are received they are distributed according to the following priority:

Pearl City Regional Library Depository
Gifts and Exchange Division, Library of Congress, Washington, D. C.
Branch libraries of the Hawaii State Library System (Priority will depend on the individual document)
School Libraries

CATALOGING AND PROCESSING PROCEDURES

The documents are received by the Publications Distribution Center. The following procedures will be followed:

1. A clerk will open the packages and sort the monographs from the serial publications. She will check in new issues of periodicals and distribute these according to the list on the serial records card.

2. The rest of the documents will be reviewed by the librarian in charge of the Publications Distribution Center who will indicate which titles should be requested in quantity.

3. The clerk will make telephone calls or send post cards requesting additional copies, indicate how many more are coming, and pass the documents on to the cataloger. When unusual requests are made the librarian will draft a letter for the state librarian's signature. (see Appendix III).

4. The Centralized Processing Center will send a cataloger once a week to the Publications Distribution Center. She will make one master catalog card for each title. The classification scheme by Ellen Jackson, Notation for a Public Document Classification was selected after consultation with Centralized Processing Center. (see Appendix IV).

5. The librarian in charge of the Publications Distribution Center will revise the cataloging and make out a distribution list if there are more than 11 copies. (The first 11 copies are distributed in the following manner: 2 to the Hawaiian Historical Collection, 1 each to the Honolulu, Hawaii and Maui County depositories, 1 each to the Kaimuki, Kaneohe and Pearl City depositories, and 2 to the Library of Congress.)

6. The clerk will type a set of multiple slips and make a copy of the distribution list. (see Appendix V - VI). She will then:

    a. File one copy of the catalog card in the shelf-list to be replaced by permanent cards.

    b. Mark one copy of the document with the call number and send it with a copy of the catalog card on a multiple slip to the Honolulu Depository.

    c. Send two copies of the document to the Hawaiian Historical Collection, unmarked and with no slips.

    d. Send two copies of the document to the Gifts and Exchange Division of the Library of Congress if there are 11.

    e. File a copy of the catalog card and a distribution list into the "in-process" file.

    f. Attach the master catalog card and a distribution list to the first of the remaining documents and send all to the Centralized Processing Center.

The Centralized Processing Center will process the documents and send them with sets of printed cards to the other depositories.

The Publications Distribution Center will:

1. Maintain a shelf-list file which will serve as a central holdings record for all documents.

2. Keep a full set of cards which will be used to print Hawaii Documents and serve as the master catalog set for the cumulation of Hawaii Documents.

The Publications Distribution Center will not keep documents except for duplicates which are to be used for exchange.

DEPOSITORY PROCEDURES

The Honolulu Depository will receive the first copy of each document. It will be sent directly from the Publications Distribution Center ready for shelving with a temporary catalog card. The clerk in the Honolulu Depository will shelve the documents in the reference portion of the Hawaiian and Pacific Collection and file the temporary card. Permanent cards will be sent later from CPC.

The rest of the depositories will receive their copies with printed cards from the Centralized Processing Center.

Each depository should shelve their documents after the general collection since the call numbers are different and file the catalog cards into the public catalog. A separate document catalog need not be maintained. However, a shelf-list must be kept as an addition to the regular shelf-list.

Each depository will check in serial publications which will be sent direct from the Publications Distribution Center.

Documents will not be sent to the bindery before distribution. The documents are most useful soon after publication and the time spent at a bindery will delay them unnecessarily. Princeton files and pamphlet boxes work best for document storage.

CATALOGING IN DEWEY DECIMAL

Major state publications will also be cataloged in the dewey decimal classification if more than 11 copies are received. The decision to catalog in dewey decimal and distribution to libraries will be made by the librarian in charge of the Publications Distribution Center with the cooperation of the librarian in charge of the Hawaii and the Pacific Collection. All materials cataloged in dewey decimal will be sent through the Centralized Processing Center.

BRANCHES

Branches receiving uncataloged copies of documents should use them as pamphlet materials. These can be discarded as they become less useful since permanent copies will be kept in the depositories.

Branches will also receive documents cataloged in dewey decimal. These need only to be added to the collection.

Branches may request copies of documents listed in Hawaii Documents. The requests should be sent to the Publications Distribution Center which will attempt to fill the order and make arrangements for continuations. However, documents are printed in limited quantities and additional copies may not be available. Branches may borrow copies when needed from the nearest county or regional depository.

Documents in extremely short supply will have a notation "Available in Honolulu Depository only" after the entry in Hawaii Documents.

SCHOOLS

Documents received in quantity and suitable for schools will be sent from the Publications Distribution Center to the schools through the Centralized Processing

SCHOOLS cont'd

Center. Documents sent to schools should be used in the pamphlet collection. If cataloged documents will have dewey decimal classification numbers and need only to be added to the collection. The decision to catalog in dewey decimal will be made by the librarian in charge of the Centralized Processing Center.

All school libraries will receive copies of Hawaii Documents. Since all of the publications of the publicity department of the Hawaii State Library will be listed, school librarians will be able to obtain additional copies for their use from the state library.

The librarian from the Publications Distribution Center will be available to orient school librarians to Hawaii Documents once a year.

HAWAII DOCUMENTS

The listing Hawaii Documents begain in January 1967. The first issues were xeroxed copies and circulated only to depository libraries. Hawaii Documents as a publication began with the July-August, 1967, issue and has continued on a bi-monthly basis. The annual issues are indexed.

Beginning with vol. 3, no. 1, January-February 1969, every issue Hawaii Documents will have an index.

Hawaii Documents is sent to all of the Hawaii State Library System Branches, school libraries, all other state libraries and to many mainland and some foreign libraries.

The annual cumulation will be sold to individuals through the Hawaii State Library System.

APPENDIX I

STATE PUBLICATIONS DISTRIBUTIONS CENTER

Authorization for the Hawaii State Publications Distributions Center is in the Revised Laws of Hawaii, 1965 Supplement.

DEPOSIT OF PUBLICATIONS

[13-20.] Establishment of state publications distribution center. There shall be established within the department of education and under the direction of the state librarian a state publications distribution center for depositing and distributing government publications and for promoting an orderly depository library system for state and county publications. [L. 1965, c. 175, pt. of s. 2(b).]

[13-21.] Definitions. (1) "State and county agency" includes every state, city and county and county office, officer, department, board, commission and agency, whether in the legislative, executive or judicial branch.

(2) "Publication" includes any document, compilation, journal, report, statute, regulation, ordinance issued in print by any state or county agency, and confidential publications which shall be deposited in accordance with security regulations to be determined by the issuing agency.

(3) "Print" includes all forms of printing and duplications, except administrative forms. [L. 1965, c. 175, pt. of s. 2(b).]

[13-22.] Deposit of publications. Every state and county agency shall immediately upon release of a publication, deposit eight copies with the state publications distribution center and one copy each with the state archives and the University of Hawaii. Additional copies of such publications shall be deposited with the publications distribution center upon request of the state librarian so long as copies are available.

The state librarian may enter into depository agreements with private and public educational, historical or scientific institutions or other libraries, within or without the State in order to achieve the objectives sought under this chapter. [L. 1965, c. 175, pt. of s. 2(b).]

[13-23.] Depository library system. The state librarian shall designate at least one government publications depository in each county and shall distribute to each depository one copy of each publication, as defined in this chapter. [L. 1965, c. 175, pt. of s. 2(b).]

[13-24.] Rules and regulations. The department of education may make such rules and regulations as are necessary to carry out the purposes of this chapter. [L. 1965, c. 175, pt. of s. 2(b).]

BEST COPY

APPENDIX II

Dear Sir:

Act 175 passed by our state legislature in 1965 establishes a State Publications Distribution Center under the direction of the State Librarian. It mandates that state and county agencies shall deposit eight copies of every publication released by them with the Distribution Center, and send one additional copy each to the State Archives and the University of Hawaii.

We propose to implement this program by making at least one depository copy of state and county documents available to the public through depository collections in the Hawaii State Library and in Hawaii, Maui and Kauai counties. We also propose to issue a monthly checklist of these documents, which at present will have a restricted distribution within Hawaii, but in the future will be distributed to other states for purposes of exchange and information.

The copies left after the mandatory distribution to county depositories are insufficient for purposes of exchange and statewide use. Where possible we would prefer fifteen copies instead of eight and even more copies of publications having wide appeal and value. We also urge that you keep our depository program in mind when planning your printing as availability of your publications in local libraries aids in keeping the public informed of the programs and accomplishments of government agencies. Our local libraries are easily accessible and are open after working hours as well as during the day.

We thank you for documents and publications sent us in the past. We now need your continued cooperation in supplying sufficient copies of your publications to our State Publications Distribution Center.

Yours sincerely,

James R. Hunt

James R. Hunt
Hawaii State Librarian

JRH:bbs

Please address publications to:
Hawaii State Publications Distribution Center
Hawaii State Library
478 South King Street
Honolulu, Hawaii 96813

For additional information contact:
Miss Clare G. Murdoch
Hawaii State Library
Phone: 506-081

We are enclosing copies of this letter for your distribution to all agencies that issue publications.

BEST COPY

APPENDIX III a

HAWAII STATE LIBRARY SYSTEM

In accordance with Act 175 Session Law of Hawaii 1965, may we request _____ copies of the following publication:

Please address to:
Publication Distribution Center
Hawaii State Library
478 S. King St., Honolulu, Hawaii 96813

Thank you,
J. R. Hunt, State Librarian

APPENDIX III b

January 29, 1969

Dr. Richard M. Kosaki
Vice President for the Community College System
University of Hawaii
2327 Dole Street
Honolulu, Hawaii 96822

Dear Dr. Kosaki:

The Hawaii State Library System has established a Publications Distribution Center in order to facilitate the distribution of documents within the library system.

Our libraries both public and high school serve students who may be interested in the community college system. May we request that you send to our Publications Distribution Center eighty-nine copies of community college catalogs as they are published? They will be distributed in the following manner:

8 copies:	Hawaii State Depository Library System.
49 copies:	Hawaii State Library System, units and branches in all of the islands.
32 copies:	Public high school libraries in all of the islands.

Please send copies by state messenger to:

Publications Distribution Center
Hawaii State Library
478 South King Street
Honolulu, Hawaii 96813

The Publications Distribution Center will send copies to branches and to high schools.

May we consider this request to be an annual standing order? Thank you for your cooperation.

Yours truly,

James R. Hunt
State Librarian

BEST COPY

APPENDIX IV

STATE OF HAWAII
DEPARTMENT OF EDUCATION
CENTRALIZED PROCESSING CENTER
BLDG. 90, FORT RUGER
HONOLULU, HAWAII 96816

January 16, 1969

MEMO TO: Public and School Librarians

FROM: Takashi Akimoto, Centralized Processing Center

SUBJECT: CPC Cataloging Directive No. 69-1 - Hawaii State Documents

The classification scheme developed by Ellen Jackson entitled, Notation for a Public Documents Classification will be used for the arrangement of our state documents.

Arrangement: Alphabetical by issuing agency.

Notation: Mixed. Letters and numbers are employed alternately to designate an agency and its subdivisions. Book numbers are assigned from the titles using the three figure Cutter-Sanborn table.

Sample call numbers are arranged in shelflist order:

DOC	Since Jackson and Library of Congress both use mixed notation (letters and numbers) we will use the symbol "DOC" above the call number for the documents. This will differentiate the schemes in case we decide to convert to LC.
M	"M" is for the main class (our state and out-of-state documents fall in this category).
49	Each state is assigned four consecutive numbers, omitting terminal zeros, to differentiate the publications of the colony, or territory, the state, its counties and its municipalities.
A8	"A" for Accounting plus the number assigned on an interval of eight for agencies the names of which begin with the given letter.

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ST16	"ST" from the first two letters of the filing word of the agency plus a number assigned on an interval of four.
R299	Book numbers are assigned from the titles using the three-figure Cutter-Sanborn table.
DOC M49 A8ST16 R299 1966	Hawaii. Dept. of Accounting and General Services. Bureau of Statistics. Report, 1966.
DOC M49 A16 R299 1966	Hawaii. Dept. of Agriculture. Report, 1966.
DOC M49 E8IN12 H847	Hawaii. Dept. of Education. Office of Instructional Services. How to finance your higher education.
DOC M49 E8RE16 S797	Hawaii. Dept. of Education. Office of Research, Statistics and Data Processing. Statistics on public and private school pupil membership.
DOC M51 W8 R299 1966	Hawaii (County) Board of Water Supply. Report, 1966.
DOC M52 W8 R299 1966	Kauai (County) Board of Water Supply. Report, 1966.

In addition to the main copy of the document, which will remain in the documents collection, additional copies might be assigned to a subject area. The location of these copies will be reflected on the catalog card by the inclusion of the Dewey number below the Documents class number. The phrase "also in" will be stamped or typed above the second number

DOC
M49 Hawaii. Department of Agriculture.
A16 Program evaluation for five year period,
P943 1966-1967 to 1970-1971. Honolulu c1966.

1 v. (various pagings)

Also in:

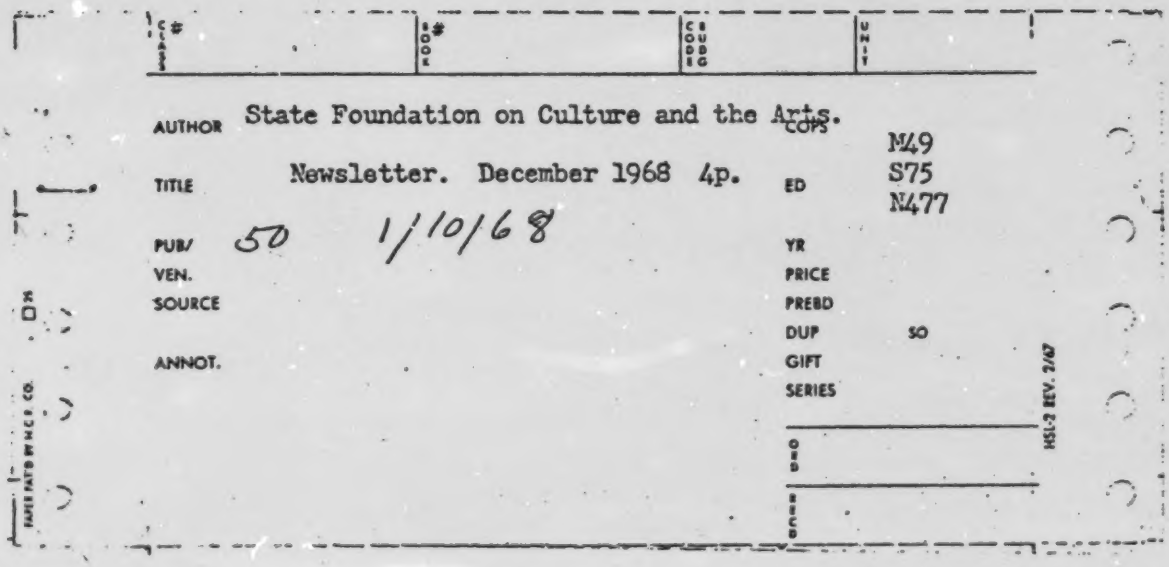
H
630.6
Ha 1. Agriculture - H. Is. 2. Animal industry - H. Is. 3. Farm produce - H. Is. I. Title.

APPROVED:

James R. Hunt

James R. Hunt, State Librarian

APPENDIX V



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APPENDIX VI

M49
S75
M477

STATE FOUNDATION ON CULTURE AND THE ARTS
Newsletter, November 1968. 4p.

505 2HHC lho 1H 1H 1K

001	007	013	024	030	035 ✓
002	008	014	025 ✓	031 ✓	037 ✓
003	009	020	026 ✓	032	038 ✓
004	010 ✓	021 ✓	027 ✓	033 ✓	050 7
005	011 ✓	022 ✓	028 ✓	034 ✓	070 0
006	012	023 ✓	029 ✓	035 ✓	090 1

2 Society, 1 Case, 1 Hymans, 1 Lawton,
015, 2 Lib. Journal, 1 NY, 1 Mich.

BEST COPY

ID

B. Letters and commentaries

D. Forms and form letters

F. Legislation and legal materials

ID:B

IDAHO STATE LIBRARY

HELEN M. MILLER, State Librarian

325 W. STATE STREET
Area Code 208

BOISE, IDAHO 83702
384-2150

April 16, 1973

Mrs. Margaret T. Lane
Recorder of Documents
1515A Choctaw Drive
Baton Rouge, La. 70805

Dear Mrs. Lane:

Enclosed are copies of the two printed items available that concern the state documents depository program. As you will note, a formal depository program has been in existence less than one year.

State documents are sent to 17 public, academic, and special libraries in Idaho and to the Library of Congress. Following a one year trial period there may be some changes in the distribution to the public libraries (some feel that they may wish to be selective rather than accepting everything).

There is also an understanding with all depository libraries that items that are no longer desired will be returned to the State Historical Society for inclusion in their duplicate document storage. This is designed to be of aid to emerging libraries and to fill gaps in the collections of existing libraries.

An annual checklist of documents is published in the April issues of the Idaho Librarian.

Problems include: reminding agencies of their legal obligation to supply copies (this is to be expected, I suppose, with a new program) and receiving sufficient copies of federal/state and private/state publications. No solution has been found for this latter problem. If an agency works with, and is funded by, a private organization on a particular study, seldom are depository copies budgeted for. Often, though they carry the bibliographic information of a state document, they are, by definition, not a document. This same problem arises with university presses.

I do believe, however, that the depository program in Idaho is going quite well. In the next few months many of the minor problems will be worked out. Response from the depository libraries and from users has been favorable.

Sincerely,

M. Gary Bettis

Idst
ID:D

IDAHO STATE LIBRARY

HELEN M. MILLER, State Librarian

325 W. STATE STREET
Area Code 208

BOISE, IDAHO 83702
384-2150

Senate Bill 1334 passed by the Second Session of the Forty-first Legislature and signed by Governor Andrus March 17, 1972, will be effective on July 1, 1972.

A copy of the bill is enclosed. Basically the law requires that twenty (20) copies of all state publications be sent to the State Library for further distribution to the academic, major public and special libraries in Idaho and to the Library of Congress for their use in serving researchers and the general public.

I solicit your support of this program and ask that specific members of your organizational unit be responsible for the transfer of documents to the State Library. Please return the enclosed card concerning the individual(s) who are to have this responsibility.

Mr. Gary Bettis of our staff will be pleased to talk with you should any questions or problems arise. He can be reached at 384-2150.

Publications should be directed to the Documents Librarian, Idaho State Library, either through the Statehouse mail service or to 325 W. State St., Boise 83702.

Sincerely,

Helen M. Miller

Helen M. Miller, State Librarian

HMM:mcm

June 28, 1972

IN THE SENATE
SENATE BILL NO. 1334
BY STATE AFFAIRS COMMITTEE

AN ACT

PROVIDING THAT IT SHALL BE THE DUTY OF HEADS OF AGENCIES, BOARDS, BUREAUS, COMMISSIONS AND DEPARTMENTS OF THE STATE OF IDAHO TO DEPOSIT WITH THE LIBRARIAN OF THE IDAHO STATE LIBRARY TWENTY COPIES OF ALL DOCUMENTS, REPORTS, SURVEYS, MONOGRAPHS, SERIAL PUBLICATIONS, COMPILATIONS, PAMPHLETS, BULLETINS, LEAFLETS, CIRCULARS, MAPS, CHARTS OR BROADSIDES, FOR USE AND DISTRIBUTION TO THE ACADEMIC, REGIONAL PUBLIC, SPECIAL LIBRARIES OF IDAHO, THE LIBRARY OF CONGRESS, AND TO OTHERS WITHIN THE DISCRETION OF THE STATE LIBRARIAN; AND PROVIDING AN EFFECTIVE DATE.

Be It Enacted by the Legislature of the State of Idaho:

SECTION 1. It shall be the duty of the head of every agency, board, bureau, commission or department of the state of Idaho, including all state supported institutions of higher education in Idaho, to deposit with the librarian of the Idaho state library for use and distribution to the academic, regional public, special libraries of Idaho, the Library of Congress, and to others within the discretion of the state librarian twenty (20) copies of all documents, reports, surveys, monographs, serial publications, compilations, pamphlets, bulletins, leaflets, circulars, maps, charts or broadsides of a public nature which it prints, mimeographs or otherwise reproduces for public distribution.

SECTION 2. This act shall be in full force and effect on and after July 1, 1972.

IL

B. Letters and commentaries

D. Forms and form letters

E. Labels

F. Legislation and legal materials

G. Mailing lists

I. Procedural guidelines

M. Studies, surveys and workshops

Illinois. IL:B

Dear Librarian:

The Documents on Documents Committee of the State Documents Task Force, Government Documents Round Table, is collecting publications on state documents programs. The committee's goal is to make information on the administration of documents programs more easily and more widely available. Publications which are collected will be deposited at the Library of the Council of State Governments which will make these collections available on loan.

The committee would like to deposit five identical sets of publications in the C.S.G. Library. Will you please help in this endeavor by sending to me six copies of each of the following publications (the sixth copy will be kept here in my library as a control copy for our region). Please send copies of:

✓(1) Legislation establishing your state documents distribution or depository program. with letter of Aug 11, 1972.

✓(2) Rules and regulations established pursuant to this legislation. with letters (one Dec 20, 1972)

✓(3) Informational brochures prepared to secure passage of legislation, to explain the program to state agencies, and to publicize documents in the libraries in the state. Instructions to Depository Libraries for Illinois State Documents.

✓(4) Manuals, either for the use of the administrator of the program (which might be an excerpt from your library staff manual) and manuals prepared for the depository libraries. addresses

✓(5) Selection lists, address labels, designation of depository library forms and other forms which depository libraries might receive.

✓(6) Self-addressed labels, "thank yous" to state agencies, report forms for state agencies, etc. (2 forms)

(7) Shipping lists (sample only), "basic" lists, disposal instruction lists, etc.

✓(8) Questionnaires on state documents problems and their tabulation.

(9) In addition, will you please prepare a brief commentary on your state's depository library legislation indicating strengths, weaknesses, proposed amendments, etc. letters

Please send the six copies of each of these types of publications or a note that your state does not publish certain of the items to me by April 15 at the following address: State Historical Society Library, 816 State Street, Madison, Wisconsin, 53706

Your cooperation in forwarding this material will be appreciated and I trust that you will borrow it and use it after it has been deposited at the Council on State Governments Library. Announcement of the availability of the collections will be made in Documents to the People.

IL:D

JOHN W. LEWIS
SECRETARY OF STATE
AND
STATE LIBRARIAN

ILLINOIS STATE LIBRARY
OFFICE OF THE SECRETARY OF STATE
SPRINGFIELD, ILLINOIS 62706

August 11, 1972

The Illinois State Library is responsible for a program whereby we obtain copies of publications of Illinois state agencies for: 1) deposit in key libraries in the state of Illinois, and 2) exchange with other states in return for their publications. This program is operated under the Illinois Revised Statutes, Chapter 128, Section 121 (formerly Section 12.18). Enclosed is a copy of the statute. The statute lays on us that responsibility but the number of copies of Illinois publications involved is fixed by regulation of the Secretary of State.

In the past we have obtained 25 copies of each publication for these purposes. Now it is essential that we increase the number required to 40 because of two factors.

The first factor is that the State of Illinois has an increased number of key libraries, particularly in the state-organized public library systems. In the past the prime recipient under the depository program has been the state-supported universities. Now the public libraries should also be given access to these publications.

The second factor is that the very important exchange program with other states such as California, New York, Pennsylvania, Missouri, Michigan, Ohio, and other states, not only needs to be expanded but cannot be continued unless we reciprocate. Some of these states are already supplying Illinois State Library with copies of important publications. However, we have none to send to them in return unless we increase the number of copies required from each agency. The office of the Secretary of State is in the process of revising the regulations reflecting the changes indicated in this letter. You will re-

ceive a copy of the new regulations which are scheduled to be issued next October. The official effective date will be October 1, 1972. However, we invite you to consider supplying the new number immediately.

As required by law the Illinois State Library publishes twice a year an official list of state publications. This list includes only the publications we receive in the library. It is an important reference and research tool for librarians, researchers, government officials and other interested citizens. Therefore, your willingness to comply with the law and regulations is important to many people.

Your agencies have cooperated well with us in the past in this program. We appreciate your help in the past and look forward to increased contact in the future.

Sincerely,

Alphonse F. Trezza
Director
Illinois State Library

JOHN W. LEWIS
SECRETARY OF STATE
AND
STATE LIBRARIAN

IL:D1

ILLINOIS STATE LIBRARY
OFFICE OF THE SECRETARY OF STATE
SPRINGFIELD, ILLINOIS 62706

Dear

In August, 1972 I, as Director of the Illinois State Library, wrote to all Illinois state universities as well as all other state agencies notifying them of a plan to revise the regulations relating to the number of state agency publications to be deposited with the State Library, Illinois Documents Section.

The revised regulations are now available and I am enclosing a copy of them with this letter in addition to a copy of the statute on which the Secretary of State's regulations are based. I ask you to insure that all relevant members of your staff be made aware of the revised regulations.

In the case of the state universities we have changed the number of copies from 1 to 3. These copies will be retained in the State Library, one as an archival copy, the others to circulate among the state government and all the people of Illinois.

In case of university press books, 2 copies will now be required, one as an archival copy, the other to circulate.

Most of the universities and the university presses, upon receipt of my earlier letter, began at once to supply the new number of copies. We are sincerely appreciative of their prompt cooperation.

As I pointed out in the earlier letter, the Illinois State Library is required by law to publish an official list of state publications. This list includes only the publications we actually receive in the library. It is important that the state universities and the state university presses supply us with copies of their publications. The list is an important reference and research tool for librarians, researchers, government officials

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and other interested citizens. We attempt to furnish price information and addresses of the publishing agency in the list since the library is frequently asked for that information. Therefore, your willingness to comply with the law and the regulations is important to many people.

Your agencies have cooperated with us in the past in this program. We appreciate your help and look forward to increased contact in the future.

Sincerely,

Alphonse F. Trezza, Director
Illinois State Library

Enclosures: 2

BEST COPY

MICHAEL J. [illegible]
SECRETARY [illegible]
AND
STATE LIBRARIAN

OFFICE OF THE SECRETARY OF STATE
ILLINOIS STATE LIBRARY
SPRINGFIELD, ILLINOIS 62756
February 15, 1974

Dear Depository Librarian,

Enclosed is a copy of the revised regulations for the Illinois documents depository. The revision attempts to solve the problem of some depository items that might be considered ephemeral. See "I"

Beginning with the documents shipped with the 1974, #2 documents list, we will mark with an asterisk the items that can be weeded at the discretion of the depository.

Sincerely,

Geneva Finn

Geneva Finn
Head, Documents/Serials Branch

GF: mma

Enclosure

BEST COPY

IL:D3

STATE OF ILLINOIS
PUBLICATION TO BE DEPOSITED WITH THE STATE LIBRARY

PACKING SHEET

(Please submit two copies of this form along with the publications to be deposited. A receipted copy of the carbon will be returned to your agency.)

I. Bibliographic information

Title: _____

Date, vol. & no. (If a periodical): _____

Series name and number, if any: _____

Number of copies enclosed: _____

II. If this is a priced publication, include the following information:

Price:

Checks to be made out to:

Publication to be ordered from:

III. Any questions about this publication should be directed to:

Name:

Agency:

Telephone:

Publications should be sent to: Shipping Room
Illinois State Library
Centennial Building
Springfield, Ill. 62706

Attn: Documents Unit
(H. B. 1972)

Gummed shipping labels are available upon request.

LD PS-53.1

IL:D4

MICHAEL J. HOWLETT
SECRETARY OF STATE
AND
STATE LIBRARIAN

OFFICE OF THE SECRETARY OF STATE
ILLINOIS STATE LIBRARY
SPRINGFIELD, ILLINOIS 62756

Dear Sir,

Thank you for sending us your publication,

as required by regulation of the Illinois Secretary of State.

Our address on your mailing labels should be changed from:

to: Illinois Documents Section
Illinois State Library
Centennial Building
Springfield, Illinois 62756

Thank you for your cooperation.

Sincerely,

LD TS-77

IL:D5

MICHAEL J. HOWLETT
SECRETARY OF STATE
AND
STATE LIBRARIAN

OFFICE OF THE SECRETARY OF STATE
ILLINOIS STATE LIBRARY
SPRINGFIELD, ILLINOIS 62756

Gentlemen:

The Illinois Documents Unit of the Illinois State Library needs _____copies of the following publication(s) for its collection and exchange purposes. According to our records these were not received under H.B. 2769 (77th G.A.), Public Act 77-1690. Your cooperation in supplying this item will be appreciated.

Mailing labels are enclosed for your convenience.

Illinois Documents Unit
217-782-5185

For your reply:

Date: Signature:

LD PS-49.4

IL:D6

STATE OF ILLINOIS

In answer to your request we are pleased to send you the accompanying material.

MICHAEL J. HOWLETT
Secretary of State and
State Librarian

Documents [redacted] Branch
Illinois State Library
217-782-5185

BEST COPY

IL:D7

QUESTIONNAIRE: ILLINOIS STATE AGENCIES ISSUING PUBLICATIONS
(Please return this questionnaire to: Geneva Finn, Government Documents Branch, Illinois State Library, Centennial Building, Springfield, 62706 by December 15, 1971.

1. Agency:

Telephone:

2. Address:

3. Name of individual or individuals responsible for publications and their distribution. (Attach a sheet to provide a complete listing if necessary. We are interested in those in charge of publications and mailing lists, not mail room supervisors unless this individual also supervises the record keeping for your mailing lists)

4. Do you want a supply of mailing labels? _____ Yes. _____ No. If the answer is "yes", to what address should they be sent, and how many do you need?

5. Do you want a supply of packing sheets? _____ Yes. _____ No. If the answer is "yes", to what address should they be sent, and how many do you need?

6. Do you want your agency added to the mailing list for "Publications of the State of Illinois," the acquisition list of Illinois publications received by the State Library? _____ Yes. _____ No. If the answer is "yes", to what address should it be sent?

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IL:E

Agency. . . . . .
. . . . . .
Address . . . . . .
. . . . . .
Zip. . . . . .
LD PS-54

Shipping Room
Illinois State Library
Centennial Building
Springfield, Illinois 62706

H.B. 1972
Documents Unit

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JOHN W. LEWIS
SECRETARY OF STATE

IL:F

OFFICE OF THE SECRETARY OF STATE
SPRINGFIELD, ILLINOIS 62706

CERTIFICATION

I certify that the attached Rules and Regulations for Deposit of Publications by State Agencies are true, complete and correct copies of Pages 1, 2, 3, 4, and 5 promulgated pursuant to "The State Library Act" as amended and that they are filed with the Index Division of the Office of Secretary of State as required by "An Act concerning administrative rules", approved June 14, 1951, as amended, and replace all prior Rules.

Dated this 4th day of October, 1972.

Secretary of State

John W. Lewis

JOHN W. LEWIS

FILED
INDEX DIVISION
OCT 20 1972

John W. Lewis
Secretary of State

May 2, 1973

(9) Principal note to the legislation is that it is loosely worded so that the number of copies, depositories, etc. can be changed without further legislation.

Geneva Finn

JOHN W. LEWIS
SECRETARY OF STATE

OFFICE OF THE SECRETARY OF STATE
SPRINGFIELD, ILLINOIS 62706

SECRETARY OF STATE

RULES AND REGULATIONS FOR: DEPOSIT OF PUBLICATIONS BY STATE AGENCIES

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Rule 12.18-11:	Effective Date.	Page 5

Amended
OCT 20 1972

JOHN W. LEWIS
SECRETARY OF STATE

OFFICE OF THE SECRETARY OF STATE
SPRINGFIELD, ILLINOIS 62706

RULES AND REGULATIONS FOR:

DEPOSIT OF PUBLICATIONS BY STATE AGENCIES

WHEREAS the 75th General Assembly has enacted into law, House Bill 1972, Act 1031, approved by the Governor and effective January 1, 1968, as amended by House Bill 2769, Public Act 77-1690, 77th General Assembly, approved by the Governor and effective January 1, 1972, such laws enacting Section 21 to "The State Library Act" (S.H.A., Chapter 128, Section 121); and

WHEREAS, the Secretary of State is designated by law as the State Librarian and thus the administrator of this law; and

WHEREAS this law requires that the State Librarian shall by rule or regulation specify the number of copies to be required and the publications to be deposited.

NOW THEREFORE, pursuant to the provisions of the aforesaid law, the Honorable John W. Lewis, Secretary of State of the State of Illinois and State Librarian, does hereby promulgate the following revised Rules and Regulations governing the Deposit of Publications by State Agencies.

Amended
OCT 2 0 1972

OFFICE OF THE SECRETARY OF STATE
SPRINGFIELD, ILLINOIS 62706

Rule 12.18-1: Definitions

For the purposes hereof, the words and phrases used herein shall have the meanings ascribed to them in "The State Library Act", unless the context dictates otherwise.

The term "State Agency" means every state office, officer, department, division, section, unit, service, bureau, board, commission, committee, and subdivision thereof of all branches of the state government and which agencies expend appropriations of state funds.

The term "Publications" means any document, report, directory, bibliography, rule, regulation, newsletter, pamphlet, brochure, periodical or other printed material paid for in whole or in part by funds appropriated by the General Assembly or issued at the request of a state agency, excepting however, correspondence, inter-office memoranda, and confidential publications.

The term "Printed Material" means publications duplicated by any and all methods of duplication.

Rule 12.18-2: Non-priced Publications

A. Within two weeks of their release forty copies of all non-priced publications shall be sent to the Illinois Documents Unit, Illinois State Library, by the issuing state agency.

B. In a few specialized instances state agencies may make arrangements with the Illinois Documents Unit, Illinois State Library, to do their own mailing of

Amended
OCT 2 0 1972

specific titles. In these cases an agreed number of copies of each item shall be sent to the Illinois Documents Unit. The Illinois Documents Unit shall provide the issuing agency with a mailing list for the remaining number of copies.

C. The State universities are excepted from this regulation. (See Rule 12.18-4)

Rule 12.18-3: Priced Publications

A. Within two weeks of their distribution three copies of all priced publications shall be deposited with the Illinois Documents Unit, Illinois State Library, by the issuing state agency. Information on the price and address of the selling agency shall be sent to the Illinois Documents Unit, Illinois State Library, with the three priced publications so that it can be included in the list of State of Illinois Publications issued by the State Library.

B. The State universities are excepted from this regulation. (See Rule 12.18-4)

Rule 12.18-4: State University Publications

Within two weeks of their distribution three copies of all State university publications, priced and non-priced, and two copies of books published by the university presses, shall be deposited with the Illinois Documents Unit, Illinois State Library.

Rule 12.18-5: Arrangements for Copies

Nothing in these regulations shall preclude the Illinois Documents Unit, Illinois State Library, from making special arrangements to obtain and exchange more

Amended
OCT 2 0 1972

JOHN W. LEWIS
SECRETARY OF STATE

OFFICE OF THE SECRETARY OF STATE
SPRINGFIELD, ILLINOIS 62706

than forty copies of certain publications of State agencies.

Rule 12.18-6: Administrator of State Agency

Each state agency shall inform the Illinois Documents Unit, Illinois State Library, of the person, persons, or positions responsible for distribution of publications of that agency.

Rule 12.18-7: Forms and Listing

The State Librarian shall prepare the necessary forms implementing these rules, and shall further prepare and publish, from time to time, a listing of the publications received by him.

Rule 12.18-8: Designation of Depositories

The Director of the Illinois State Library shall designate the institutions that will be the depositories or exchange libraries for Illinois State Documents.

Rule 12.18-9: Ownership of Depository Documents

The Illinois State Library shall retain ownership of Illinois documents deposited in libraries within the State of Illinois.

Rule 12.18-10: Inspection of Depositories

The Director of the Illinois State Library, or his representative, shall from time to time visit and inspect the depositories for Illinois State Documents and receive written reports from them.

Amended
OCT 20 1972

JOHN W. LEWIS
SECRETARY OF STATE

OFFICE OF THE SECRETARY OF STATE
SPRINGFIELD, ILLINOIS 62706

Rule 12.18-11: Effective Date

These Rules and Regulations shall take effect pursuant to law.

Amended
OCT 2 0 1972

G- IL:G
7/76

ADDRESSES OF LIBRARIES TO WHICH THE ILLINOIS STATE LIBRARY REGULARLY SENDS ALL ILLINOIS PUBLICATIONS DEPOSITED WITH ITS DOCUMENTS BRANCH AS OF NOVEMBER, 1971.

Documents Division
University of Illinois Library
Urbana, Illinois 61801

Order Department
Chicago State College Library
6800 South Stewart
Chicago, Illinois 60621

Booth Library
Eastern Illinois University
Charleston, Illinois 61920

Documents Department
Milner Library
Illinois State University
Normal, Illinois 61761

Documents Librarian
Northeastern Illinois State College
Bryn Mawr at St. Louis Avenue
Chicago, Illinois 60621

Documents Librarian
Swen Franklin Parson Library
Northern Illinois University
DeKalb, Illinois 60115

Serials Department
Morris Library
Southern Illinois University
Carbondale, Illinois 62901

Documents Librarian
Lovejoy Library
Southern Illinois University
Edwardsville, Illinois 62025

Documents Division
University of Illinois Library
Chicago Circle Campus - Box 8198
Chicago, Illinois 60680

Documents Librarian
Western Illinois University Library
Macomb, Illinois 61455

Exchange & Gift Division
Library of Congress
Washington, D.C. 20540

Documents Librarian
Center for Research Libraries
5721 Cottage Grove Ave.
Chicago, Illinois 60637

Business & Social Science Dept.
Chicago Public Library
78 West Washington St.
Chicago, Illinois 60602

Documents Librarian
Governors State University Library
Park Forest South, Illinois 60466

Sangamon State University Library
Springfield
Illinois 62703

Law Library
University of Illinois
104 Law Bldg.
Champaign, Illinois 61820

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Documents Librarian
University of Chicago
Chicago, Illinois 60637

Institute of Government and Public Affairs
University of Illinois
1201 W. Nevada
Urbana, Illinois 61803

Regional and Urban Development
Southern Illinois University
Edwardsville, Illinois 62025

State Paper Room
British Museum
Russell Square
London W. C. 1
England

THE GOVERNMENT DOCUMENTS BRANCH OF THE ILLINOIS STATE LIBRARY RETAINS TWO COPIES FOR ITS PERMANENT FILE.

BEST COPY

I IL:G1
/2

ADDRESSES OF LIBRARIES TO WHICH THE ILLINOIS STATE LIBRARY REGULARLY SENDS ALL ILLINOIS PUBLICATIONS DEPOSITED WITH ITS DOCUMENTS/SERIALS BRANCH. THIS LIST IS CURRENT AS OF JANUARY, 1973.

Illinois State Library
Centennial Building
Springfield, Illinois 62756

Exchange & Gift Division
Library of Congress
Washington, D.C. 20540

University of Illinois Library
Urbana, Illinois 61801

Morris Library
Southern Illinois University
Carbondale, Illinois 62901

Business and Social Sciences Dept.
Chicago Public Library
78 West Washington Street
Chicago, Illinois 60602

Center for Research Libraries
5721 Cottage Grove Avenue
Chicago, Illinois 60637

Milner Library
Illinois State University
Normal, Illinois 61761

Swen Franklin Parson Library
Northern Illinois University
De Kalb, Illinois 60115

Booth Library
Eastern Illinois University
Charleston, Illinois 61920

Western Illinois University
Macomb, Illinois 61455

North Suburban Library System
5814 Dempster Street
Morton Grove, Illinois 60053

Northeastern Illinois University
Bryn Mawr at St. Louis Avenue
Chicago, Illinois 60625

Northern Illinois Library System
c/o Rockford Public Library
215 North Wyman Street
Rockford, Illinois 61101

Suburban Library System
125 Tower Drive
Burr Ridge, P.O.
Hinsdale, Illinois 60521

University of Illinois Library
Chicago Circle Campus
Box 8198
Chicago, Illinois 60680

University of Chicago Library
Chicago, Illinois 60637

Governors State University Lib.
Park Forest South, Illinois 60466

Sangamon State University Lib.
Springfield, Illinois 62708

Lovejoy Library
Southern Illinois University
Edwardsville, Illinois 62025

THE GOVERNMENT DOCUMENTS/SERIALS BRANCH OF THE ILLINOIS STATE LIBRARY RETAINS THREE COPIES FOR ITS PERMANENT FILE.

IL-A
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Chicago State University Library
6800 South Stewart
Chicago, Illinois 60621

Institute of Government & Public Affairs
University of Illinois
1201 W. Nevada
Urbana, Illinois 61803

Law Library
University of Illinois
104 Law Building
Champaign, Illinois 61820

E.M. Cudahy Memorial Library
Loyola University
6525 North Sheridan Road
Evanston, Illinois 60201

Deering Library
Northwestern University
1935 Sheridan Road
Evanston, Illinois 60201

Government Publications Section
California State Library
P.O. Box 2037
Sacramento, California 95809

Gift & Exchange Section no. 2
New York State Library
Albany, New York 12224

State Paper Room
British Museum
Russell Square
London W.C. 1
England

Several additional out - of - state exchange libraries are being negotiated.

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IL:I

INSTRUCTIONS TO DEPOSITORY LIBRARIES FOR ILLINOIS STATE DOCUMENTS

Issued August, 1972

and Revised February, 1974

Michael J. Howlett

SECRETARY OF STATE AND STATE LIBRARIAN

Alphonse F. Trezza

DIRECTOR, ILLINOIS STATE LIBRARY

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IL-H
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GENERAL INFORMATION

Your status as a depository for Illinois state documents is determined by the Director of the Illinois State Library. In accepting the privilege of being a depository you have agreed to abide by the laws, the rules and regulations and these instructions governing officially designated depositories. The Illinois documents you have received in the past through the depository program administered by the Illinois State Library comes within the scope of these regulations.

RETENTION AND DISPOSAL OF DOCUMENTS

The Illinois State Library remains owner of the documents which are deposited. The depository must keep all documents received for 5 years. At the end of that time you may return a list of unneeded documents to the Documents/Serials Branch, Illinois State Library, Centennial Building, Springfield, Illinois 62756, which will circulate the list to other libraries in a manner similar to the method used by regional depositories in weeding Federal documents. If other libraries request the documents on the list, the discarding library will forward the documents to them, otherwise they may be destroyed or otherwise disposed of. The Reference and Research Centers, which includes the Illinois State Library, shall keep all depository documents indefinitely, except for superseded items.

Superseded or ephemeral items may simply be discarded by all depositories. Examples of superseded items are: any publication cumulated in later issues after the later cumulation is received; any revised publication after the revised edition is received; separates, upon receipt of final bound volumes; compilations of laws and regulations upon receipt of new editions. An example of ephemeral material is an announcement of a conference or seminar. Ephemeral material is marked in the documents shipping list with an asterisk.

REFERENCE USE

In order to make the state documents easily accessible cataloging at least in brief form is required. In addition reasonable reference service must be available not only to the library's primary users but to all Illinois citizens.

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CIRCULATION

Circulation of Illinois documents is encouraged. It is not necessary to hold Illinois documents as a separate collection. Universities and special libraries that are depositories must be willing to lend to library systems and to permit all Illinois citizens access to the documents within the library. Public libraries and library systems must be willing to lend to all Illinois citizens through the use of reciprocal borrowing.

INSPECTION

The Director of the Illinois State Library, or his representative, shall from time to time visit and inspect the depositories and receive written reports from the libraries on their administration of the depositories. These reports will be made on forms supplied by the Illinois State Library. Reports will not be required more than once a year nor less than once every three years.

TERMINATION

A depository has the right to terminate its status as a depository by a letter to the Director of the Illinois State Library. The Director of the Illinois State Library may terminate the status of a library as depository upon proof of unsatisfactory administration or use of the depository or if statewide considerations make revision of the list of depositories necessary. At termination the library will request instructions from the Illinois State Library about disposition of the depository publications on hand.

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IL:M

A PROFILE OF

ILLINOIS LIBRARIES COLLECTING STATE DOCUMENTS

Based on

An Informational Questionnaire for the
Illinois State Documents Workshop

January 20-21, 1972

Sponsored by the Illinois State
Library and the Illinois
Library Association

Compiled by Marian Carroll

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Geneva Finn
Chairman

As a part of the planning for the second Illinois State Library sponsored workshop on government documents a questionnaire was sent to invited libraries. This summary provides a profile of the responding libraries, and a tentative but necessarily incomplete guide to topics planned for discussion groups.

1. Number of libraries responding:

62 questionnaires were mailed, 38 returned, for a 61% response.
Number of each type of library responding:

College and university	18
Public	14
Special	6

2. Personnel

a. Name and title of the individual immediately responsible for state documents.

The following titles were given:

Editor and librarian; documents librarian (4); assistant documents librarian (2); head, documents department; government publications librarian; government documents librarian; documents and legal reference librarian; chief, social sciences and business department; reference/documents librarian; serials and documents librarian; librarian (2); associate librarian; acquisitions librarian; assistant acquisitions librarian; head, technical processing; technical services librarian (2); reference librarian (4); assistant reference librarian; head, reference services; assistant, business, science, technology department; clerk I, law librarian; adult services librarian; inter-library loan librarian; supportive services librarian. Four libraries did not report.

b. Number of employees assigned to prepare materials for the shelves on a full-time equivalent (FTE) basis:

(Note: It appears that there may have been some misunderstanding concerning the definition of FTE's.)

Total FTE Employees	Number of Libraries
0	3
1/8 - 2	19
2 1/4 - 6	3
7 - 11	2
Not reporting	11

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Personnel (continued)

Total FTE Professionals	Number of Libraries
0	6
1/5 - 1	17
2	1
10	1
Not reporting	13

Total FTE Non-Professionals	Number of Libraries
0	8
1/8 - 1	14
2	1
4 - 6	2
Not reporting	13

3. Holdings

a. Total volumes in library's collection, including documents:

Volumes	Number of Libraries
Under 50,000	5
50,000 - 99,000	4
100,000 - 249,999	9
250,000 - 499,999	4
500,000 - 999,999	4
1,000,000 and over	5
Not reporting	7

b. State documents total (Illinois and other states):

Volumes	Number of Libraries
None	2
Under 100	2
100 - 999	5
1,000 - 2,499	5
2,500 - 4,999	0
5,000 - 9,999	2
10,000 - 49,999	1
50,000 or more	1
Not reporting/not available	19

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Holdings (continued)

Number of state documents in paper:

Volumes	Number of Libraries
None	2
Less than 100	2
100 - 999	5
1,000 - 4,999	6
5,000 - 9,999	2
10,000 or more	2
Not reporting/not available	19

Number of state documents in microform:

Units	Number of Libraries
None	20
Less than 100	4
100 - 1,000	2
1,000 or more	1
Not reporting/not available	11

4. Acquisitions

a. Are you a depository for Illinois state documents?

Yes	14
No	24

b. Do you use for selection (number indicates "yes")

The Monthly Checklist of State Publications?	23
The Legislative Research Checklist?	6
Agency publication lists?	13
State publication lists?	26
Illinois?	25
Other states?	4
Mailing lists?	20
None	2

Other sources:

Accessions lists of other law libraries; brochures and announcements; library acquisition lists; faculty requests (3); Public Affairs Information Service; news articles/releases (3); journals; personal contacts; LC proof slips; gifts; Government Reports Announcements (2); depository status with some states.

Ill. M, p. 5/10

Acquisitions (continued)

Do you consider these sources satisfactory? Please comment specifically.

Yes	7
No	8
Cannot evaluate or do not collect at present	2
Equivocal, suggested improvement	4
Not reporting	17

Comments included:

Would prefer to be a depository; awaiting state distribution; an added subject approach would be helpful; sources not descriptive enough; we need one comprehensive, prompt, cumulative source for Illinois documents;(2); entries in the Monthly Checklist are too slow (3); too little and too late; sending for state documents is too time consuming (3); some state agencies don't supply requested items or maintain mailing lists; much trouble getting the latest Illinois Blue Book.

5. Bibliographic control

(Note: More than one question could be checked so responses exceed the number of responding libraries.)

a. Are state documents

Integrated into the total collection?	23
Of Illinois in a separate collection?	20

If yes, please indicate inclusiveness--i.e., official publications only, or all items by or about Illinois.

Official publications only	11
All publications	3
Not reporting	1

Explanatory comments included:

Separate all state agency items except statutes and reports; separate those predominately about the 18 southernmost counties; OP's in a separate collection and most items about Illinois in the historical collection; official Illinois publications will be integrated in the Documents collection; selective; official plus state college and university publications; some departments integrate them but most are in a separate collection in the social science and business department; separated if ephemeral; separate Agricultural Experiment Station bulletins, circulars, and soil reports.

One library reported their state documents were not yet cataloged.

Ill.-M, p 6/10.

Bibliographic control (continued)

b. If there is a special or separate collection, do you use

A special classification system and/or distinctive symbol?

Yes	17
Not classified	3

If yes, please specify.

Symbols: Π 6 plus DDC; S plus DDC (2); "Government Publications"; History collection; departmental symbols; Π plus cutter number for agency; * plus DDC; DDC plus modified key word in context.

Special classification systems: own system (3); arrange in vertical files, alphabetically; arrange by issuing agency; arrange alphabetically by state, issuing agency and title; hybrid of Swank/Sudocs system; system similar to Sudocs; using/will use Yuri Nakata and Mary McDonald's classification scheme (2).

LC	2
DDC	5

c. For subject access to the collection do you

Depend on cards in the public catalog? .	19
Depend on arrangement of the collection?	7
A combination of the above or some other means. Please specify.	12

Methods reported included: Uncataloged items arranged by subject/title; knowledge of the collection; author/title file maintained by documents librarian; arrange uncataloged items by issuing agency and maintain a shelf list from shipping lists; small subject catalog for staff use; public catalog and periodical file; departmental catalog with title-author approaches; shelf list and card file of boards and commissions leading user to appropriate departmental symbols; some in vertical file (6); all in vertical file; catalog and pamphlet headings; primarily card catalog (2); primarily arrangement but some LC cards for historical items.

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6. Use

a. How many people use your state documents each week?

Users	Number of Libraries
1 - 5	12
5 - 25	8
Over 25	11
Not reporting/not available	7

b. What proportion of your state documents would you consider "little used"?

Proportion	Number of Libraries
0% - 25%	4
25% - 50%	5
50% - 75%	10
75% - 90%	5
Over 90%	5
Not reporting/not available	9

7. Discussion topics

Please list here any specific topics you would particularly like covered in the speeches or discussion groups listed.

SERVICING

Bibliographic Aids:

1. Discuss record keeping for state documents.

2. Could complete order information be included in the Monthly Checklist annual listing of periodicals?

3. Possibility of centralized distribution of all Illinois state documents, providing ordering list and source. (2)

4. Is there a possibility of publication of an Illinois counterpart to the U.S. Government Organization Manual? Do other states have such publications?

5. Discuss new approaches to problems of dissemination of available information in Illinois documents.

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Other Questions on Servicing:

6. Policy on inter-library loan of government documents, both federal and state. How do we learn what is available? Are most Illinois documents available? Are many documents from other states held? Does state depository status entail loan stipulations?

7. Discuss the merits of separate vs. integrated state documents in the total documents collection.

8. Give suggestions for organizing and processing relatively small collections.

TECHNICAL SERVICES

Acquisitions:

1. What is the future of General Assembly publications? Will there be a record of debates; and if so, can these be made available on depository status? (2)

2. We understand the Illinois bills on microform project is near completion. How will these be made available to libraries? (2) Will standing orders be accepted? What is the planned frequency of updating?

3. Where can we obtain copies of individual bills?

4. Are copies of many older Illinois documents available for distribution?

5. There is a good compilation of "blue book" titles plus other organizational relationships and mailing addresses in the February 1971 SPECIAL LIBRARIES. Are there plans to update it? An annual supplement would be helpful.

6. How or where can we obtain out-of-print state documents?

7. Is there some type of depository system for all states' documents? How can a library achieve this status?

8. Possibility of inclusion of additional publications and complete sets of Illinois state publications being sent to depository libraries--e.g., Illinois Department of Public Aid Regulations for handling welfare payments, i.e., administrative regulations.

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Ill-M1
p. 9/10

Classification:

1. We would like to know other librarians' opinions about the Anglo-American rules for cataloging documents. It has been our experience that material is most often requested by the issuing agency regardless of the responsibility for the intellectual content of the work. Also, direct headings and subheadings give us some trouble. People most often seem to remember the larger agency in the hierarchy.

2. If a standardized classification scheme is adopted for Illinois publications, what purpose would it serve? (2) Some control, such as an index, would have to be established.

3. Unit cards for Illinois documents would be helpful. What are the possibilities for the shipping list being sent in this form?

4. Explain and discuss the Yuri Nakata-Mary McDonald classification scheme.

5. Discuss the merits of special vs. standard classification schemes for documents. Isn't it possible that the cataloging-in-publication program may affect such decisions in the future?

OTHER QUESTIONS

1. What is an Illinois document?

2. Is there a good subject approach tool to state documents?

3. There is need for some new state publications. A statistical abstract?

4. Is there any chance of an ILA bibliography for the last 25 years or so?

5. What are some ways and means to publicize use of state documents?

6. Any possibility of free distribution of federal documents to non-depository systems?

7. Would it be possible for medium-sized cities to receive selected items on a state depository status?

8. About the Legislative Research Checklist and microcards: Could some simplified system for indexing and arrangement be adopted, such as coding microcards with appropriate item numbers from the Checklist? Also, since cards from the supplier don't follow LC rules they aren't usable in our library. Any possibility of changing this?

9. Discuss state legal and legislative documents.

10. Discuss state blue books and/or statistical abstracts.

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COMMENTS

Libraries using the Glidden/Marchus classification scheme are requested to contact Mary Ann Yates, Joint Reference Library, Chicago, concerning a proposed revision of the scheme.

About federal documents: There has been some discussion of the possibility of combining publication of the Monthly Catalog and Government Reports Announcements. Will a single classification system then be used? Will indexing be cumulated monthly or quarterly? Will a new format be used, or one of the present types used?

Explore reactions to the increasing use of stock numbers for federal publications and apparent decreasing use of Sudocs numbers, particularly in lists and bibliographies.

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ILLINOIS STATE LIBRARY

AND

ILLINOIS LIBRARY ASSOCIATION
WORKSHOP ON STATE DOCUMENTS
JANUARY 20-21, 1972

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Illinois State Library and the Illinois Library Association express warmest thanks to the Workshop Planning Committee for their enthusiasm and hard work in preparing this workshop.

PLANNING COMMITTEE

Chairman: GENEVA FINN, head, Documents/Serials Branch, Illinois State Library (217-525-5185). She is a native of Kentucky and a graduate of Indiana University Graduate School of Library Science. She was formerly with the Oregon State Library as head of their Documents/Serials Section.

Committee members: MARIAN CARROLL, Documents Librarian, Milner Library, Illinois State University, Normal (309-438-8005). She is a graduate of Peabody and is in her first library position. She was formerly in public school and university administrative work.

INGRID WELCH, Documents Reference Librarian, Oak Park Public Library, (312-383-5030). She has her library degree from Rosary College in 1971. She is in her first library position, handling federal, state and out-of-state documents.

MICHELE FLOERSCH, Asst. Documents Librarian, University of Illinois at Chicago Circle (312-663-2738). She received her library degree from Rosary College. She is in her first library position. She worked in reference before coming into the documents area.

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Program of the Illinois State Documents Workshop, Sheraton Motor Inn, Springfield, Illinois, January 20-21, 1972.

Thursday, Jan. 20:

12:00-1:00 p.m. Registration

1:00-3:30 p.m.

1. Keynote speech. Mr. Trezza, Director, Illinois State Library.
2. Agnes Ferruso, Library of Congress, on the Monthly Checklist of State Publications.
3. Barbara Nelson, Council of State Governments, on the acquisition and publishing patterns of the Council.
4. Geneva Finn, Illinois State Library with an overview of the publishing and acquisition of Illinois State documents.

3:45-5:30 p.m. Discussion groups on:

1) Acquisition and collection.
   Leader: Marian Carroll
   Resource person: Jan Brooks
   Observer: Tony Miele
2) Classification and bibliographic control.
   Leader: Mary Jane MacDonald
   Resource person: Joyce Horney
   Observer: Michele Floersch

5:30-6:30 p.m. Discussion group leaders and resource persons to meet with Mr. Halcli, Assistant Director for Public Services, ISL, to synthesize points covered by discussion groups.

5:30 p.m. Cash bar.

6:30 p.m. Dinner. Speaker: William Alderfer, Illinois State Historian on the Illinois Historical Library.

8:30 p.m. Tour of the Illinois State Historical Library. (Transportation by bus)

Friday, Jan. 21:

9:30 a.m. Mr. Halcli to present summary of previous day's discussion.

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10:00 a.m.	Panel discussion on public services use of state documents. Mr. Miele, Assistant Director for Technical Services, ISL, moderator. Panel members: Lois Mills, Western Illinois University; Sandra Meyer, University of Illinois Law Library; Stanley Adams, ISL; Ingrid Welch, Oak Park Public Library. The panel discussion will be followed by open discussion.
11:15 AM	
12:30 p.m.	Lunch. Speaker: Sherwood Kirk, Associate Director for Library Operation, ISL, who will speak on the Illinois State Library.
2:30 p.m.	Tour of Illinois State Library (Transportation by bus)
2:30 p.m.	As an alternative to touring the State Library, those who wish to do so will stay at the Sheraton for an unstructured discussion of Federal documents.

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IN

B. Letters and commentaries

F. Legislation and legal materials

J. Promotional materials

IN:B

INDIANA STATE LIBRARY

140 North Senate Avenue

Indianapolis, Indiana 46204

April 26, 1973

Mrs. Jaia Heymann
Reference Librarian
Reference Department
Rose Memorial Library
Drew University
Madison, New Jersey 07940

Dear Mrs. Heymann:

In reply to your letter of March 29, 1973, I am sending you six copies of our new documents act; I am sending copies of the bill because it is identical to the final act which was just signed last weekend.

Before this act, the law required that the State Library receive 150 copies of every public document. This legislation was almost completely ignored.

We go to the Printing Board weekly to check through their invoices for Indiana documents. Then we request 12 to 15 copies from the respective agency. We try to keep 2-3 copies for ourselves and send one to each of the four state university libraries.

We plan to designate the four state university libraries as secondary depositories and begin a more formal arrangement for documents distribution.

We do not publish a separate checklist of documents as yet. At present our list is at the back of each quarterly issue of Library Occurrent. I am enclosing six copies of that as well.

It would take more effort and time than I can spare to go into detail about our plans and operations. I hope this material gives you something to go on for now.

Sincerely yours,

Mary Golichowski (Mrs.)

Mary Golichowski
Coordinator of Services to State Government

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Synopsis of "Documents Depository Act".
P.L. 27, 1973 Indiana.

The Indiana State Library is designated as the depository library for Indiana public documents and is to maintain the official file of Indiana state documents. Two copies of each document published by the state are needed for the official file of Indiana documents.

A public document is defined as any book, booklet, magazine, or periodical, pamphlet, leaflet, sheet or other published items produced by printing press, multility, multigraph, mimeograph, or similar quantity duplication means, and issued by an official department, division, bureau, board, commission, educational institution or other agency of state government of Indiana for public information, guidance, or regulation. Copies of the annual reports of state departments made to the Governor, whether printed, processed or typewritten are also included.

Completely exempt from the law authorizing departments to furnish the State Library with documents are publications of state university presses, directives for internal administration, intra-office and inter-office publications, forms, memoranda, and contracts.

The law further provides that up to fifty (50) copies of a public document of general interest are to be furnished the State Library for deposit in the libraries of the four state universities, the Library of Congress, and designated depository libraries throughout the state. The number of each document to be furnished the State Library for distribution purposes shall be determined by the library according to the availability of the document, and the general interest as a depository item.

Provisions are made in other acts for the distribution of certain state publications, such as the session laws of the General Assembly, the journals of the Indiana House and Senate, the Supreme and Appellate Court reports, and the publications of the Indiana Historical Bureau. These publications are exempt from this section of the law dealing with distribution of documents.

ENGROSSED
HOUSE BILL No. 1368

A BILL FOR AN ACT to amend IC 1971, 4-23-7 concerning the Indiana library and historical department.

Moberly, Campbell

(SENATE SPONSORS—GARTON, PARK)

January 24, 1973, read first time and referred to Committee on Education.
January 31, 1973, reported favorably—Do Pass.
February 2, 1973, read 2nd time, Amended. Ordered Engrossed. Engrossed.
February 12, 1973, read 3rd time, Passed Ayes 91, Noes 3.

SENATE ACTION

February 26, 1973, read first time and referred to Committee on Education.
March 23, 1973, reported out—Do Pass.

Identical to final Act, House Enrolled Act 1368.

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March 23, 1973.

PRINTING CODE—The parts in **this style type** are additions to the text of the existing section of the law. The parts in ~~this style type~~ are deletions from the text of the existing section of the law. The absence of either of the above type styles in an amendatory SECTION indicates that an entirely new section or chapter is to be added to the existing law.

DIGEST

Adds sections 23.4, 23.5 and 23.6 to IC 1971, 4-23-7 to designate the Indiana state library as the official depository for Indiana public documents, to require that copies of all public documents be deposited with the state library, and to provide for selection of secondary depository libraries.

ENGROSSED HOUSE BILL No. 1368

A BILL FOR AN ACT to amend IC 1971, 4-23-7 concerning the Indiana library and historical department.

Be it enacted by the General Assembly of the State of Indiana:

SECTION 1. IC 1971, 4-23-7 is amended by adding a new and additional section to be numbered 23.4 and to read as follows: Sec. 23.4. In order that all public documents of the state of Indiana shall be preserved and made available for use of the citizens of the state, the Indiana State Library is hereby designated as the depository library for Indiana documents. The Indiana State Library shall maintain a complete collection of all Indiana public documents. This collection shall be the official file of Indiana state documents. The Indiana State Library shall establish a state document depository system by which copies of all those public documents published by the state which are of general interest or use shall be deposited in

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p 3/5

designated depository libraries, and shall distribute to other libraries copies of those public documents published by the state which are of greatest interest or use and for which a more general distribution is appropriate.

SECTION 2. IC 1971, 4-23-7 is amended by adding a new and additional section to be numbered 23.5 and to read as follows: Sec. 23.5. (a) Each and every state official, state department, state board, state commission or state agency of any kind, which issues public documents shall furnish the state library fifty (50) copies of all publications issued by them whether printed, mimeographed, or duplicated in any way, which are not issued solely for use within the issuing office. However, if the library requests, as many as twenty-five (25) additional copies of each public document shall be supplied.

(b) If other provision is made by law for the distribution of the session laws of the general assembly, the journals of the house and senate of the general assembly, the supreme court and court of appeals reports or the publications of the Indiana historical bureau, any of those for which distribution is provided for are exempted from the depository requirements of subsection (a) of this section. However, two (2) copies of each document exempted under this subsection from the general depository requirements shall be deposited with the Indiana State Library.

(c) Publications of the various schools, colleges, divisions and departments of the state universities and their regional campuses are exempt from the depository requirements of subsection (a) of this section, but two (2) copies of each publication of these divisions shall be deposited in the Indiana State Library.

(d) Publications of state university presses, directives for internal administration, intra-office and inter-office publications and forms are completely exempt from all depository requirements.

(e) A state officer or agency which complies with subsection (a) of this section shall be exempt from the requirements of IC 1971, 4-23-7-8.

SECTION 3. IC 1971, 4-23-7 is amended by adding a new and additional section to be numbered 23.6 and to read as follows: Sec. 23.6. It shall be the duty of the Indiana state library to:

(a) Keep at least two (2) copies of each Indiana state document as permanent reference copies;

(b) Send two (2) copies of each Indiana state document

to the Library of Congress excluding those where other provisions for distribution are made by law;

(c) Designate the four (4) state university libraries and certain selected Indiana public school and college libraries in the several geographical sections of the state as secondary depository libraries to receive one (1) copy of those Indiana state documents which are of general interest. Selection of secondary depository libraries shall be made by the Indiana state library, based on a determination that the libraries selected will keep the documents readily accessible for use, and will render assistance for their use to qualified patrons without charge.

(d) Prepare and issue quarterly, complete lists of state issued documents, which were issued during the immediately preceding quarter. These lists shall be cumulated and printed annually, at the end of each calendar year. Copies of these lists shall be distributed by the Indiana state library to state departments and agencies, and to public and college libraries within the state.

(e) Set up a document exchange system with agencies in other states, in order that selected documents of various other states shall be available for use by the citizens of Indiana.

COMMITTEE REPORT

MR. SPEAKER:

Your Committee on Education, to which was referred House Bill No. 1368, has had the same under consideration and begs leave to report the same back to the House with the recommendation that said bill do pass.

CROWE, Chairman.

4

HOUSE MOTION

MR. SPEAKER:

I move that House Bill No. 1368 be amended as follows:

Page 2, SECTION 2, after line 35 add a new paragraph to read as follows:

"(e) A state officer or agency which complies with subsection (a) of this section shall be exempt from the requirements of IC 1971, 4-23-7-8.

(Reference is made to printed bill dated February 1, 1973)

MOBERLY, Representative.

5

COMMITTEE REPORT

MR. PRESIDENT:

Your Committee on Education, to which was referred Engrossed House Bill No. 1368, has had the same under consideration and begs leave to report the same back to the Senate with the recommendation that said bill do pass.

(Reference is made to printed bill dated February 1, 1973 and House motions adopted February 2, 1973.)

LUNDQUIST, Chairman.

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First Regular Session 118th General Assembly 1973

PRINTING CODE. The parts in this style type are additions to the text of the existing section of the law. The parts in this style type are deletions from the text of the existing section of the law. The absence of either of the above type styles in an amendatory SECTION indicates that an entirely new section or chapter is to be added to the existing law.

HOUSE ENROLLED ACT No. 1263

AN ACT to amend IC 1971, 4-23-7 concerning the Indiana library and historical department as it relates to the collection of public documents.

Be it enacted by the General Assembly of the State of Indiana:

SECTION 1. IC 1971, 4-23-7 is amended by adding a new and additional section to be numbered 23.4 and to read as follows: Sec. 23.4. In order that all public documents of the state of Indiana shall be preserved and made available for use of the citizens of the state, the Indiana State Library is hereby designated as the depository library for Indiana documents. The Indiana State Library shall maintain a complete collection of all Indiana public documents. This collection shall be the official file of Indiana state documents. The Indiana State Library shall establish a state document depository system by which copies of all those public documents published by the state which are of general interest or use shall be deposited in designated depository libraries, and shall distribute to other libraries copies of those public documents published by the state which are of greatest interest or use and for which a more general distribution is appropriate.

SECTION 2. IC 1971, 4-23-7 is amended by adding a new and additional section to be numbered 23.5 and to read as follows: Sec. 23.5. (a) Each and every state official, state department, state board, state commission or state agency of any kind, which issues public documents shall furnish the state library fifty (50) copies of all publica-

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tions issued by them whether printed, mimeographed, or duplicated in any way, which are not issued solely for use within the issuing office. However, if the library requests, as many as twenty-five (25) additional copies of each public document shall be supplied.

(b) If other provision is made by law for the distribution of the session laws of the general assembly, the journals of the house and senate of the general assembly, the supreme court and court of appeals reports or the publications of the Indiana historical bureau, any of those for which distribution is provided for are exempted from the depository requirements of subsection (a) of this section. However, two (2) copies of each document exempted under this subsection from the general depository requirements shall be deposited with the Indiana State Library.

(c) Publications of the various schools, colleges, divisions and departments of the state universities and their regional campuses are exempt from the depository requirements of subsection (a) of this section, but two (2) copies of each publication of these divisions shall be deposited in the Indiana State Library.

(d) Publications of state university presses, directives for internal administration, intra-office and inter-office publications and forms are completely exempt from all depository requirements.

(e) A state officer or agency which complies with subsection (a) of this section shall be exempt from the requirements of IC 1971, 4-23-7-8.

SECTION 3. IC 1971, 4-23-7 is amended by adding a new and additional section to be numbered 23.6 and to read as follows: Sec. 23.6. It shall be the duty of the Indiana State Library to:

(a) Keep at least two (2) copies of each Indiana state document as permanent reference copies;

(b) Send two (2) copies of each Indiana state document to the Library of Congress excluding those where other provisions for distribution are made by law;

(c) Designate the four (4) state university libraries and certain selected Indiana public, school and college libraries in the several geographical sections of the state as secondary depository libraries to receive one (1) copy of

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those Indiana state documents which are of general interest. Selection of secondary depository libraries shall be made by the Indiana State Library, based on a determination that the libraries selected will keep the documents readily accessible for use, and will render assistance for their use to qualified patrons without charge.

(d) Prepare and issue quarterly, complete lists of state issued documents, which were issued during the immediately preceding quarter. These lists shall be cumulated and printed annually, at the end of each calendar year. Copies of these lists shall be distributed by the Indiana State Library to state departments and agencies, and to public and college libraries within the state.

(e) Set up a document exchange system with agencies in other states, in order that selected documents of various other states shall be available for use by the citizens of Indiana.

President of Senate

Speaker of House of Representatives

Approved: _____

Governor of the State of Indiana

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STATE OF INDIANA

INDIANA LIBRARY AND HISTORICAL BOARD

Indiana State Library
140 N. Senate Avenue
Indianapolis, Indiana 46204

PROPOSED
Rule III

REGULATIONS FOR INDIANA DOCUMENT DEPOSITORY LIBRARIES

General Information

IC 1971, 4-23-7, Sec. 23.4 states "The Indiana State Library shall establish a state document depository system by which copies of all those public documents published by the state which are of general interest or use shall be deposited in designated depository libraries."

IC 1971, 4-23-7, Sec. 23.6 states "It shall be the duty of the Indiana State Library to ... designate the four (4) state university libraries and certain selected Indiana public, school and college libraries in the several geographical sections of the state as secondary depository libraries to receive one (1) copy of those Indiana state documents which are of general interest. Selection of secondary depository libraries shall be made by the Indiana State Library, based on a determination that the libraries selected will keep the documents readily accessible for use, and will render assistance for their use to qualified patrons without charge."

To implement this statute effectively, the following regulations are proposed.

A.1 Selection of Depository Documents.

Selection of documents to be sent to depository libraries shall be made by the Indiana State Library and shall be determined by the availability and general interest of the document.

A.2 Exemptions from the Depository Program.

Documents available only through purchase must be obtained directly from the agency of publication by the depository library, if it desires the publication.

B. Required Services.

Depository libraries must provide inter-library loan and reference service in connection with Indiana state documents to the libraries and to citizens in their respective regions, and make every effort to see that depository documents

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are available to the general public and to promote their reference use.

C. Retention of Documents.

All depository documents must be retained at least five years by the depository library.

D.1 Disposal of Documents by the four State University Depository Libraries.

The four state university depository libraries must request the approval of the State Library before disposing of depository documents retained five years or longer.

D.2 Disposal of Documents by Secondary Depository Libraries.

Secondary depository libraries may, at their own discretion, dispose of documents retained five years or longer, unless the State Library has given advance notice that certain documents are needed for the State Library's collection.

E. Termination as a Depository Library.

Any depository library has the right to relinquish its privilege at any time by addressing a letter to the Director of the Indiana State Library stating that the library no longer wishes to be a depository for Indiana state documents.

The privilege may also be taken away by the Director of the Indiana State Library for failure of the library to adhere to the Regulations for Indiana Document Depository Libraries.

Upon termination of the depository privilege, either by request or for cause , the library shall request of the Director of the Indiana State Library instructions concerning disposition to be made of the depository publications of the library.

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INDIANA LIBRARY AND HISTORICAL BOARD

Rule III

Regulations for Indiana Document Depository Libraries

(Effective November 4, 1974)

Indiana State Library
140 North Senate Avenue
Indianapolis, Indiana 46204

485

Rule III

REGULATIONS FOR INDIANA DOCUMENT DEPOSITORY LIBRARIES

General Information

IC 1971, 4-23-7, Sec. 23.4 states "The Indiana State Library shall establish a state document depository system by which copies of all those public documents published by the state which are of general interest or use shall be deposited in designated depository libraries."

IC 1971, 4-23-7, Sec. 23.6 states "It shall be the duty of the Indiana State Library to . . . designate the four (4) state university libraries and certain selected Indiana public, school and college libraries in the several geographical sections of the state as secondary depository libraries to receive one (1) copy of those Indiana state documents which are of general interest. Selection of secondary depository libraries shall be made by the Indiana State Library, based on a determination that the libraries selected will keep the documents readily accessible for use, and will render assistance for their use to qualified patrons without charge."

To implement this statute effectively, the following regulations were adopted, effective November 4, 1974.

A-1 – *Selection of Depository Documents.*

Selection of documents to be sent to depository libraries shall be made by the Indiana State Library and shall be determined by the availability and general interest of the document.

A-2 – *Exemptions from the Depository Program.*

Documents available only through purchase must be obtained directly from the agency of publication by the depository library, if it desires the publication.

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Depository libraries must provide inter-library loan and reference service in connection with Indiana state documents to the libraries and to citizens in their respective regions, and make every effort to see that depository documents are available to the general public and to promote their reference use.

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All depository documents must be retained at least five years by the depository library.

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The four state university depository libraries must request the approval of the State Library before disposing of depository documents retained five years or longer.

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Secondary depository libraries may, at their own discretion, dispose of documents retained five years or longer, unless the State Library has given advance notice that certain documents are needed for the State Library's collection.

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Upon termination of the depository privilege, either by request or for cause, the library shall request of the Director of the Indiana State Library instructions concerning disposition to be made of the depository publications of the library.

INDIANA LIBRARY AND HISTORICAL BOARD
S/John E. Horner, President

ATTEST:
INDIANA LIBRARY AND HISTORICAL BOARD
S/Suzanne Ware, Secretary

Approved as to Legality and Form:
S/Theodore L. Sendak
Attorney General of Indiana
December 9, 1974

Approved:
S/Otis R. Bowen, M.D.
Governor of Indiana
December 9, 1974

Filed:
S/Larry A. Conrad
Secretary of State of Indiana
December 16, 1974, 2:05 p.m.

Filed:
Public Law Department
Legislative Council of Indiana
December 16, 1974

IA

B. Letters and commentaries

F. Legislation and legal materials

K. Selection lists and basic lists

M. Studies, surveys and workshops

FEB 2 1973
FEB 5 1973

IA:B

The University of Iowa Libraries

Government Documents Department

FOR YOUR INFORMATION

REPLY DIRECT

PLEASE ADVISE

PLEASE RETURN

CIRCULATE TO:

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Memo

Date. January 16, 1973.....

To. Margaret Lane.....

Attached please find what little I've managed to collect of Iowa 'documents on documents'. I hope it will help.

If you find something else I can do to help, please let me know. I can't make it to Mid-Winter this year, but I hope to be at Las Vegas.

Sincerely,

Carolyn W. Kohler

(Mrs.) Carolyn W. Kohler

P.S. - I think a loan collection of documents from other states would be sufficient, except for statistical abstracts, state manuals, and checklists, which should be deposited in each state.

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Iowa.

IA:B1

Dear Librarian:

The Documents on Documents Committee of the State Documents Task Force, Government Documents Round Table, is collecting publications on state documents programs. The committee's goal is to make information on the administration of documents programs more easily and more widely available. Publications which are collected will be deposited at the Library of the Council of State Governments which will make these collections available on loan.

The committee would like to deposit five identical sets of publications in the C.S.G. Library. Will you please help in this endeavor by sending to me six copies of each of the following publications (the sixth copy will be kept here in my library as a control copy for our region). Please send copies of:

(1) Legislation establishing your state documents distribution or depository program.

(2) Rules and regulations established pursuant to this legislation.

(3) Informational brochures prepared to secure passage of legislation, to explain the program to state agencies, and to publicize documents in the libraries in the state.

(4) Manuals, either for the use of the administrator of the program (which might be an excerpt from your library staff manual) and manuals prepared for the depository libraries.

(5) Selection lists, address labels, designation of depository library forms and other forms which depository libraries might receive.

(6) Self-addressed labels, "thank yous" to state agencies, report forms for state agencies, etc.

(7) Shipping lists (sample only), "basic" lists, disposal instruction lists, etc.

(8) Questionnaires on state documents problems and their tabulation.

(9) In addition, will you please prepare a brief commentary on your state's depository library legislation indicating strengths, weaknesses, proposed amendments, etc.

Please send the six copies of each of these types of publications or a note that your state does not publish certain of the items to me by April 15 at the following address: State Historical Society Library, 816 State Street, Madison, Wisconsin, 53706

Your cooperation in forwarding this material will be appreciated and I trust that you will borrow it and use it after it has been deposited at the Council on State Governments Library. Announcement of the availability of the collections will be made in Documents to the People.

for IA:B2

IOWA'S DEPOSITORY LEGISLATION

Summary

Iowa's depository legislation allows for the three state universities, all free public libraries and all college libraries in Iowa to receive automatically 1 free copy each of the Official Register and the final bound volume of the Journals of the General Assembly.

The three university libraries also receive automatically 1 free copy of the Iowa Code and the Iowa Departmental Rules. All Iowa colleges may also receive 1 free copy each upon written request to the State Printer.

All Iowa libraries that are also U.S. federal depository libraries may receive 1 free copy each of any other state publication available from the State Printer upon written request to the State Printer. (A separate request is required for each item wanted). Exception: Daily journals and loose bills are not available free to any library.

Drawbacks

1. Difficulty of discovering what has actually been published by the state. The State Printer does not issue price lists for anything other than the Iowa Code, Journals, bills, and Attorney General's Decisions (Even these lists are not sent out automatically; they must be requested periodically). By the time one discovers a publication is available, it is O.P.

2. Regardless of the General Services Act of 1971 (which consolidated all government printing under the State Printer, supervised by the Director of the Department of General Services), very few publications are actually available from the State Printer. The others must be requested from the issuing agencies, which are not required to send libraries free copies (although many do). These publications also go O.P. before we can request them.

3. It is tedious to have to send out a separate request for each item wanted, when all the requests may be directed to the State Printer.

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Iowa - H
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AUG 2 0 1974

The University of Iowa Libraries
Speech Pathology Library

FOR YOUR INFORMATION

REPLY DIRECT

PLEASE ADVISE

PLEASE RETURN

CIRCULATE TO:

_____
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Memo

Date 12 Aug 74

To Margaret Lane

I am returning the "Doors or Doors" packet. Thanks so much. It really gave our committee a lot of fresh ideas.

Our bill will go before the Legislature this fall. We have a State Rep. who has promised to introduce it.

I am enclosing 6 copies of a preliminary cost report, done to document the low cost to agencies of a depository system.

Carolyn Hobbs

P.S. - will send draft bill soon.

IOWA STATE PUBLICATIONS:

A Cost Report

Supplement to Proposed Legislation

for State Depository Library System

This report surveys the printing costs of a number of Iowa documents published during the year July 1, 1973 to June 30, 1974. The information concerning Amount Printed (column 3) and Total Cost (column 4) was gathered from the State Printer's records. In some cases the figures are omitted due to incomplete printing contract information. Cost Per Item (column 5) was calculated by dividing Total Cost (column 4) by Amount Printed (column 3). To obtain cost amounts of columns 6 & 7, the Cost Per Item (column 5) figures were multiplied by 25 and 50 respectively. All figures were rounded to the nearest hundreth.

The printer has indicated that in some cases the cost for additional copies (columns 6 & 7) would diminish after a certain point, therefore decreasing our estimated figures which are considered maximum costs.

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AGENCY	PUBLICATION	AMT. PRINTED	TOTAL COST	COST PER ITEM	COST FOR 25	COST FOR 50
ACCOUNTANCY	Annual Register	5,500	$2,005.00	$ .36	$ 9.11	$ 18.23
AERONAUTICS COMMISSION	Aviation Bulletin (monthly)	9,200*	200.00*	.02*	.54*	1.09*
AGING COMMISSION	Governor's Conference on Aging	1,500	238.00	.16	3.97	7.93
AGRICULTURE DEPT.	Annual Report	1,200	2,394.50	2.00	49.89	99.77
	Biennial Report Supp	400	+	+	+	+
Animal Industry	Biennial Report	256	879.75	3.44	85.91	171.83
Fertilizer	Distribution of Fertilizer Tonnage by Grades	2,500	245.00	.10	2.45	4.90
	Fertilizer Analysis Report	2,200 2,200	632.50 373.45	.23**	5.72**	11.43**
Hotel & Restaurant	Laws and Rules	3,000	415.00	.14	3.46	6.92
Statistics	Census & Farm Statistics Books	5,000 2.000	1,411.20 1,387.00	.40**	9.99**	19.99**
ALCOHOLISM COMMISSION	Choice Is Yours	10,000	141.60	.01	.35	.71
	Meet Pete	5,000	210.00	.04	1.05	2.10
	Alcohol & You	10,000	265.00	.03	.66	1.33
	A Word About the Compulisive Drunk	5,000	221.70	.04	1.11	2.21

*indicates monthly cost figures, otherwise annual.
**indicates average cost from given figures
+indicat_ that figures were unobtainable.

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AGENCY	PUBLICATIONS	AMT. PRINTED	TOTAL COST	COST PER ITEM	COST FOR 25	COST FOR 50
ARCHITECTURAL EXAMINERS	46th Annual Report	1,100	$ 580.00	$ .53	$13.18	$ 26.36
ARTS COUNCIL	Arts Council Program	1,000	51.00	.05	1.28	2.55
	Governor's Award Catalog	1,000	530.00	.53	13.25	26.50
	Governor's Award Program	4,500	113.00	.03	.63	1.26
	Iowa College Art Catalog	700	584.25	.83	20.87	41.73
	Newsletter (monthly)	4,200	152.00*	.04*	.90*	1.81*
AUDITOR	Annual Investment Report	4,500	259.15	.06	1.44	2.88
	Annual Statement Utilities Cities and Towns	7,500	570.00	.08	1.90	3.80
BANKING DEPT	1974 Annual Report	2,000	-	-	-	-
BEER & LIQUOR CONTROL COMMISSION	Official Price List	50,000	4,734.40	.09	2.37	4.73
	Numerical Price List	725	120.00	.16	4.14	8.28
BLIND COMMISSION	Annual Report	30,000	3,372.75	.11	2.81	5.62
	Blind Yes Unemployed No	5,000	860.00	.17	4.30	8.60
CITIZEN'S AIDE	Annual Report	500	595.00	1.19	29.75	59.50
CIVIL RIGHTS COMMISSION	Annual Report	5,000	-	-	-	-

*indicates monthly cost figures, otherwise annual
-indicates that figures were unobtainable

AGENCY	PUBLICATION	AMT. PRINTED	TOTAL COST	COST PER ITEM	COST FOR 25	COST FOR 50
CODE EDITOR **	Departmental Rules Supplement	6,500	$ 3,865.00	$ .59	$ 14.87	$ 29.73
COMMERCE COMMISSION	Annual Report	200	964.00	4.82	120.50	241.00
COMPTROLLER	Employee Handbook	25,000	1,542.50	.06	1.54	3.09
CONSERVATION COMMISSION	Conservationist (monthly)	60,000	3,590.20 (ave of 6)*.06*		1.50*	3.00*
	Built of Tree	3,000	625.00	.21	5.21	10.42
	Guide to Mississippi Boating Facilities	5,000	118.00	.02	.59	1.18
	Insect and Disease Damage Project	1,000	160.80	.16	4.02	8.04
	Iowa Boating Regulations	75,000	2,760.00	.04	.92	1.84
	Iowa Fishing Guide	50,000	-	-	-	-
CRIME COMMISSION	Consolidated Law Enforcement	200	65.00	.33	8.13	16.26
	1974 Criminal Justice Plan	600	150.00	.25	6.25	12.50
	Iowa Crime Commission Progress Report	250	100.00	.40	10.00	20.00
DEVELOPMENT COMMISSION	Agriculture Brochure	10,000	536.50	.05	1.34	2.68
	All About Iowa	90,000	465.80	.005	.13	.26
	Calendar of Events	10,000	948.00	.09	2.37	4.74

*indicates monthly cost figures

-indicat that figures were unobtainable.

**for re ation concerning distribution of CODE of Iowa s edition 1973, Ch.16, Secs.23,24.

500

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AGENCY	PUBLICATION	AMT. PRINTED	TOTAL COST	COST PER ITEM	COST FOR 25	COST FOR 50
DEVELOPMENT COMMISSION	Community Quick Facts	1,400	$ 166.50	$ .12	$ 2.97	$ 5.95
	Community Quick Reference	200	270.00	1.35	33.75	67.50
	Fact File Maps	4,000	78.00	.02	.49	.98
	Iowa Caravan Advisory Council	50	44.30	.88	22.15	44.30
	Legal Aspects of Doing Business in Iowa	2,000	759.00	.38	9,49	18.98
	Mini Vacation Brochure	50,000	1,961.00	.04	.98	1.96
	Monthly Iowa Digest	16,600	2,777.17*	.17*	4.18*	8.36*
	Quick Reference	10,000	194.46	.02	.49	.97
DRUG ABUSE AUTHORITY	ADAA Newsletter	2,800	395.44*	.14*	3.53*	7.06*
EDUCATIONAL BROADCASTING NET.	Holiday Crafts Brochure	1,000	57.00	.06	1.43	2.85
	New Area Brochure	2,000	151.00	.08	1.89	3.77
	100 Days Brochure	1,000	229.25	.23	5.73	11.46
	TV Programming Schedule Books	3,000	667.00	.22	5.56	11.12
EGG COUNCIL	Iowa Egg Directory	320	125.00	.39	9.77	19.53
EMPLOYMENT OF HANDICAPPED	Accessibility Book	2,000	1,535.55	.77	19.19	38.38

* indicates monthly cost figures, otherwise annual
- indicates that figures were unobtainable.

AGENCY	PUBLICATION	AMT. PRINTED	TOTAL COST	COST PER ITEM	COST FOR 25	COST FOR 50
EMPLOYMENT SECURITY COMMISSION	Employers Quarterly Report	300,000	$16.900.80*	$ .06*	$ 1.41*	$ 2.81*
	Laws and Rules	10,000	-	-	-	-
	Reduction of Benefits	25,000	239.47	.01	.24	.48
ENVIRONMENTAL QUALITY	Air Quality Rules and Regulations	5,000	481.00	.10	2.41	4.81
	Auto Emmission Correction Report	1,000	52.50	.05	1.31	2.63
	Environmental Information and Educational Resources Guide	3,000	3,400.00	1.13	28.33	56.66
	Resource Guide	4,000	-	-	-	-
	Water Quality Standards	7,000	1,874.62	.27	6.70	13.39
FAIR BOARD	Annual Report	300	230.00	.76	19.17	38.33
GEOLOGICAL SURVEY	Flood Inundation S.W. Iowa	1,000	140.00	.14	3.50	7.00
	Minerals of Iowa	6,500	-	-	-	-
GOVERNOR	Governor's Commission	1,000	160.00	.16	4.00	8.00
	Proclamation	2,000	95.00	.05	1.19	2.36
	Reprints of Gov. Ray's Speeches	500	396.00	.79	19.80	39.60

* indicates monthly cost figures, otherwise annual. (or quarterly)
- indicates that figures were unobtainable.

AGENCY	PUBLICATION	AMT. PRINTED	TOTAL COST	COST PER ITEM	COST FOR 25	COST FOR 50
GOVERNOR	Reprints of Gov.Pardons	300	$ 567.00	$ 1.89	$47.25	$ 94.50
HEALTH DEPT	Abridged Life Tables	100	205.00	2.05	51.25	102.50
	Detailed Report of Vital Statistics	400	441.00	1.10	27.56	55.12
	Iowa Registered Dental Assistants	2,000	640.00	.32	8.00	16.00
	Physical Therapy Manual	500	1,197.00	2.39	59.85	119.70
	Rabies Prophylaxis	1,000	108.00	.11	2.70	5.40
	Summary of Vital Statistics	1,600	550.00	.34	8.59	17.19
	Survey of Iowa Dentists	200	520.00	2.60	65.00	130.00
	Survey of Physicians	400	492.00	1.23	30.75	61.50
	Veneral Disease	10,000	330.00	.03	.83	1.65
	Veneral Disease - a Resource Guide	1,000	665.00	.67	16.63	33.25
HIGHER EDUCATION FACILITIES	Bulletin Student Aid Program	30,000	-	-	-	-
HIGHWAY COMMISSION	Annual Reports	5,000	2,668.40	.53	13.34	26.88
	Scaled Maps Of 99 Counties	127,360	7,235.30	.06	1.42	2.84

* indicates monthly cost figures, otherwise annual.
- indicates that figures were unobtainable

AGENCY	PUBLICATION	AMT PRINTED	TOTAL COST	COST PER ITEM		
HISTORY AND ARCHIVES	Annals of Iowa	-	$ 1,021.35	$ -	$ -	$ -
HISTORICAL SOCIETY	Palimsest	10,000	2,879.50	.29	7.19	14.40
INSURANCE COMMISSIONER	Register of Companies	500	148.50	.30	7.43	14.85
	1973 Annual Report	1,300	-	-	-	-
LAW ENFORCEMENT ACADEMY	Law Enforcement	40	40.00	1.00	25.00	50.00
LIBRARY COMMISSION	Film Catalogs	1,500	425.00	.28	7.08	14.17
	Library Laws in Iowa	1,500	467.00	.31	7.78	15.57
MEDICAL LIBRARY	Booklists	400	155.00	.39	9.69	19.38
MINES AND MINERALS	Coal Mining Heritage	3,000	918.00	.31	7.65	15.30
NATURAL RESOURCES	Bulletin No.11	1,000	518.00	.52	12.95	25.90
	Drainage Areas	1,000	3,652.71	3.65	91.32	182.64
	Walnut Creek Flood	100	696.00	6.96	174.00	348.00
	Water Resources Program - Progress and Needs	1,000	1,023.00	1.02	25.58	51.15
BOARD OF NURSING	Nursing Laws	5,000	341.75	.07	1.71	3.42
	Committee to Study Nursing	500	5.00	.01	.35	.70
	Rules & Regulations	500	300.00	.60	15.00	30.00

* indicates monthly cost figures, otherwise annual
- indicates that figures were unobtainable.

AGENCY	PUBLICATION	AMT PRINTED	TOTAL COST	COST PER ITEM	COST FOR 25	COST FOR 50
PLANNING AND PROGRAMMING	Area Newsletter	2,000	$ 112.00	$ .06	$ 1.40	$ 2.80
	Economic Report to Governor	750	-	-	-	-
	Governor's Conference on Juvenile Justice	500	314.00	.63	15.70	31.40
	Guide for City Clerks	1,200	1,809.00	1.51	37.69	75.38
	Handbook for Iowa Mayors	1,200	370.50 (ave of 2)	.31	7.72	15.44
	Handbook for Council Members	7,000	2,025.00	.29	7.23	14.46
	Iowa Community Betterment Guide	1,500	770.00	.51	12.83	25.66
	Iowa Model Ordinances	1,852	7,070.00	3.82	95.43	190.87
	Iowa Womens' Safety Program--	2,200	51.00	.02	.60	1.16
	News Letter	2,300	179.50	.08	1.95	3.90
	OPP/DMA Newsletter	7,000	666.00	.10	2.38	4.76
	Policy & Procedure Manual	190	85.00	.45	11.18	22.37
	State Appropriations Manual	100	178.50	1.79	14.63	89.25
PUBLIC INSTRUCTION	Annual Trans. Reports	6,500	398.54	.06	1.53	3.07
	Career Development Model - Explanation	1,000	440.00	.44	11.00	22.00

* indicates monthly cost figures, otherwise annual.
- indicates that figures were unobtainable.

AGENCY	PUBLICATION	AMT PRINTED	TOTAL COST	COST PER ITEM	COST FOR 25	COST FOR 50
PUBLIC INSTRUCTION	Career Education Pre-packet	1,000	$ 310.00	$ .15	$ 3.87	$ 7.75
	Challenge to Change	2,500	264.16 (ave of 2)	.11	2.64	5.28
	DPI Dispatch	57,562.50	1,081.81*	.02*	.47*	.94*
	Data on Iowa Schools	1,500	1,538.40	1.03	25.64	51.28
	Directory of Iowa Educational & Training Program	500	825.00	1.65	41.25	82.50
	Energy Materials	3,300	2,150.00	.65	16.29	32.58
	Facts About Iowa School	1,000	256.00	.26	6.40	12.80
	From Cabin to Capital	2,000	-	-	-	-
	Guidance Survey	2,300	464.00	.20	5.04	10.09
	Home Economic Related Occupations	4,800	4,770.00	.99	24.84	49.68
	I.E.M.A Spring Brochure	1,500	231.00	.15	3.85	7.70
	I.O.S.H.A. Guidelines	1,500	350.00	.23	5.83	11.67
	Identification of Tasks in Office Occupations	400	625.00	1.56	39.06	78.13
	Implementing Career Education	1,000	405.00	.41	10.13	20.25

* indicates monthly cost figures, otherwise annual.
- indicates that figures were unobtainable.

AGENCY	PUBLICATION	AMT PRINTED	TOTAL COST	COST PER ITEM	COST FOR 25	COST FOR 50
PUBLIC INSTRUCTION	Iowa Adult Education	5,750	$ 325.50	$ .06	$ 1.42	$ 2.83
	A Look at Iowa's 161 Regional Educational Media Centers	3,000	1,250.00	.42	10.42	20.83
	Models for Career Education	1,000	615.00	.62	15.38	30.75
	Model for School Evaluation	200	402.60	2.01	50.33	100.65
	Opportunity Area Schools	3,800	1,486.00	.39	9.78	19.55
	Operation Helps	1,200	217.00	.18	4.52	9.04
	Plan - Admin. of Career Education	400	492.00	1.23	30.75	61.50
	Quick Reference Guide to Higher Education in Iowa	2,000	1,010.00	.51	12.63	25.25
	Quick Summary of Title I	6,000	381.00	.06	1.59	3.18
	Racial Ethnic Report Book	3,500	849.50	.24	6.07	12.14
	School Laws (replacement sheets)	3,000	1,042.32	.19	4.74	9.48
	Research in Education	-	-	-	-	-
	Secretary's Annual Report	6,600	807.00	.12	3.06	6.11

* indicates monthly cost figures, otherwise annual

- indicates that figures were unobtainable.

AGENCY	PUBLICATION	AMT PRINTED	TOTAL COST	COST PER ITEM	COST FOR 25	COST FOR 50
PUBLIC INSTRUCTION	Selected Occupations by Cluster	1,000	$ 405.00	$ .41	$ 10.13	$ 20.25
	Social Studies Handbook	6,000	-	-	-	-
	Title III, copies	3,500	1,800.00	.51	12.86	25.71
PUBLIC SAFETY Administration	Public Safety Quarterly (Dec, issue)	5,000	1,104.20*	.22*	5.52*	11.04*
	Ride Cnl	5,000	1,023.29*	.20*	5.12*	10.23*
Driver's License	Driver's Manual	350,000	-	-	-	-
	What You Need to Know	-	-	-	-	-
Fire Marshall	Exposion & Blasting Agent	225	40.80	.18	4.53	9.07
Highway Patrol	Traffic Regulations	3,000 (books)	1,162.00	.39	9.68	19.37
REAL ESTATE COMMISSION	Real Estate Roster	1,200	-	-	-	-
REVENUE DEPT Administration	Estimated Tax Declaration,3pts	5,000	-	-	-	-
	Treasurer's Deposit Report	10,000	447.78	.04	1.12	2.24
Income	1974 Estimated Tax Declaration	40,000	792.09	.02	.50	.99
Inheritance	Inheritance Tax Report	10,000	243.70	.02	.61	1.22

* indicates monthly (quarterly, etc) cost figures, otherwise annual
- indicates that figures were unobtainable.

AGENCY	PUBLICATION	AMT PRINTED	TOTAL COST	COST PER ITEM	COST FOR 25	COST FOR 50
REVENUE DEPT Property	Real Estate Annual Report	100	$ 275,00	$ 2.75	$ 68.75	$137.50
SOIL CONSERVATION DEPT	Annual Report (by Co.) Cherokee Co.	750	93.00	.12	3.10	6.20
	Chickasaw Co.	400	130.05	.33	8.13	16.26
	Dallas Co.	8,900	6,150.00	.69	17.28	34.55
	Fremont Co.	500	-	-	-	-
	Jones Co.	2,100	90.28	.04	1.07	2.15
	Keokuk Co,	3,409	99.00	.03	.73	1.45
	Mills Co.	2,400	167.60	.07	1.75	3.49
	Page Co	1,500	98.00	.07	16.33	3.27
	Van Buren Co.	150	75.00	.50	12.50	25.00
	Warren Co.	-	-	-	-	-
	Washington Co.	5,400	100.00	.02	.46	.93
	Winnebago Co.	1,200	150.00	.13	3.13	6.25
	Soil Conservationist (mo.)	2,700	140.00*	.05*	1.30*	2.59*
SOCIAL SERVICES DEPT	Code Revision	200	112.59	.56	14.07	28.15

* indicates monthly (quarterly, etc) cost figures, otherwise annual.

- indicates that figures were unobtainable.

AGENCY	PUBLICATION	AMT PRINTED	TOTAL COST	COST PER ITEM	COST FOR 25	COST FOR 50
SOCIAL SERVICES DEPT	Iowa's People	5,200	$ 197.60*	$ .04*	$ .95*	$ 1.90*
	Judicial Statement	55	578.78	10.52	263.08	526.16
	Report of Quality Control	2,500	151.04	.06	1.51	3.02
	Resources Directory	1,000	-	-	-	-
	Social Services Law	100	27.75	.28	6.94	13.86
	Supreme Court Birefs	70	397.78	5.68	142.06	284.12
SECRETARY OF STATE	Annual Corp. Report	6,800	392.00	.06	1.44	2.88
	" " "	48,000	1,264.02	.03	.66	1.32
	Election Instruction	900	433.10	.48	12.03	24.06
WATCHMAKERS BOARD	Directories	800	215.00	.27	6.72	13.44
COMMITTEE ON STATUS OF WOMEN	Committee on Statue of Women	5,000	462.00	.09	2.31	4.62
					2,762.91	5,634.15 TOTAL

* indicates monthly (quarterly, etc) cost figures, otherwise annual.
- indicates that figures were unobtainable.

The following publications were printed during the year surveyed (July 1, 1973 - June 30, 1974). Although we were unable to obtain cost and printing information, the titles are included by issuing agency to indicate the scope of Iowa publications.

AERONAUTICS COMMISSION	Aerogram (monthly)
AGRICULTURE DEPT	
Ag. Stat, Div	Iowa Annual Farm Census, 1971.
--	Iowa Agri-culture Serves the World
Marketing Div	A Business of Ex/portance to Every Iowan...
Marketing Div	Livestock Market Summary (weekly)
Commercial Feed Div	Commercial Feed Report (annual)
AMERICAN REVOLUTION BI-CENTENNIAL COMM, IOWA	Bicentennial Iowa... (bi-m)
ATTORNEY GENERAL	Current Decision on File (subscription only)
AUDITOR OF STATE	A Report of the Condition of Savings & Loan Assns.
	Report of Municipal Finances...
BEER & LIQUOR DEPT	Annual Report
CHEMICAL LABORATORY	Iowa Fertilizer Report
CAREER EDUCATION ADVISORY COUNCIL	Report on Career Education in Iowa
CIVIL RIGHTS COMMISSION	Iowa Civil Rights Reporter (irreg)
COMPTROLLER	Budget Report (biennial)
	General Fund Statement
	Receipts Statement (annual)
CONSERVATION COMMISSION	Outdoor Recreation in Iowa; a brief...
Fisheries Section	Progress Report on the 2nd Year of Study of Sturgeon (33p)
Info. & Ed. Section	Quickie Facts & Figures.
Wildlife Section	The Bobwhite in Iowa
	The Cottontail and the White-tailed Jackrabbit in Iowa...
	One Year Survey of Public Use on State Wildlife Management Areas...
	The Ring-necked Pheasant in Iowa...
DEVELOPMENT COMMISSION	Directory of Iowa Manufacturers ($10.00)
	A New Way to Get Iowa Cattle Out of the Mud...
DRUG ABUSE AUTHORITY	Comprehensive State Plan For Drug Abuse Prevention
	District Committee Intercom
	Profile of Poverty;...
ECONOMIC OPPORTUNITY	
EMPLOYMENT SECURITY COMMISSION	Annual Report
	IESC Digest
	Iowa Employment & Earnings
Community Development Section	This is Montgomery County
Research & Stat Div.	Work Force; Employment & Unemployment...(136p)
	Commuting Patterns in Iowa
FAIR BOARD	Newsletter (monthly)
GENERAL ASSEMBLY	Enrolled Bills
	Rules of Procedure
	House File
	House and Senate Journal
GEOLOGICAL SURVEY	Annual Report
GOVERNOR'S CONFERENCE ON IOWA, 2000.	Economic Development in Iowa
	Energy in Iowa's Future
	Life Enchantment in Iowa's Future
	Natural Resources in Iowa's Future
	(all 4 titles available through I.S.U Coop. Ext. Service at 75¢ per copy)
HEALTH DEPARTMENT	
Health Facilities Service	Licensed Health Care Facilities in Iowa.
Research & Stat Div	Monthly Vital Statistics Summary
HIGHWAY COMMISSION	Primary Road Accomplishment Program. 1974
HISTORICAL SOCIETY.	News for Members.(quarterly)
INSURANCE COMMISSION	Iowa Agents' Study Manual...
LEGISLATIVE SERVICE BUREAU	Iowa Legislative Interim Calendar...
MERIT EMPLOYMENT DEPT	Merit System Examiniation Announcement. (irreg.)
	Quarterly Re-Announcement of Open Competitive Examinations.
	Vacancy Bulletin; Hot List of Jobs. (monthly)

PUBLIC SAFETY DEPT	Weekly Fatality Summary
REVENUE DEPT	
Cigarette and Tobacco Tax Div.	Tobacco Tax (annual)
--	Retail Sales and Use Tax (quarterly)
	Retail Sales and Use Tax; Annual Report
	Income Tax; Annual Statistical Report
	Summary of Real Estate Assessments...
SOCIAL SERVICES DEPT	
Stat Div.	(publications available through this office)

OCT 7 1974

The University of Iowa Libraries

Iowa

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M2

FOR YOUR INFORMATION
REPLY DIRECT
PLEASE ADVISE
PLEASE RETURN
CIRCULATE TO:

Memo

Date. 27 Sept 74

To. Interested Iowans

As promised, here are 6 packets as supplied to the Iowa Library Trustees in Executive Board and Legislative Committee. Packets contain mailing, draft bill, and supplementary background info. We have three more groups covered by the month of our boxtops deadline. Next step: ILA membership, which will be approached at ILA. Then the Legislature. We need a state Representative who has agreed to introduce & support the bill.

Have you seen the Missouri draft bill? Margie Atteberry sent me a copy.

Carolyn Talbot

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Proposed resolution from State Documents Distribution Committee
Center for presentation at ILA Conference

WHEREAS it is the responsibility of Government to inform its Citizens concerning its activities, such activities, as represented in a wide variety of publications, being a matter of public concern, and

WHEREAS libraries are designed for the purpose of making information of all sorts available to the public, and

WHEREAS the State of Iowa is presently lacking an effective system for the collection, organization, dissemination and retrieval of information contained in the publications of the State and its several agencies,

THEREFORE BE IT RESOLVED: that the Iowa Library Association, in Conference assembled, endorses the principle of a state-wide depository library system for publications of State of Iowa, and specifically endorses the "Depository Library Law" proposed by the State Documents Distribution Committee of the Government Documents Section, and

BE IT FURTHER RESOLVED: that securing the enactment of a "Depository Library Law" shall be a priority goal of the Association.

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A BILL FOR

An Act to establish a depository library center and to proscribe powers and duties.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

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DECLARATION OF POLICY. Access to public documents is one of the rights of citizenship and is necessary for the intelligent exercise thereof. It is the policy of the State of Iowa to make all state publications freely available and readily accessible to the public. To this end state publications shall be distributed by a central agency to libraries throughout the state, subject to the assumption by such libraries of the responsibilities of keeping such documents readily accessible and of rendering assistance in their use.

Section 1. NEW SECTION. DEFINITIONS. As used in this Act:

1. "State publications" shall include all multiply-produced publications of state agencies, regardless of format or purpose, which publication is supported wholly or in part by public funds, with the exception of correspondence and interoffice and intra-office memoranda intended solely for internal use.

2. "State agency" shall include every state office, whether legislative, executive, or judicial, and all of its respective officers, departments, divisions, bureaus, boards, commissions, committees, and other agencies, including state institutions of higher education, defined as all state-supported colleges and universities.

Sec. 2. NEW SECTION. DEPOSITORY LIBRARY CENTER. In order that the citizen's right to know is implemented, there is hereby created within the Iowa State Library Commission, a Depository Library Center. The State Librarian shall appoint a Depository Librarian who shall administer the Depository Library Center and who establish and operate a state publications collection and depository library system for the use and benefit of Iowa citizens.

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Sec. 3. NEW SECTION. DUTIES & RESPONSIBILITIES OF THE DEPOSITORY LIBRARIAN. The Depository Librarian 1) shall supervise and administer the depository system. 2) Shall develop and maintain standards and regulations for depository libraries. 3) Shall devise and maintain a classification scheme for State publications, and shall devise and maintain an itemization scheme for their distribution. 4) Shall advise the State Printer or other state agencies annually of the number of copies of each category of publication needed for distribution. 5) Shall receive from the State Printer or other state agencies as appropriate on or about publication date the number of copies of each publication as specified, and shall distribute these to the depository libraries. 6) May upon proper application and in accordance with the provisions of this Act, designate additional depository libraries to those specified in Sec. 4. 7) Shall prepare, publish, and distribute regularly without charge to libraries designated as depositories, to other Iowa libraries requesting it, and to other libraries on subscription, an official indexed list of State publications as defined in Sec. 1, said list to be published not less than quarterly with an annual cumulated index. The Center shall also prepare and publish decennial cumulative indexes. 8) Shall send 2 copies of all state publications to the Library of Congress.

Sec. 4. NEW SECTION. DEPOSITORY LIBRARIES.

1. "Depository library" is a library which has been designated by the Depository Librarian and which has agreed to receive state publications under the provision of this statute and in accordance with the rules and regulations established by the Center. The depositories shall be of 2 types:

a. Full depositories shall receive all publications of all state agencies and shall maintain full collections of these publications for a minimum specified period.

b. Selective depositories shall maintain collections of a core of documents from selected areas as agreed to by the Depository Library Center and maintain for a

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minimum specified period publications from selected areas as they may choose.

2. Archival Depositories. The State Library and the University of Iowa shall be designated as archival depositories and one other library in the western section of the state may be so designated. These libraries shall receive 2 copies of all state publications to be retained permanently. One copy shall be held for research purposes, not to be taken from the premises; the second copy shall be available for loan to other libraries.

Sec. 5. NEW SECTION. DUTIES OF DEPOSITORY LIBRARIES. Depository libraries in accordance with rules and regulations set forth by the Depository Library Center shall receive, organize, process and retain state publications and provide reference assistance in their use.

Sec. 6. NEW SECTION. DUTIES AND RESPONSIBILITES OF STATE AGENCIES. Each state agency shall upon issuance of a publication deposit with the Depository Library Center 75 copies or a lesser amount as specified by the Depository Librarian, at no cost to the Center. State agencies which issue no publications during the year shall also so notify the Center in writing.

Sec. 7. NEW SECTION. SECTIONS OF THE CODE AMENDED. Section fifteen point forty-three (15.43), Code 1973, paragraph two, sentence one is amended to read as follows: The director may establish a central sales and distribution center from which shall be distributed all books, pamphlets, documents, reports and publications not required by law to be otherwise distributed.

Section sixteen point fourteen (16.14), Code 1973, is amended to read as follows: The completed journals of the general assembly and the official register shall be sent to each free public library in Iowa, the state libraries, the library commission, libraries at state institutions, and college libraries.

Depository libraries for state publications shall not be eligible to receive materials under this section.

Section sixteen point sixteen (16.16), Code 1973, is repealed.

Section sixteen point twenty-four (16.24), Code 1973, paragraph 17 is amended to read as follows: 17. To the Library of the United States supreme court, 1 copy. Paragraph 18 is deleted.

Section seventeen point thirty-three (17.33), Code 1973, is repealed.

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Rationale for a State Document Depository System

"The effective functioning of a free government like ours depends largely on the force of an informed public opinion." Chief Justice Black

Recognizing the need for free flow of governmental information on all levels to citizens, the Government Documents Round Table of the American Library Association has issued "Minimum Standards for State Servicing of State Documents", which includes the requirement that a state agency should be "designated by law" to collect and distribute copies of state publications within the state. Thirty-one of the 50 states already maintain some type of official distribution system for state publications. In at least 8 other states such legislation is under serious consideration. The State Documents Distribution Committee of ILA's Government Documents Section hopes that legislation establishing such a system for Iowa will be quickly enacted.

Current Iowa Law

At the present time there are two main provisions of the Iowa law which deal with the distribution of state publications to libraries: Chapters 16 and 17.33 of the Iowa Code.

1. Chapter 16 makes certain specific publications such as the Code, the Official Register, and the Journals available to public, college and university libraries in the state. A few libraries are given multiple copies of the Code for exchange purposes out-of-state libraries.

2. Chapter 17.33 provides that any library in the state which has been designated a federal depository by the U.S. Superintendent of Documents can receive from the State Superintendent of Printing one free

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copy of any publication which he prints as long as a separate request indicating federal depository status is made for each item.

Two additional sections of the Code deal with the responsibility of the Department of History and Archives to collect and preserve "public documents...illustrative of the natural and political history of the territory and state..."; and with its duty to receive and store primary public records (Chapter 303.6 & 303.9). This department is collecting artifacts and original manuscript records. It is not collecting all state publications.

Section 15.43 permits the director of general services to establish a central sales and distribution facility for state publications. The section does not provide for free and automatic distribution to libraries, and is not currently being implemented.

All of these laws are adequate within the narrow scope of their intended purpose. But for the state to exercise its responsibility of making all its publications readily available to all its citizens a much more comprehensive plan is required.

Inadequacies of Current Law

The difficulties of not having a comprehensive system for distribution of public documents are many:

For a library to make a separate request for each issue of a publication, the library must first discover that the publication exists. A survey conducted by this committee found that 59 of the 64 libraries responding to the question found it difficult to determine what publications had been issued. Many libraries rely on the Iowa Documents list (published by the University of Iowa Libraries and distributed free of charge to requesting libraries) as an aid to acquisition of these materials, but even this list includes only those publications that the

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University has been able to cover.

In making a separate request for each publication an individual library must spend time in initiating the request, and each state agency must expend time filling separate requests from many libraries, as well as absorbing mailing costs.

The law requires the State Printer to send publications free of charge only to federal depositories. Thirteen of 19 federal depositories in Iowa are located in academic libraries, which means that not enough copies of state publications are getting into public libraries, and thus are not accessible to most citizens.

Finally, too few publications are actually issued by the State Printer; most are produced by the authoring agencies, which often seem reluctant to make their publications available free to libraries. This is understandable, but makes it very difficult for public libraries on small budgets to provide their patrons with often vital information.

Proposed Legislation

Under provisions of the proposed legislation, a new central agency (the Depository Library Center) would be created within the State Library Commission. The Center would be responsible for receiving from each state agency, including the State Printer, sufficient copies of each publication to distribute to libraries which will be designated as state document depositories. The Center would also set standards for the maintenance of state document collections by depository libraries and otherwise see to it that the publications are made available for the benefit of the largest number of Iowa citizens. Two libraries (the University of Iowa Library and the State Library) would become archival depositories, i.e., receive two copies of each and every publication issued by the state to preserve and organize for permanent use.

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The Depository Library System would greatly enhance citizens' access to public documents and would provide state agencies with an effective vehicle for dissemination of the information which they spend time and effort to produce.

The system would automatically place publications in library collections, easily available to the public. Libraries would no longer have to ferret out state publications on a "hit-or-miss" basis. State agencies could print in lesser quantities and yet be assured of wide exposure to the public and other agencies.

Depository libraries could be eliminated from agency mailing lists. Agencies would be required to deliver to only one address (the Depository Library Center), thus releasing staff time now spent in filling individual requests.

Production of the Iowa Documents list would be made more efficient. This important public awareness medium would be able to list more publications and get news of the availability of publications into the hands of more people.

The organized preservation of the entire output of state agencies would be assured. Thus the future needs of officials, historians, and citizens would be met without the necessity of each agency maintaining stockpiles of back publications.

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Costs

Fifty state agencies spent $157,881.65 in fiscal year 1973/74 to produce 52,033,556 copies of state publications. It will only cost these agencies and additional $3,910 per year (or $78.20 per agency) to encure 75 copies of each publication for the depository system. This does not take into account staff time saved in filling individual requests from libraries.

The State Library Commission requires $31,939 for the fiscal year 1975/76 to establish and operate the Depository Library Center and the depository program. See cost breakdowns on the following pages.

ESTIMATED COST INCREASES FOR AGENCIES

RESULTING FROM PROPOSED DEPOSITORY LEGISLATION

1. Gross costs for 75 additional printed copies including type setting and prep work costs. (Figure is the result of adding the totals of column 6 & 7 of the cost study.	$8868.32
2. Estimate of the actual cost of adding 75 copies to a printed run. (Figure is based on the State Printer's estimate).	$2660.496
3. % of agencies maintaining mailing lists for agency publications. (Figure is based on agency mailing list survey which indicated 16% had such lists, on which most of the libraries which would be depositories already appear)	$ 425.679
4. Net costs. (Figure is the result of subtracting # 2 and # 3 from # 1.	$2234.817
5. Cost per agency. (Figure is the result of dividing the net cost by the number of agencies surveyed, 50.	$ 44.696
6. Additional costs for publications not included in the printer's records. (Figure was determined by surveying the Iowa Documents * list for one year, resulting in some 500 agency titles. 150 of these were intra agency, internally produced materials, and thus not subject of the cost analysis. A comparision was made between the number of titles from Iowa Documents, 350, with those of the cost study, 200, resulting in an additional 150 titles. The additional cost per agency of these titles was computed by dividing the net cost # 4 by the number of titles. This figure was then multiplied by the number of agencies listed in Iowa Documents.	$ 33.51
7. TOTAL COST PER AGENCY ANNUALLY (Sum of figure 5 & 6)	$ 78.20
8. TOTAL COST FOR ALL AGENCIES ANNUALLY (No. of agencies multiplied by figure 7)	$3910.00

* quarterly list of agency and university publications issued by the University of Iowa.

BUDGET REQUEST

Supplement to Depository Legislation

	FY 1975/76	FY 1976/77
SALARIES		
A. Positions		
1. Librarian II	$ 10,476	
2. Clerk-Typist II	5,532	
3. Clerk I	5,000	
Total Benefits Included -	2,076	
	$ 23,084	$ 24,238
PROCUREMENT		
A. Documents	$ 1,000	$ 1,100
B. Supplies		
1. Mailing Bags (#6 @10¢)	250	275
2. Misc. Office Supplies (Avg. $5/weekly)	510	561
3. Start-up Supplies (Files, Indexes, Sorting Bins)	500	550
C. Mailing Costs		
1. Postage	5000	5500
2. Mailing Labels	35	36.75
PRINTING		
A. Quarterly List		
1. Includes mailing list, printing services, postage, computer time, mailing labels	$ 1,200	$ 1,320
TRAVEL		
A. State Meetings		
1. 20 Days/Yr. $18/Day - 30 Days, second yr.	$ 360	$ 600
TOTAL - - - -	$31,939	$ 34,830.75

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paid from the printing appropriation of each board, official, department, commission or agency.
Amended by Acts 1971 (64 G.A.) ch. 84, § 55.

1971 Amendment: Substituted general services department for state printing board.

15.42 Repealed by Acts 1970 (63 G.A.) ch. 1021, § 4

15.43 Approval required for printing

No department or commission of state located in the city of Des Moines shall expend any funds for the publication or distribution of books or pamphlets or reports unless the publication thereof be expressly required by law or approved by the director. A violation of this section shall constitute misfeasance in office.

The director may establish a central library and depository from which shall be distributed all books, pamphlets, documents, reports and publications not required by law to be otherwise distributed. The director shall from time to time establish the cost of printing and mailing each book, pamphlet, report, document and publication. The director shall, thereafter, cause to be delivered, sent, or mailed to anyone requesting a book, pamphlet, report, document, or publication upon receipt of the cost thereof plus mailing charges. Anyone may examine a copy of any book, pamphlet, document, report or publication at the central library and depository. The director may exempt from the provisions of this section any pamphlet or publication which only lists the services available from a state department or agency.
Amended by Acts 1971 (64 G.A.) ch. 84, § 56; Acts 1973 (65 G.A.) ch. 120, § 5.

1971 Amendment: Substituted director for state printing board and added a new paragraph.
1973 Amendment: Made the director sole authority and ended the authority of the budget and financial control committee.

1. Construction and application
The restriction on the distribution of state publications costing more than 50¢ to produce, similarly applies only to books or other printed material printed by or at the direction of the state. Op. Atty.Gen. (Wellman), Dec. 23, 1969.
Neither executive council nor budget and financial control committee approval is required for the purchase by state departments of books and other publications direct from the publisher; the approval required by this section relates to books, pamphlets and other printed material printed by or at the direction of the state printing board or state departments. Id.
Acts 1965 (61 G.A.) ch. 1, § 59, which required that all printing not expressly authorized by law be approved by the executive council, did not become a part of the permanent law, and did not repeal by implication this section, which required such approval by the budget and financial control committee and by the state printing board. Op.Atty.Gen. (Robinson), Sept. 25, 1969.
Notwithstanding fact that some of its operations are partially financed by federal funds, department of public instruction has no right to maintain and operate its own printing and duplicating department and all printing for such department of public instruction is to be provided by the superintendent of printing. Op.Atty.Gen., July 16, 1968 (No. 68-7-16).

CHAPTER 16. SUPERINTENDENT OF PRINTING

16.1 Appointment

The director of the department of general services shall appoint a person to administer the provisions of this chapter. This person shall be known as the superintendent of printing and shall serve at the pleasure of the director without being subject to the provisions of chapter 19A.
Amended by Acts 1971 (64 G.A.) ch. 84, § 57.

1971 Amendment: Rewrote the section.

1. Construction and application
Where State Printing Board failed to appoint a superintendent of printing in accordance with the provisions of this section, but appointed an individual as assistant superintendent of printing who performed all duties of the superintendent of printing, such individual was the acting and de facto superintendent and should give bond required by § 16.2(8) and § 64.6(21). Op.Atty.Gen., Feb. 28, 1967.

16.2 Duties

The superintendent of printing shall:

1. Have an office at the seat of government and devote his entire time to the duties of his position.

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27, 31, 35, 39,§225; C46, 50, 54, 58, 62, 66, 71,§16.12]

16.13 Assembly members. The official reports, the miscellaneous documents and other publications upon request, and the completed journals of the general assembly and ten copies of the official register, shall be sent to each member of the general assembly, and, so far as they are available, additional copies upon their request. [SS15,§144-n; C24, 27, 31, 35, 39,§226; C46, 50, 54, 58, 62, 66, 71,§16.13]

16.14 Libraries. The completed journals of the general assembly, and the official register shall be sent to each free public library in Iowa, the state library, the library commission, libraries at state institutions, and college libraries. [SS15,§§144-m,-n; C24, 27, 31, 35, 39, §227; C46, 50, 54, 58, 62, 66, 71,§16.14]

16.15 Newspapers. The journals of the general assembly and the official register shall be sent to each newspaper of general circulation in Iowa, and editors of newspapers in Iowa shall be entitled to other publications on request when they are available. [SS15,§§144-m, -n; C24, 27, 31, 35, 39,§228; C46, 50, 54, 58, 62, 66, 71,§16.15]

16.16 Congressional library. Two copies of each publication shall be sent to the library of Congress. [C97,§126; S13,§126; SS15,§§144-m,-n; C24, 27, 31, 35, 39,§229; C46, 50, 54, 58, 62, 66, 71,§16.16]

16.17 County auditors. The completed journals of the general assembly, and the official register shall be sent to each county auditor, who shall be required to keep the same at all times available for the inspection of the public. [C97,§126; S13,§126; SS15,§§144-m,-n; C24, 27, 31, 35, 39,§230; C46, 50, 54, 58, 62, 66, 71, §16.17]

16.18 County superintendents. The official register shall be distributed, in addition to the foregoing provisions, to the school libraries, through the county superintendent of schools to whom they shall be sent in bulk, and who shall direct their distribution each in his own county. [C97,§71; S13,§71; C24, 27, 31, 35, 39, §231; C46, 50, 54, 58, 62, 66, 71,§16.18]

16.19 General distribution. The superintendent may send additional copies of publications to other state officials, individuals, institutions, libraries, or societies that may make request therefor. [C24, 27, 31, 35, 39,§233; C46, 50, 54, 58, 62, 66, 71,§16.19]

Distribution to state historical society, §304.7
Reports of engineering examiners, §114.10

16.20 Geological reports. The reports and bulletins of the geological survey shall be placed at the disposal of the state geologist. [C97,§126; S13,§126; C24, 27, 31, 35, 39,§234; C46, 50, 54, 58, 62, 66, 71,§16.20]

Sale and distribution of reports, §305.10

Purchase by municipalities—accounting. The board of supervisors may purchase and pay for out of the general fund such additional number of copies of the Code and session laws as may be deemed necessary for the use of county and township officers. The council or commission of each city or town shall have like power in order to supply the public offices of the city or town.

Each officer, except a state officer, at the expiration of his term of office, shall deliver any Code and sessions laws furnished to him to his successor in office. [C73,§§39, 40, 43; C97,p.4, §§43,46; S13,pp.1, 2, §§43, 46; C24, 27, 31, 35, 39, §236; C46, 50, 54, 58, 62, 66, 71,§16.21]

16.22 Old Codes—free distribution. The superintendent of printing may distribute gratuitously, to law enforcement officers and other persons in his discretion, the Code of 1897 and all supplements and supplemental supplements thereto; also all Codes which have been issued subsequent to the Code of 1897 and which have been supplanted by a newly issued Code; also all session laws which antedate the publication of the last issued Code by at least four years; provided that he shall maintain in reserve such number of copies of each such books as may be fixed by the director. Such reserve when fixed shall not be distributed except on the order of the executive council. [S13,§46-a; C24, 27, 31, 35, 39,§237; C46, 50, 54, 58, 62, 66, 71,§16.22; 64GA, ch 84,§62]

16.23 Distribution to colleges. Upon application, in writing, from the librarian or chief executive officer of any incorporated college in this state, the superintendent of printing shall, upon the approval of the director, forward to said applicant, without charge, bound volumes of the laws enacted. [S13,p.3; C24, 27, 31, 35, 39, §238; C46, 50, 54, 58, 62, 66, 71,§16.23; 64GA, ch 84,§63]

See also §17.33

16.24 Code—session laws. The superintendent of printing shall make free distribution of the Code, rules of civil procedure and supreme court rules, and of the Acts of each general assembly, as follows:

1. To state law library for exchange purposes	100 copies
2. To law library of state University of Iowa for exchange purposes	75 copies
3. To state historical department	5 copies
4. To state historical society	5 copies
5. To each judge of the supreme and district court including each district associate judge and each judicial magistrate	1 copy
6. To each judge of the federal courts in Iowa	1 copy
7. To the clerk of the supreme court of Iowa	1 copy
8. To the clerk of each federal court in Iowa	1 copy
9. To each state institution under the control of either the state board of regents or the state department of social services	1 copy
10. To each elective state officer	2 copies

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11. To the separate departments of principal state offices and each major subdivision thereof ..... 1 copy

12. To each member of the present and subsequent general assemblies. 1 copy

13. To chief clerk of the house .. 1 copy

14. To secretary of the senate .... 1 copy

15. To the following offices such number of copies as will enable them to perform the duties of their respective offices.

a. Code editor.

b. Attorney general.

c. Legislative service bureau.

d. Legislative fiscal director.

e. Court administrator.

16. To the clerk of the district court, the county attorney, the county auditor, the county recorder, county assessor, the county treasurer, the sheriff, and the county superintendent of each county in the state and also for use in each courtroom of the district court ..... 1 copy

17. To library of Congress and the library of the United States supreme court ..... 1 copy each

18. To library of the Iowa State University of science and technology and the libraries at the state University of Iowa and University of Northern Iowa ..... 1 copy each

19. To library of the United States department of justice ..... 1 copy

20. To library of the judge advocate general, United States department of defense ..... 1 copy

21. To library of the United States department of agriculture ..... 1 copy

22. To library of the United States department of labor ..... 1 copy

23. To legal staff, office of public debt, United States treasury department ..... 1 copy

24. To library of the United States department of state ..... 1 copy

25. To law library of the United States department of the interior .. 1 copy

26. To library of the United States department of internal revenue .... 1 copy

27. To each member of the Iowa congressional delegation ..... 1 copy

[C73,§39; C97,p.4, §42; S13,p.1, §42; C24, 27, 31, 35,§235; C39,§238.1; C46, 50, 54, 58, 62, 66, 71, §16.24; 64GA, ch 80,§2, ch 84,§§64, 65, 66, ch 1013,§2, ch 1124,§79]

16.25 Book of annotations and tables of corresponding sections. The superintendent of printing shall make free distribution of the book of annotations to the Code, and of the supplements to said book of annotations, and of the book of tables of corresponding sections of the Code, as follows:

1. To state law library for exchange purposes ..... 60 copies

2. To law library of state University of Iowa for exchange purposes 75 copies

3. To state historical department 2 copies

4. To state historical society ..... 1 copy

5. To the office of each judge of the supreme and district courts, including district associate judges and judicial magistrates, and to each judge of the federal courts in Iowa 1 copy

6. To the office of each clerk of the federal courts in this state, and of the supreme and district courts of this state ..... 1 copy

7. To the office of governor, secretary of state, auditor of state, treasurer of state, commissioner of insurance, and commerce counsel, each ..... 1 copy

8. To the office of attorney general ..... 10 copies

9. To each member of the general assembly upon their request ..... 1 copy

10. To the office of the Code editor 5 copies

11. To the office of each county auditor, and county attorney ..... 1 copy

12. To each courtroom of the district courts ..... 1 copy

13. To the library of the supreme court of the United States ..... 1 copy

14. To the office of the legislative service bureau and to the office of the legislative fiscal director ..... 1 copy

[C27, 31, 35,§238-a2; C39,§238.2; C46, 50, 54, 58, 62, 66, 71,§16.25; 64GA, ch 80,§3, ch 84,§67, ch 1124,§80]

16.26 and 16.27 Repealed by 63GA, ch 1014,§4.

16.28 Supreme court reports. The supreme court shall cause to be furnished without charge copies of any publication containing its official reports to the chambers of each judge of the district court in each county and to such other governmental agencies as the supreme court shall direct. [R60,§119; C73,§159; C97,§215; SS15,§224-e; C24, 27, 31, 35, 39,§239; C46, 50, 54, 58, 62, 66, 71,§16.28; 64GA, ch 80,§4]

16.29 Exchange. The volumes delivered to the state [law] library shall be used for the purpose of effecting exchange with other states, foreign countries and provinces, for similar reports. All books received in such exchange shall become a part of the state library. [R60,§119; C73,§159; C97,§215; SS15, §224-e; C24, 27, 31, 35, 39,§240; C46, 50, 54, 58, 62, 66, 71,§16.29]

16.30 Legislative journals and bills. The daily journals of the general assembly and the printed bills shall be sent by the superintendent of printing by mail to subscribers therefor. The journals and bills for both houses for any

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IA:F1-8

any publication. [C24, 27, 31, 35, 39,§270; C46, 50, 54, 58, 62, 66, 71,§17.28]

17.29 Title pages — complimentary insertions. The superintendent of printing shall provide the necessary printer's copy for a suitable title page for each publication requiring such title which shall contain the name of the author, but no such title shall have written or printed thereon or attached thereto the words "Compliments of" followed by the name of the author, nor any other words of similar import. [C24, 27, 31, 35, 39,§271; C46, 50, 54, 58, 62, 66, 71,§17.29]

17.30 Inventory of state property. Each state board, commission, department and division of state government and each institution under the control of the department of social services and the board of regents and each subdivision of the highway commission shall be responsible for keeping a written, detailed, up-to-date inventory of all real and personal property belonging to the state and under their charge, control and management. Such inventories shall be in such form as may be prescribed by the director of the department of general services.

Inventories maintained in the files of each such agency of state government shall be open to public inspection and available for the information of the executive council and director of the department of general services. [C46, 50, 54, 58,§§17.30–17.32; C62, 66, 71,§17.30; 64GA, ch 84,§69]

17.31 and 17.32 Repealed by 58GA, ch 76,§1.

17.33 State publications to libraries. Upon the request of any library in Iowa which is designated by the federal government as a depository for federal documents, the superintendent of printing shall send to such library one copy, at no cost, of any state publication made available to his office. For each publication a separate request shall be required. Such library shall keep such publications in its collection and make them available to the public. [C62, 66, 71,§17.33]

See also §16.23

CHAPTER 17A

ADMINISTRATIVE RULES AND REGULATIONS

Referred to in §§14.6, 17A, 19A.9, 49A.6, 80B.11, 88.5(1, 3, 5, 6), 88A.3, 88A.4, 88A.12, 96.11(1), 97B.4, 101.5, 103A.7, 123.21, 123B.4, 135D.16, 138.18, 144.3, 144.34, 163.30(3), 181.18, 204.301, 206.12, 206A.2, 217.3, 257.25(11), 262.69, 306.6, 306C.2, 306C.4, 307.5(14), 313A.6, 316.1(9), 316.9, 321.193, 321.210, 321.238(1), 321G.2, 324.59, 326.33, 406.5, 421.1, 421.17(19), 434.11, 438.10, 441.47, 455B.7, 455B.78, 455B.87, 455B.88, 455B.103, 477.64, 490A.2, 507B.12, 533.6, 600.16, 749A.6

17A.1 Definitions.
17A.2 Legislative departmental rules review committee.
17A.3 Organization—meetings.
17A.4 Expenses and per diem.
17A.5 Submission of proposed rules.
17A.6 Advisory opinion by attorney general.
17A.7 Finding by review committee—review of prior rules.
17A.8 Filing rules with secretary of state—effective date.
17A.9 Revision of proposed rule.
17A.10 Rules referred to general assembly.
17A.11 Rule of construction.
17A.12 Distribution of rules by department.
17A.13 Petition for reconsideration of rule.
17A.14 Professional rules published.
17A.15 No additional power.
17A.16 Public hearing on rules—committee notified.
17A.17 Rules filed without approval—liability.

17A.1 Definitions. As used in this chapter:

1. "Administrative agency" or "agency" means any state board, commission, bureau, division, officer, or department which has state-wide jurisdiction, except those in the legislative or judicial departments.

2. "Person" includes individuals, associations, partnerships, and corporations.

3. "Rule" means any rule, regulation, order or standard of general application that implements or interprets law or policy, or the amendment, supplement, repeal, rescission, or revision of any rule, regulation, order, or standard of general application.

"Rule" does not include any statement concerning only the internal management of an agency and not affecting the rights or procedures available to the public. "Rule" does not include rules adopted relating to the management, discipline, or release of any person committed to any state institution, nor rules of an agency which may be necessary during emergencies such as floods, epidemics, invasion, or other disasters.

4. "Temporary rule" means a rule which has an expiration date but a duration of no longer than six months.

5. No statute delegating rule-making power to an administrative agency shall be construed to permit repeating or substantially paraphrasing any statute in adopting any rule. However, a statute or a part thereof may be included in a rule by reference. [C54, 58, 62, 66, 71,§17A.1; 64GA, ch 1017,§1]

Public hearing on rules, committee notified, §17A.16

17A.2 Legislative departmental rules review committee. There is hereby created a bipartisan legislative committee of six members which

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SOL'N II

Ave. dist. - 5 mi.

Max. dist. - 31 mi.

R - Region

LOCATION OF 45 STATE DEPOSITORIES
MAXIMUM DISTANCE MINIMIZED
REGIONAL LIBRARY SYSTEMS-DEPOSITORY LOCATIONS

○ U.S. dep.

○ State dep.

(proposed

Total aggregate travel - 161913 mi. ○ libraries requesting dep states

2 vacancies

17 depositories

2 regions without depositories

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IA:FI-9

542

543

IA:F1-10

IOWA DOCUMENTS AS REFERENCE TOOLS

A Selective List of Iowa documents in the University of Iowa Libraries.
Rev. June 1974

AGRICULTURE

Department of Agriculture. Biennial report; Iowa book of agriculture. 1st, 1952-

Division of Agricultural Statistics. Iowa assessors annual farm census.

BIBLIOGRAPHY

University of Iowa (Iowa City). Libraries. Iowa Documents List. 1956-
Quarterly, cumulative to end of year.

EDUCATION

Department of Public Instruction. Iowa educational directory. Annual

Department of Public Instruction. Data on Iowa schools. Annual

Department of Public Instruction. Quick reference guide to higher education in Iowa. 1st ed, 1960/61. Latest; 11th ed, Dec. 1971.

Office for Planning and Programming. A guide to educationally related organizations in Iowa. 1974. 83 ℓ.

IOWA HISTORY

Department of Public Instruction. Discovering historic Iowa. 1972. 255 p.

Department of Public Instruction. Teaching Iowa history; a guide to resource material. 1968.

LAWS AND LEGISLATING

Acts and Joint Resolutions. Annual

Code of Iowa. Latest ed: 1973. 2 v. and Index.

Iowa Departmental Rules. Issued in conjunction with the Code of Iowa.
Latest ed: 1973.

General Assembly. Rules of procedure. Biennial, odd years.

General Assembly. House of Representatives. How a bill becomes a law.
Biennial, odd years.

Legislative Service Bureau. Iowa bill drafting guide. Annual.

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General Assembly. House of Representatives. Journal. 1st, 1846- . Annual.

General Assembly. Senate. Journal. 1st, 1846- . Annual

General Assembly. Index and history of Senate and House bills and joint resolutions; final edition. Annual.

Legislative Service Bureau. Summary of legislation approved by ...General Assembly. Annual.

Department of Public Instruction. School laws of Iowa. 1971. loose-leaf. $10

MAPS

Highway Commission. Official highway map. Annual. Cover title: Iowa highway map.

Highway Commission. Iowa Highway Commission official maps (county maps) Annual? $10. Scale: 1/2"= 1 mi. Maps also sold separately.

MANUFACTURES

Development Commission. Directory of Iowa manufacturers, by firm name, by location, by products. 10th ed, 1973-1974. 502, 32 p. $10

Development Commission. Iowa USA international trade directory. 1972. 70 p.

RECREATION

State Conservation Commission. Outdoor recreation in Iowa. 2nd rev., July 1972. 3 v. (looseleaf). To be up-dated annually.

STATE DIRECTORIES AND SERVICES

State Printing Board. Iowa official register. v.1- 1886- annual.

State Printing Board. Salary book; list of employees of the State of Iowa. Annual.

Secretary of State. Iowa official directory of state and county officers. Biennial, odd years. Latest, 1973-1974.

Department of General Services. Iowa state government telephone directory, Capitol complex. loose-leaf, odd years.

General Assembly. Official directory of the legislature. Annual

Office for Planning and Programming. Catalog of state services to local governments. Sept. 1970. 234 p.

Iowa - M
P - 22/24

STATISTICS
(see also Agriculture, Education)

State Department of Health. Records and Statistics Division. Iowa detailed report of vital statistics. Annual. Title varies. Issued -1970 as part of Iowa vital statistics, annual report.

State Department of Health. Records and Statistics Division. Iowa summary of vital statistics. Annual. Title varies. Issued -1970 as part of Iowa vital statistics, annual report.

State Department of Health. Iowa abridged life tables: 1959-61 and 1969-71. Rev. ed, 1972. 27 p.

State Department of Health. Iowa socio-economic and demographic data book. Dec. 1972. 157 p. (Iowa health fact book series, v.3) Issued in cooperation with the Office for Planning and Programming. Office for Comprehensive Health Planning.

State Department of Health. Preventive Medical Service. Morbidity report; annual summary.

Development Commission. Statistical profile of Iowa. biennial? Latest ed, 1972.

Office of Economic Opportunity. Profile of poverty; an analysis of poverty in Iowa. Aug. 1973. 105 p.

Department of Public Instruction. Racial Ethnic census report, 1969-1970. 1970. 73 p.

Comptroller. Budget report. Biennial, odd years.

Office for Planning and Programming. Iowa municipal salaries. Annual. Issued 1951-1972 by University of Iowa. Institute of Public Affairs. Frequency and number of parts vary; currently 3 parts.

Auditor. Report of municipal finances; statistics of cities and towns of Iowa. Annual; latest issued: 64th, 1971.

Auditor. Biennial report of county finances. Biennial; latest: 1970-1971.

Geological Survey. Energy facts for Iowa. 1973. 32 p.

Office for Planning & Programming. Report on federal funds received in Iowa, 1971-72. 1973. 266 p.

State Historical Society. Census data for Iowa. (Iowa history sources no.1) Fall 1973. 12 p.

Office for Planning and Programming. The quality of life in Iowa; an economic and social report. Annual.

MINIMUM STANDARDS FOR STATE SERVICING OF STATE DOCUMENTS

1. In each state an agency or agencies should be designated by law to act as the depositories for the documents published by the state to maintain a collection of and to distribute copies of such documents within the state and to exchange copies with other states. The functions of such depository should be adequately defined and determined in legislation.

2. The appropriate state agency should maintain a list of in-state depositories to which it regularly sends some or all state documents, and should receive a sufficient number of copies to serve those depositories.

3. The appropriate state agency should be prepared to exchange documents with other states, or at least to have an adequate supply of copies available to meet out of state requests. What is an adequate supply will depend on the nature of the document and its potential interest to persons in other states.

4. The appropriate state agency should compile and distribute a checklist and/or shipping list of its state publications.

4a. Such list should appear at least quarterly.

5. The appropriate state agency should deposit at least one copy of all its state publications with the Library of Congress, and send at least one copy to an additional designated national depository.

6. The appropriate state agency should maintain and have available for distribution an authority list of state agencies.

7. In the state library agency at least one professional person should be assigned full time to the state documents function, and that person should have adequate supportive staff.

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Adopted by GODORT, RTSD, ASLA. To be presented to ALA Council Midwinter 1975.

Preliminary Survey, Proposed State Documents Depository System IA:F1-12

Library _____

Person responding 66 of 126 libraries

(37 public; 16 college; 7 community college; 4 univ; 2 state)

1. Do you think it is important that official publications of the State of Iowa be readily accessible to all Iowans? 65 yes 0 no 1 no answer

2. Do you find it difficult to determine what publications of the state government are available? 59 yes 5 no Time-consuming? 57 yes 2 no

3. Do you find it difficult to acquire state publications after learning about them? 32 yes 20 no Time-consuming? 44 yes 4 no

4. Approximately how many Iowa official publications does your library now receive annually? 48.92 (ave. # of TITLES rec'd by libraries out of 1068 avail., '73 O & A ambiguous. Appears that most respondents were referring to titles. Other responses weighted) Excluded 2 archives

5. Are you now receiving the Iowa House and Senate Journals?

   17 no
   13 yes, by separate request for each issue.
   25 yes, automatically.
   (Do you wish to continue receiving them automatically? 30 yes 0 no)
   (8 of these would like to BEGIN receiving automatically)

6. How do you handle the state publications you now receive?

   16 Catalog and integrate with main collection
   1 Keep in vertical file
   41 Combination
   7 Other (please explain) All sep. coll., cat or uncat.

7. Would you be interested in becoming a selective depository which would receive official Iowa publications without charge? 52 yes 14 no over for breakdown

   What types of materials would you want, based on the Iowa Documents list? (Please respond on reverse of this sheet) over

   Would you want to expand your present collection? 51 yes 14 no over for breakdown

   Could you:
   53 yes 7 no Agree to receive a core collection of Iowa official publications
   53 yes 7 no Retain Iowa official publications for a specific period, perhaps 1 to 3 years?
   49 yes 12 no Circulate Iowa documents to individuals outside your normal service area?
   53 yes 6 no Provide reference assistance in the use of Iowa official publications?

8. If you are not interested in becoming a depository for state publications, what other library in your area do you think might be willing to take on this responsibility? _____

9. In what town do most people in your area shop

   for groceries? _____
   for clothing? _____

10. Additional comments All respondents generally approve of the plan, whether they wish to be depositories or not. Many complain of lack of space or staff. One requests emphasis on public libraries. One would like union list of state documents. One recommends full cataloging.

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7a. Public: 25 yes, 12 no.
College: 14 yes, 2 no.
Com.coll: 7 yes, 0 no.
Univ. 4 yes, 0 no.
State 2 yes, 0 no.

Of the 14 nays, 10 were due to space or staff considerations; 5 recommended more suitable libraries in area; 2 said they would reconsider if another area library did not accept depository status.

7b. 69 o/o law and legislation
67 o/o education
65 o/o statistics
63 o/o directories
60 o/o agriculture
56 o/o Iowa history
54 o/o recreation
50 o/o maps

7c. Public: 25 yes, 10 no
College: 13 yes, 3 no
Com.coll: 7 yes, 0 no
Univ. 4 yes, 0 no
State 1 yes, 1 no

Of the 14 nays, 4 lack space, 2 would reconsider, 1 already receives most Iowa documents

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Iowa IA:K

This is the State Printers' method of advising the public. The public must request the 'list' in writing, and it is impossible to determine when a new list has been issued.

dl

NOTICE OF LEGAL PUBLICATIONS
AND PRICE LIST NOW AVAILABLE

	IOWA PRICE	ELSE-WHERE
CODE OF IOWA (1966) and DEPARTMENTAL RULES (sold as a unit only)	$37.40	$ 38.40
DEPARTMENTAL RULES (only)	6.40	7.40
ANNOTATIONS TO CODE		
Vol. I (1925)	4.08	6.00
Vol.. II (1940)	5.10	7.50
Vol. III (1946)	6.10	7.60
Vol. IV (1957)	8.65	9.40
Vol. V (1966)	18.00	19.00
SUPREME COURT REPORTS		
Vol. 193 to 210 Incl.	2.55	3.50
Vol. 211 to 233 Incl.	3.57	5.00
Vol. 234	4.00	5.50
Vol. 235	3.00	4.50
Vol. 236	4.70	5.20
Vol. 237 to 241 Incl.	5.10	6.50
Vol. 242	5.25	6.65
Vol. 243	5.50	6.50
Vol. 244 and 245	6.50	7.25
Vol. 247 and 248	6.50	7.25
Vol. 249 and 250	8.50	9.50
Vol. 251	9.00	10.00
Vol. 252	10.00	11.00
Vol. 253 and 254	12.00	13.00
Vol. 255	13.60	14.60
Vol. 256	14.00	15.00
Vol. 257	16.00	17.00
Vol. 258	21.00	22.00
SESSION LAWS		
61st (1965)	9.50	10.50
62nd (1967)	7.50	8.50

All prices include Iowa Sales Tax and delivery

PAYMENT MUST ACCOMPANY ORDER.

MAKE CHECKS PAYABLE TO:

IOWA STATE PRINTING BOARD
GRIMES STATE OFFICE BLDG.
DES MOINES, IOWA 50319

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IA:M

JUL 9 1974

STATE UNIVERSITY OF IOWA LIBRARIES

Govt. Documents Dept. Date 26 June 74

To Margaret Lane

Here are 6 copies of the 2 'best solution' maps, & a summary table of my study locating Iowa depositories. The maps also show fed. depts. The regions delineated are state public library system regions. The notation at the bottom of the maps is referring to federal depositories.

I hope it makes some sense. I couldn't cope with a full-blown report at present. The report to the committee was mostly verbal.

See you in New York,

1391 Carolyn Haller

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Iowa -M2
p 2/5

Results, Computerized Search for Ideal Locations,
IOWA STATE DOCUMENT DEPOSITORIES
June, 1974

Solution	Number of Centers	Total Aggregate Travel	Average Distance Traveled	Maximum Distance Traveled
1	30	257349 mi.	9 mi.	42 mi.
1 alt	30	258410 mi.	9 mi.	39 mi.
* 2	30	271951 mi.	10 mi.	35 mi.
3	33	232594 mi.	9 mi.	35 mi.
* 4	45	161913 mi.	5 mi.	31 mi.

* Maps provided.

Solution 2 is the 'best' solution, providing the greatest good with the least number of depositories (least cost). From that point, it takes a sharp increase in number of depositories to make a slight decrease in maximum distance traveled.

Please note that for the purposes of this study the location of the population center of each county (rather than the location of each individual small town) was fed into the computer, along with the population of that county. This population center was sometimes at the physical center of the county, and sometimes at or near the largest town in the county. Distance traveled is measured as the distance from each county's population center to the nearest population center theoretically housing a state depository. Therefore, persons living in various corners of the county will have less or more distance to travel than indicated.

Submitted to: Iowa Library Association. Government Documents Section.
State Documents Distribution Committee.

By: Carolyn W. Kohler, University of Iowa Libraries, Iowa City

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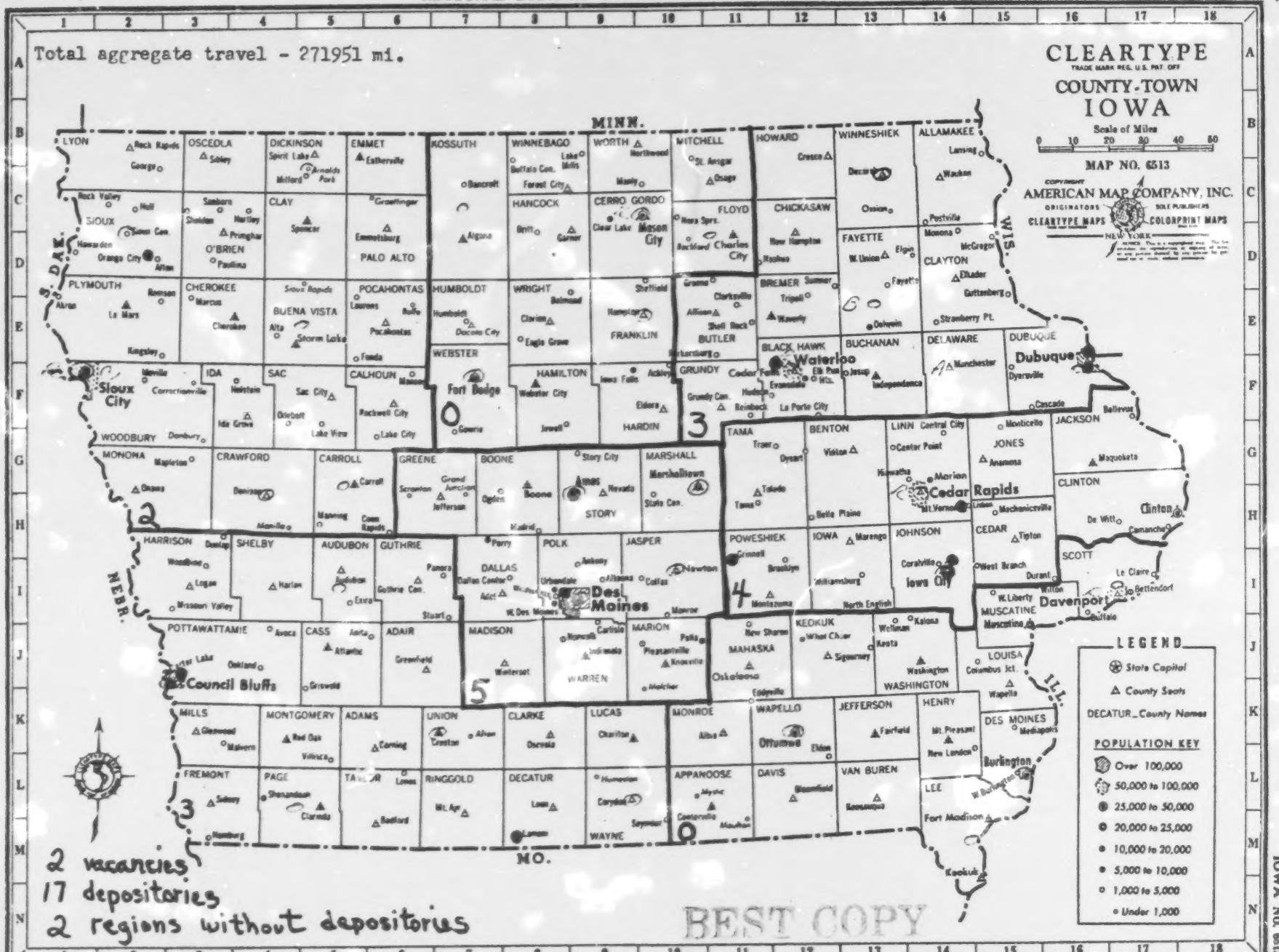
Ave. dist. - 10 mi.
Max. dist. - 35 mi (A to B)
Most ex[illegible]able: C
R - Regionals

LOCATION OF 30 STATE DEPOSITORIES
MAXIMUM DISTANCE MINIMIZED
REGIONAL LIBRARY SYSTEMS-DEPOSITORY LOCATIONS

U.S. dep.
[illegible]te dep.
(proposed)

Total aggregate travel - 271951 mi.



2 vacancies
17 depositories
2 regions without depositories

BEST COPY

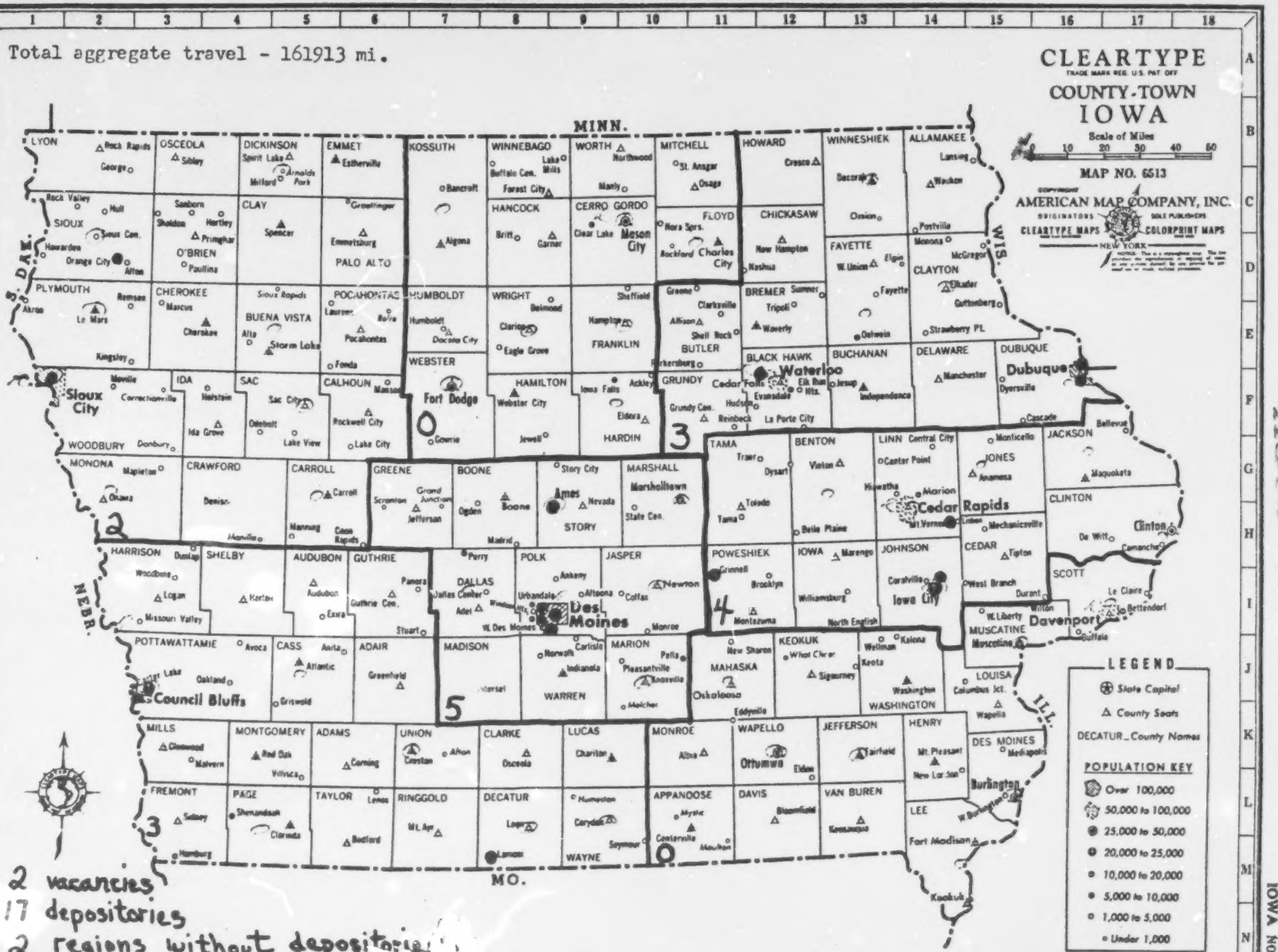
IOWA NO. 6513

SCL'N II
Ave. dist. 5 mi.
Max. dist. 31 mi.
R - Regionals

LOCATION OF 45 STATE DEPOSITORIES
MAXIMUM DISTANCE MINIMIZED
REGIONAL LIBRARY SYSTEMS-DEPOSITORY LOCATIONS

U.S. dep.
State dep.
Proposed

Total aggregate travel - 161913 mi.



2 vacancies
17 depositories
2 regions without depositories

555

555

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IOWA NO. 6513

KS

B. Letters and commentaries

D. Forms and form letters

F. Legislation and legal materials

KS:B

no.9. Commentary:

Strengths: We get most of everything. We can now consider ourselves a reliable source of all Kansas materials.

Weakness: Do not know for sure if there are publications that are worthwhile that we are not getting that are published in quantities of less than 50 - see attachment no. 3.

Concerning attachment no.3, we get everything - even letterheads, memorandums, etc. This is not really a drawback since the law said we had to receive all these items, not keep them.

Jean Barton

Jean Barton

Kansas Documents Librarian

(1) Legislation establishing your state documents distribution or depository program.

(2) Rules and regulations established pursuant to this legislation.

(3) Informational brochures prepared to secure passage of legislation, to explain the program to state agencies, and to publicize documents in the libraries in the state.

(4) Manuals, either for the use of the administrat or of the program (which might be an excerpt from your library staff manual) and manuals prepared for the depository libraries.

(5) Selection lists, address labels, designation of depository library forms and other forms which depository libraries might receive.

(6) Self-addressed labels, "thank yous" to state agencies, report forms for state agencies, etc.

(7) Shipping lists (sample only), "basic" lists, disposal instruction lists, etc.

(8) Questionnaires on state documents problems and their tabulation.

(9) In addition, will you please prepare a brief commentary on your state's depository library legislation indicating strengths, weaknesses, proposed amendments, etc.

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KS:D

KANSAS
STATE LIBRARY

559

House Bill No. 1046

Becomes a Law

Session of 1971

HOUSE BILL No. 1046

By Committee on Ways and Means

1-19

AN ACT concerning reproduction of additional copies of publications as therein defined, and delivery of the same to the state library.

Be it enacted by the Legislature of the State of Kansas:

Section 1. As used in this act "publication" means any report or document which is intended to be made available to the public and which is originated by a state agency.

Sec. 2. The central duplicating service of the state department of administration shall make two additional copies of each publication that it reproduces in more than fifty (50) copies and shall deliver such additional copies to the state library for its use, except that no such additional copies shall be so made or delivered in the event that they are of a confidential class of material or if central duplicating is advised that they are of a confidential nature.

Sec. 3. Every state agency that prints or otherwise reproduces more than fifty (50) copies of any publication, except through the state printer or the central duplicating service, shall make two additional copies of each publication it reproduces and shall deliver such additional copies to the state library for its use, unless the same are confidential.

Sec. 4. This act shall take effect and be in force from and after its publication in the statute book.

Send two copies of each of your department's publications to:

Kansas Documents Librarian
Kansas State Library
3rd Floor, State Capitol Bldg.
Topeka, Kansas 66612

Dean Gross
State Librarian

Kansas Documents Librarian
296-2441

Reference and Readers' Services Division
296-3296

Legislative Reference Division
296-2441

Library Development Division
296-3259

Law Division
296-3258

Services to the Blind & Physically Handicapped Division
296-3641

Administrative and Financial Division
296-3641

If additional copies of this pamphlet are needed, please let us know.

For your convenience-------

List here the titles of the publications that have been sent to the State Library.

4 AUG 7 · Kansas D. KS:D1

Kansas State Library

State Capitol Building
and
801 Harrison
Topeka, Kansas 66612

Dear

You have been placed on our mailing list for "Checklist of Official Publications of the State of Kansas Received by the State Library" and will receive all future issues.

Very truly yours,

Jean Barton

Jean Barton
Kansas Documents Librarian

P.S.: No charge.

Kansas ; KS:F

As introduced

Session of 1976

SENATE BILL No. 996

By Committee on Ways and Means

3-8

AN ACT establishing a publication collection and depository system; imposing certain duties on state agencies and prescribing powers and duties for the state librarian.

Be it enacted by the Legislature of the State of Kansas:

Section 1. As used in this act, the following terms and phrases shall have the meanings respectively ascribed thereto in this section:

(*a*) "Publication" means any report, pamphlet, book or other materials provided by a state agency for use by the general public;

(*b*) "state agency" means any state office or officer, department, board, commission, institution, bureau, society or any agency, division or unit within any state office, department, board, commission or other state authority.

Sec. 2. (*a*) The state librarian is hereby authorized and directed to establish, operate and maintain a publication collection and depository system as provided in this act.

(*b*) Each state agency shall deposit with the Kansas state library copies of any publication issued by such state agency in such quantity as shall be specified by the state librarian.

(*c*) The state librarian shall forward two (2) copies of all such publications to the Library of Congress, one copy to the state historical society, one copy to The Center for Research Libraries and one copy shall be retained permanently in the Kansas state library. Additional copies, as may be prescribed by rule and regulation, may be required for the depository system.

Sec. 3. (*a*) The state librarian shall periodically publish and

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GOVERNMENT DOCUMENTS DIVISION
WILLIAM ALLEN WHITE LIBRARY
EMPORIA KANSAS STATE COLLEGE
EMPORIA, KANSAS 66801

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distribute to complete depository libraries, selective depository libraries, state agencies, state officers and members of the Kansas legislature, an official list of state publications with at least an annual cumulation. Said official list shall provide a record of each agency's publications and shall show, in addition, the author, title, major subject content and other appropriate catalogue information for any such publication. Annually each state agency shall furnish to the state library a complete list of their publications for the previous year which the state librarian shall use to maintain a permanent record of publications.

(b) To be designated as a complete depository library any Kansas resource library, regional public library, libraraies in institutions of higher education or other libraries must contract with the state librarian agreeing at a minimum to provide adequate facilities for the storage and use of any such publication and to render reasonable service without charge to qualified partons in the use of such publication and to maintain its full collection of such publications indefinitely subject to disposal upon approval by the state librarian. Any library designated as a complete depository shall receive one copy of every state publication deposited with the Kansas state library. Any library designated as a selective depository shall receive only copies of publications which such library requests.

Sec. 4. The state librarian is hereby authorized to adopt rules and regulations necessary to implement and administer the provisions of this act.

Sec. 5. This act shall take effect and be in force from and after its publication in the statute book.

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Amended & passed as

[As Amended by House Committee of the Whole]

Session of 1976

SENATE BILL No. 996

By Committee on Ways and Means

3-8

AN ACT [concerning certain publications of state agencies] establishing a publication collection and depository system; imposing certain duties [on the director of legislative administrative services and] on state agencies and prescribing powers and duties for the state librarian.

Be it enacted by the Legislature of the State of Kansas:

Section 1. As used in this act, the following terms and phrases shall have the meanings respectively ascribed thereto in this section:

(*a*) "Publication" means any report, pamphlet, book or other materials provided by a state agency for use by the general public;

(*b*) "state agency" means any state office or officer, department, board, commission, institution, bureau, society or any agency, division or unit within any state office, department, board, commission or other state authority.

Sec. 2. (*a*) The state librarian is hereby authorized and directed to establish, operate and maintain a publication collection and depository system as provided in this act.

(*b*) Each state agency shall deposit with the Kansas state library copies of any publication issued by such state agency in such quantity as shall be specified by the state librarian.

(*c*) The state librarian shall forward two (2) copies of all such publications to the library of congress, one copy to the state historical society, one copy to the center for research libraries and one copy shall be retained permanently in the Kansas state library.

APR 5 1976

GOVERNMENT DOCUMENTS DIVISION
WILL[illegible] LIBRARY
EMPO[illegible] COLLEGE
E[illegible]ORIA, KANSAS 66801

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Additional copies, as may be prescribed by rule and regulation, may be required for the depository system.

Sec. 3. (*a*) The state librarian shall periodically publish and distribute to complete depository libraries, selective depository libraries, state agencies, state officers and members of the Kansas legislature, an official list of state publications with at least an annual cumulation. Said official list shall provide a record of each agency's publications and shall show, in addition, the author, title, major subject content and other appropriate catalogue information for any such publication. Annually each state agency shall furnish to the state library a complete list of their publications for the previous year which the state librarian shall use to maintain a permanent record of publications.

(*b*) To be designated as a complete depository library any Kansas resource library, regional public library, libraraies in institutions of higher education or other libraries must contract with the state librarian agreeing at a minimum to provide adequate facilities for the storage and use of any such publication and to render reasonable service without charge to qualified patrons in the use of such publication and to maintain its full collection of such publications indefinitely subject to disposal upon approval by the state librarian. Any library designated as a complete depository shall receive one copy of every state publication deposited with the Kansas state library. Any library designated as a selective depository shall receive only copies of publications which such library requests.

Sec. 4. The state librarian is hereby authorized to adopt rules and regulations necessary to implement and administer the provisions of this act.

[Sec. 5. Any report, pamphlet, book or other materials required to be submitted by a state agency to the legislature or the members

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thereof pursuant to K. S. A. 8-1201, 8-1760, 16a-6-104, 19-2674, 20-320, 20-2204, 22-3710, 40-2309, 46-1004, 72-6011, 74-5503, 74-6203, 79-1404, 79-1806 and 79-4301, or pursuant to K. S. A. 1975 Supp. 25-4119a, 36-514, 44-566a, 46-408, 50-628, 65-176, 65-4007, 72-6111, 72-6814, 74-6706, 75-3302e, 75-5020, 75-5326 and 75-5375 shall, in lieu of such submission, be submitted to the director of legislative administrative services. Upon submission of any such report, pamphlet, book or other materials the director shall compile and maintain a current listing thereof and shall make such listing available at least monthly to each member of the legislature. The director, upon request made therefor by any member of the legislature, shall make available any such report, pamphlet, book or other materials enumerated on such listing to such requesting member.]

Sec. 5 [6]. This act shall take effect and be in force from and after its publication in the statute book.

Texas has this in the biennial appropriation bill as a rider... Legis. Reference is required to have a publications checklist... (In addit. to State Libraries)

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KY

B. Letters and commentaries

F. Legislation and legal materials

M. Studies, surveys and workshops

KY:B

COMMONWEALTH OF KENTUCKY

DEPARTMENT OF FINANCE

FRANKFORT

40601

DIVISION OF ARCHIVES AND RECORDS

January 4, 1973

Mr. Earl Shumaker
Documents Librarian
Western Kentucky University
Bowling Green, Kentucky 42101

Dear Mr. Shumaker:

In accordance with your recent request I am enclosing a copy of our Statutes 171.410-171.740 and the Rules and Regulations thereto pertaining to Archives and Records.

Please note 171.450 (d), 171.500, Rules and Regulations ARC-PD-1 and ARC-RPR-1 5a as pertains to the deposit of records.

The State Archives and Records Commission has requested the Records Management Advisory Committee to meet with Library representatives of each of the State Universities to try to reach a solution to the problem of Publications distribution to each of the records depositories. Hopefully they can make a recommendation that will be workable and satisfactory.

Our present method is not working as well as we would like, since many of the State Agencies do not deposit their publications with us unless requested and we have no way of knowing that we are getting all of their publications.

We are presently having all of the State Publications each year microfilmed at the University of Kentucky and the microfilm copy of these documents can be purchased from the University of Kentucky for approximately $8.00 per reel. This would probably be the best solution for most Universities to purchase the microfilm rather than obtain the hard copies if space is a problem.

I hope the above information will be helpful to you and we welcome any suggestions you might have on the distribution of State documents. We will be glad to give you when available a copy of the Records Management Committees recommendations and based on their recommendations we will probably amend our present Rules and Regulations to our Statutes.

If we can be of further assistance please advise.

Sincerely yours,

Howard T. Goodpaster

Howard T. Goodpaster, Director
Division of Archives and Records

Enclosure:

DEPARTMENT
LIBRARIES

851 E. Main St., Frankfort, Kentucky 40601 502/564-3316

STATE ARCHIVES AND RECORDS

KY:B1

December 11, 1973

Mr. Earl Shumaker
Documents Librarian
Western Kentucky University
Bowling Green, Kentucky 42101

Dear Earl:

Please excuse my delay in answering your letter. I have had an ear operation and recuperation period since the receipts of your letter and, have gotten behind in some of my correspondence.

I am enclosing a copy of the recommendations of the Records Management Advisory Committee on the distribution of State Documents. We have held in abeyance our putting these recommendations in the form of revised Rules and Regulations to KRS 171.500 pending final action by the Legislature on State Reorganization. We were formerly under the Department of Finance and we are now under the Department of Libraries by Executive Order of the Governor, pending final approval by the legislature.

I will send you a copy of the Rules & Regulations to KRS 171.500 which will implement most of the recommendations of the Records Management Advisory Committee to the State Archives and Records Commission.

Sincerely yours,

Howard

Howard T. Goodpaster, Director
Division of Archives and Records

Enclosure

HTG:ds

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AUG 76 Ky Bz KY:B2

Charles F. Hinds
State Librarian

(502) 564-3616

COMMONWEALTH OF KENTUCKY
DEPARTMENT OF LIBRARY AND ARCHIVES
DIVISION OF ARCHIVES AND RECORDS
851 EAST MAIN STREET
FRANKFORT, KENTUCKY 40601

August 4, 1976

Ms. Brenda Olds, Secretary
ALA GODORT State Documents Task Force
Legislative Reference Library
Box 12488, Cap. Sta.
Austin, Texas 78711

Dear Ms. Olds:

Enclosed please find copies of our Statutes, Administrative Regulations, and Checklists. I hope these will be of use to you. These are the only items on your list which we maintain. Please contact us if we can help you further.

Yours truly,

Lewis J. Bellardo, Jr.
Assistant Director and
Assistant State Archivist

LBJ:bs

Enclosures

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KY:F

RULES AND REGULATIONS
STATE ARCHIVES AND RECORDS COMMISSION
COMMONWEALTH OF KENTUCKY
(Effective July 1, 1961)

ARC-PD-1 DISTRIBUTION OF PUBLISHED DOCUMENTS

ARC-PR-1 DISPOSITION OF PUBLIC RECORDS

ARC-RO-1 RECORDS OFFICE

ARC-PD-1 DISTRIBUTION OF PUBLISHED DOCUMENTS
Relates to KRS 171.500

Pursuant to the authority of KRS 171.455

1. Temporary rule for distributing published documents. Each Records Officer of State government is charged with the responsibility of depositing on January 1 and July 1 of each year, one copy of each published document of his division in the State Archives and Records Service, the State Law Library, and the Kentucky Historical Society (three copies in all). A fourth copy and additional copies which may be available shall be sent to the Director of the University of Kentucky Libraries for distribution to the Library of Congress and other research centers and depositories inside and outside the continental limits of the United States.

2. Published documents will be construed in its broadest sense to include typed, mimeographed, and multilithed publications, but in case of doubt as to what constitutes a published document, the Director of the Archives and Records Service shall be the final authority.

3. After July 1, 1962, each Records Officer will ignore the temporary arrangement of distributing documents as prescribed in Rule 1, except for the biennial depositing dates as prescribed in the same rule. He will send or cause to be sent (five) copies of each published document to the State Archives and Records Center, or as otherwise directed, and he shall discontinue providing copies for any documents depository, except on written order of the Director of the Archives and Records Service.

4. Any library, after July 1, 1962, which wishes to become a depository for Kentucky documents, must apply in writing to the Director of the Archives and Records Service. All depositories and non-depositories shall after that date discontinue the practice of dealing directly with the various units of state and local government. The penalty for violation of this rule shall be the withdrawal of the offending depository from its depository status.

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p. 2/5

ARC-PR-1 DISPOSITION OF PUBLIC RECORDS
Relates to KRS Chapter 171

Pursuant to the authority of KRS 171.450

1. After July 1, 1961, all public records - state, county and municipal - may be disposed of by continuous schedules, unless otherwise provided in the Rules and Regulations, by an orderly system of records disposal, known as the "State Retention and Disposal Schedules, " a system to be developed by the Archives and Records Service as funds and facilities permit.

2. Authorization for the destruction of public records may be given in two ways: 1. It may be covered by the continuous schedule; or 2. It may be received in writing in answer to a specific request of an emergency nature. All requests and questions concerning requests for disposal of public records must be addressed to the Director of the State Archives and Records Service, who will advise which type of request must be submitted to the Commission.

3. All requests, whether of an emergency nature or continuous, shall not be official requests unless approved in writing by the head of the appropriate political unit of state or local government. The request will, then, go to the Director of the State Archives and Records Service, as provided in Rule 2. The Director must certify his approval in writing and must obtain the certification in writing of the approval of the Attorney General and the Auditor of Public Accounts before submitting the requests to the State Archives and Records Commission. No public record may be destroyed or disposed of without the final signature of approval of the Chairman or Acting Chairman of the State Archives and Records Commission, acting in behalf of the Commission.

4. No public records may be transferred from a state or local unit of government to another state or local unit of government or to a non-public agency, unless provided for in the Kentucky Revised Statutes or unless the removal is approved by the Director of the Archives and Records Service or by the State Archives and Records Commission.

5. No original documents may be destroyed by any political unit of state or local government after being microfilmed or otherwise duplicated, unless approv in writing by the Chairman of the State Archives and Records Commission, acting in behalf of the Commission.

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Ky - I
p. 315

ARC-RO-1 RECORDS OFFICER
Relates to KRS Chapter 171

Pursuant to the authority of KRS 171.450

1. Each constitutional, statutory, and executive authority of state and local government shall designate a member of the Staff as Records Officer, whose duties it will be to represent his unit of government in its relations with the Archives and Records Service.

2. Duties and responsibilities of each Records Officer: He shall assist the Archives and Records Service in inventorying, analyzing, and scheduling records of his unit of government, or in any manner, as approved by the highest superior officer in the same of unit of government as may tend to establish an efficient system of records "flow." He shall keep a record of the destruction of public records, noteing the authorization for said destruction and the amount and beneficiary of each sale and shall make a biennial report of this record to his highest superior officer and to the Director of the Archives and Records Service. He shall prepare a semi-annual listing of all publications of his unit of government and shall cause copies of each publication listed therein to be distributed in the specified amounts to the state government central depository or as otherwise provided in the Rules and Regulations, except as the Director of Archives and Records Service may temporarily waive this provision for reasons of hardship upon any political unit of government.

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p. 4/5.

Rules and Regulations
State Archives and Records Commission
Commonwealth of Kentucky
(Effective September 1, 1971)

ARC-RPR-1 Standards for the Reproduction of Public Records by Photographic or Micro-photographic process.
Relates to KRS 171.450 (c)

Pursuant to the authority of KRS 171.450

1. Due to the rapid changes being brought about in technology, the State Archives and Records Commission does not approve or disapprove of one method of recording over another, but in order to safeguard the present and future interests of the people of the Commonwealth, it shall be the duty of the appropriate agency to obtain advice from the State Archives and Records Service of the Kentucky Department of Finance before changing its methods of recording.

2. Recording may be done on paper, photostats, electrostatic, thermographic or on film.

3. If the recording is done on paper, it must be done on 36 weight, 100% Linen paper or its equivalent.

4. If done on photostats, electrostatic or thermographic methods, it must be done on 36 weight stock of proven permanency.

5. If done on microfilm, miniprint, microprint, microcard, mincrofiche, or some other type of microform, the following safeguards must be observed or the State Archives and Records Commission will not approve:

a. A security copy (Negative or positive) in 16 mm or 35 mm roll form must be provided the State Archives and Records Center for security storage. This film shall be provided at no cost to the Archives Agency;

b. No filming shall be done until a test is first made, and this test film is forwarded to the State Archives and Records Service; and if additional tests are required, these tests must be performed in order to obtain state approval;

c. The security and use copies of film must be tested for resolution, density, and hypo residue; and in addition to this, the security film shall be physically inspected every five years for mold, spots, or other evidences of deterioration.

d. The security copy shall not be used or handled in any way to cause the film to be scratched or otherwise damaged.

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e. The State Archives and Records Service shall be responsible for making the appropriate tests of the film, which shall follow the most up-to-date standards of the United States Government Bureau of Testing.

6. If there is a conflict between the agency and the State Archives and Records Service or an emergency condition arises, an appeal may be made to the State Commissioner of Finance who may decide the proper action which must be taken, but the Commissioner of Finance must present his decision with his reasons at the following State Archives and Records Commission meeting, which shall make the ultimate decision.

7. The State Archives and Records Commission shall be the final authority in the Executive branch of government for the disposition of all public records in Kentucky-state, county, and city, but shall not make any decisions without first working closely with the agency or agencies involved who shall participate in the decision making.

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KENTUCKY STATUTES

RULES AND REGULATIONS

PERTAINING TO ARCHIVES AND RECORDS SERVICE

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(b) Advise, consult, and cooperate generally with state, local, and national officials and agencies to accomplish the purposes to which the commission is dedicated, and specifically with the Kentucky department of parks and historical society in matters of common concern.

(c) Encourage, promote, and coordinate historic preservation programs being conducted in Kentucky by other agencies or groups, public and private.

(d) Prepare and maintain an inventory or survey of Kentucky's resource of historic buildings, sites, structures, and other landmarks, and list in an official roll those such landmarks which possess statewide or national significance.

(5) The commission may:

(a) Accept grants or other funds or property from any available source, public or private.

(b) Employ, with the approval of the governor, such staff as may be necessary. Any member of such staff shall be entitled to compensation under KRS chapter 18, and may be reimbursed for necessary and actual expenses in accordance with the provisions of KRS chapters 44 and 45.

(c) Enter into such contractual relationships as may be necessary.

(d) Acquire real property, by gift or devise or by purchase pursuant to the provisions of KRS 45.360, and hold the same in the name of the commonwealth for the use and benefit of the commission.

(e) Initiate its own projects of an appropriate nature, and undertake or otherwise engage in joint projects with other agencies or groups, public or private.

(f) Adopt such rules and regulations as may be necessary and incidental to the performance of the commission's duties and functions.

(6) Members of the commission shall serve without compensation, but may be reimbursed in accordance with the provisions of KRS chapters 44 and 45 for actual and reasonable expenses incurred in the furtherance of the commission's activities.

(7) The headquarters of the commission shall be located in the building commonly known as the Vest-Lindsey House which is situated in the "Corner of Celebrities" area of the capital city of the commonwealth.

(8) The receipt, control, and expenditure of funds shall be subject to the general provisions of the Kentucky Revised Statutes governing financial administration of all state agencies.

(9) No provision of this section shall be construed as repealing any of the laws of the commonwealth relating to the preservation, protection, and recognition of historical matters, but shall be held and construed as ancillary and supplemental thereto. (Enact. Acts 1966, ch. 87, § 3.)

STATE ARCHIVES AND RECORDS

171.410. Definitions.—As used in KRS 171.410 to 171.740:

(1) "Records" means all books, papers, maps, photographs, and other documentary materials, regardless of physical form or characteristics, made or received by any agency of the state government in pursuance of the state law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activi-

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ties of the government or because of the informational value of data contained therein.

(2) "Department" means the department of finance.

(3) "Commission" means the state archives and records commission. (Enact. Acts 1958, ch. 49, § 1; 1962, ch. 106, Art. V, § 2; 1968, ch. 255, § 159; 1970, ch. 92, § 32.)

Cross-References. Department of finance, KRS ch. 42.

Opinions of Attorney General. Fiscal court claims which have been paid would come within the definition of "records" as used in KRS 171.410 to 171.740. OAG 61-831.

Fiscal court claims which have been paid and tax rolls come within the definition of "records." OAG 61-831.

Neither the interested person nor his representative has the right to reproduce the records of a district board of education by any photostatic means whatsoever. OAG 68-291.

Neither an interested person nor his representative has the absolute right to take the original records of a district board of education into a private room without the secretary or the secretary's representative being present. OAG 68-291.

Where the necessary interest is present, the interested person or his representative is entitled to obtain a certified copy of the contract between the board of education and the secretary upon payment of such reasonable fee therefor as may be prescribed by regulation of the district board. OAG 68-291.

Information concerning textbook titles and course enrollment requested by a private bookstore would be a part of the university's records and would be subject to the statutory privilege of inspection by any interested person. OAG 69-24.

Disposal of municipal records is subject to the rules and regulations of the archives and records commission. OAG 69-108.

Collateral Reference. 45 Am. Jur. Records and Recording Laws, § 2.

171.420. Archives and records commission.—The state archives and records commission, is hereby created and shall be a nine (9) member body constituted as follows: The commissioner of finance, who shall be the chairman of the commission, the auditor of public accounts, the chief justice of the Court of Appeals, the chairman of the Legislative Research Commission, the attorney general, one (1) member appointed by the governor from a list of three (3) persons submitted by the president of the University of Kentucky, one (1) member appointed by the governor from a list of three (3) persons submitted by the president of the Kentucky historical society, one (1) member appointed by the governor from a list of three (3) persons submitted by the president of the Kentucky librarians association, and one (1) member appointed by the governor from a list of five (5) persons with one (1) name submitted by each of the presidents of the state universities and colleges. Vacancies shall be filled by the governor in the same manner as initial appointments are made. All members shall serve for a term of four (4) years, provided that one (1) of the initial appointments shall be for a term of four (4) years, one (1) for three (3) years, one (1) for two (2) years and one (1) for one (1) year. The commission shall advise the department of finance on matters relating to archives and records, and questions on destruction of records as set out in KRS 171.670. (Enact. Acts 1958, ch. 49, § 2; 1962, ch. 106, Art. V, § 3; 1970, ch. 92, § 33.)

171.130. Expenses of commission members.—Members of the commission shall serve without compensation other than actual expense of attending meetings of the commission or while in the performance of their official duties in connection with the business of the commission. (Enact. Acts 1958, ch. 49, § 3, effective June 19, 1958.)

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171.440. Commission meetings.—The commission shall meet in the city of Frankfort, but the commission may, by majority vote, hold special or regular meetings in other locations when the work of the commission would be facilitated thereby. The commission shall hold not less than four (4) meetings during each calendar year and may hold such special meetings as may be necessary to transact the business of the commission. All meetings shall be called by the director when directed by the chairman, or when requested in writing by any two (2) members of the commission. (Enact. Acts 1958, ch. 49, § 4.)

171.450. Department procedures and regulations.—(1) The department shall establish:

(a) Procedures for the compilation and submission to the department of lists and schedules of public records proposed for disposal;

(b) Procedures for the disposal or destruction of public records authorized for disposal or destruction;

(c) Standards for the reproduction of public records by photographic or microphotographic process;

(d) Procedures for collection and distribution by the central depository of all reports and publications, except the Kentucky Revised Statutes editions, issued by any department, board, commission, officer or other agency of the commonwealth for general public distribution after July 1, 1958.

(2) The department shall enforce the provisions of KRS 171.410 to 171.740 by appropriate rules and regulations.

(3) The department shall make copies of such rules and regulations available to all officials affected by KRS 171.410 to 171.740 subject to the provisions of KRS chapter 13.

(4) It is intended that such rules and regulations be drawn in cooperation with the various state agencies and subdivisions. Such rules and regulations when approved by the department shall be binding on all state and local agencies, subject to the provisions of KRS chapter 13. The department shall perform any acts deemed necessary, legal and proper to carry out the duties and responsibilities imposed upon it pursuant to the authority granted herein. (Enact. Acts 1958, ch. 49, § 5; 1970, ch. 92, § 31.)

Opinions of Attorney General. Requests for disposal or destruction of the records of the office of county treasurer must be submitted to the state archives and records commission for determination and the request must be initially channeled through the director of state archives and records service. OAG 65-207.

Disposal of municipal records is subject to the rules and regulations of the archives and records commission. OAG 69-108.

171.460. Records management survey.—In order for proper planning to be accomplished, the department shall cause a records management survey to be conducted in accordance with the regulations issued by the department. (Enact. Acts 1958, ch. 49, § 6; 1970, ch. 92, § 35.)

171.470. Records management promotion—Reports.—The department is authorized to make continuing surveys of government records and records management and disposal practices and to obtain reports thereon from state and local agencies; to promote, in cooperation with the various state and local agencies, improved records management practices and controls in such agencies, including the central storage

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or disposition of records not needed by such agencies for their current use; and to report to the governor semiannually. The department shall submit a biennial report to the general assembly. (Enact. Acts 1958, ch. 49, § 7; 1970, ch. 92, § 36.)

171.480. Buildings and facilities.—The commissioner of finance, at the request of the commission, shall have authority to design, build, purchase, lease, maintain, operate, protect, and improve buildings or facilities, including a state archives and records center building, used for the storage of noncurrent records of state and local agencies. The department shall have custody and control of all such buildings and facilities and their contents. (Enact. Acts 1958, ch. 49, § 8; 1970, ch. 92, § 37.)

171.490. Archives and records service. [Repealed.]

Compiler's Note. This section (Acts 1958, ch. 49, § 9) was repealed by Acts 1962, ch. 106, Art. V, § 11.

171.500. Central depository.—The department is hereby constituted the central depository for public records. It shall be the duty of all departments, boards, commissions, officers or other agencies of the commonwealth to supply to the central depository copies of each of their reports and publications issued for general public distribution after July 1, 1958, in the number and in the manner prescribed by rule or regulation promulgated by the department pursuant to KRS 171.450. College, university, and public libraries may be constituted depository libraries by written order of the department. The central depository shall supply copies to such depository libraries in the number and in the manner prescribed by rule or regulation promulgated by the department pursuant to KRS 171.450. (Enact. Acts 1958, ch. 49, § 10; 1970, ch. 92, § 38.)

171.510. Advisory groups for commission.—The commission may from time to time appoint advisory groups to more effectively obtain the best professional thinking of the bar, historians, political scientists, accountants, genealogists, patriotic groups, and associations of public officials on the steps to be taken with regard to any particular group or type of records. (Enact. Acts 1958, ch. 49, § 11, effective June 19, 1958.)

171.520. Supervision of state and local agencies.—The department shall, with due regard to the program activities of the state and local agencies concerned, prescribe the policies and principles to be followed by state and local agencies in the conduct of their records management programs, and make provisions for the economical and efficient management of records by state and local agencies by analyzing, developing, promoting, and coordinating standards, procedures, and techniques designed to improve the management of records, to insure the maintenance and security of records deemed appropriate for preservation, and to facilitate the segregation and disposal of records of temporary value and by promoting the efficient and economical utilization of space, equipment, and supplies needed for the purpose of creating, maintaining, storing, and servicing records. (Enact. Acts 1958, ch. 49, § 12; 1970, ch. 92, § 39.)

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Opinions of Attorney General. A county desiring to destroy or dispose of records must do so in accordance with the rules and regulations of the archives and records commission, and in the absence of such rule or regulation must secure prior approval of the commission. OAG 60-835.

Disposal of municipal records is subject to the rules and regulations of the archives and records commission. OAG 69-108.

171.530. Retention and recovery of records.—The department shall establish standards for the selective retention of records of continuing value, and assist state and local agencies in applying such standards to records in their custody. The department shall notify the head of any such agency of any actual, impending, or threatening unlawful removal, defacing, alteration, or destruction of records in the custody of such agency that has come to its attention, and assist the head of such agency in initiating action through the attorney general for the recovery of such records as shall have been unlawfully removed and for such other redress as may be provided by law. (Enact. Acts 1958, ch. 49, § 13; 1970, ch. 92, § 40.)

Opinions of Attorney General. A county desiring to destroy or dispose of records must do so in accordance with the rules and regulations of the archives and records commission, and in the absence of such rule or regulation must secure prior approval of the commission. OAG 60-835.

Disposal of municipal records is subject to the rules and regulations of the archives and records commission. OAG 69-108.

171.540. Inspection of agency records.—The department is authorized to inspect or survey the records of any state or local agency, as well as to make surveys of records management and records disposal practices in such agencies, and shall be given full cooperation of officials and employes of agencies in such inspection and surveys; Provided, That records, the use of which is restricted by or pursuant to law or for reasons of security or the public interest, shall be inspected or surveyed only in accordance with law, and the rules and regulations of the department. (Enact. Acts 1958, ch. 49, § 14; 1970, ch. 92, § 41.)

171.550. Processing and servicing records.—The department is authorized to establish an interim records center or centers for the storage, processing, and servicing of records of state and local agencies pending their deposit in the state archives and records center or their disposition in any other manner authorized by law, and to establish, maintain and operate centralized microfilming, photostating, indexing, decontamination and lamination and any other records repair and rehabilitation services for state and local agencies. (Enact. Acts 1958, ch. 49, § 15; 1970, ch. 92, § 42.)

171.560. Transfer of records.—Subject to applicable provisions of law, the department shall promulgate rules and regulations governing the transfer of records from the custody of one (1) state or local agency to that of another. (Enact. Acts 1958, ch. 49, § 16; 1970, ch. 92, § 43.)

171.570. Extension of agency retention period.—The department may empower any state or local agency, upon the submission of evidence of the need therefor, to retain records for a longer period than that specified in any approved disposal schedule, or by law but the agency shall report all such actions to the commission at its next

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meeting for approval or disapproval. (Enact. Acts 1958, ch. 49, § 17; 1966, ch. 255, § 160; 1970, ch. 92, § 44.)

Opinions of Attorney General. Disposal of municipal records is subject to the rules and regulations of the archives and records commission. OAG 69-108.

171.580. Historical records.—The department, whenever it appears to be in the public interest, is authorized:

(1) To accept for deposit in the state archives and records center the records of any state or local agency or of the general assembly that are determined by the department to have sufficient historical or other value to warrant their continued preservation;

(2) To direct and effect the transfer to the department of any records that have been in existence for more than fifty (50) years and that are determined by the department to have sufficient historical or other value to warrant their continued preservation, unless the head of the state or local agency which has custody of them certifies in writing to the department that they must be retained in his custody for use in the conduct of the regular current business of the said agency;

(3) To direct and effect, with the approval of the head of the originating agency, or its successor, if any, the transfer of records deposited, or approved for deposit, in the state archives and records center to public or educational institutions for special research or exhibit purposes; Provided That title to such records shall remain vested in the commonwealth of Kentucky unless otherwise authorized by law, and provided further such records may be recalled after reasonable notice in writing;

(4) To direct and effect the transfer of materials from private sources authorized to be received by the state archives and records center by the provisions of KRS 171.620. (Enact. Acts 1958, ch. 49, § 18; 1970, ch. 92, § 45.)

171.590. Public nature of records in department's custody.—The department shall be responsible for the custody, use, and withdrawal of records transferred to it. All papers, books, and other records of any matters so transferred are public records and shall be open to inspection by any interested person subject to reasonable rules as to time and place of inspection established by the department; Provided That whenever any records, the use of which is subject to statutory limitations and restrictions, are so transferred, the department shall enforce such limitations. Restrictions shall not remain in effect after the records have been in existence for fifty (50) years. (Enact. Acts 1958, ch. 49, § 19; 1970, ch. 92, § 46.)

DECISIONS UNDER PRIOR LAW

ANALYSIS

1. Statutory restrictions.
2. Inspection.

1. Statutory Restrictions.

Under law providing that information acquired in tax administration is not to be divulged, the annual reports filed in the auditor's office under law requiring annual reports from corporations, and other documents based upon them, are not "public records," so as to be subject to the inspection of any party seeking the information for purposes of suit, but "confidential reports," to be divulged only in accordance with the statute. Fayette County v. Martin (1939), 279 Ky. 387, 130 S. W. (2d) 870.

2. Inspection.

At common law, a person who has an interest in a public record . . . a

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would enable him to maintain or defend an action for which the record can furnish evidence or information, has the right to inspect the record, either in person or by agent, provided the disclosure is not against the public interest. But there is no general common-law right in all persons to inspect public records. Fayette County v. Martin (1939), 279 Ky. 387, 130 S. W. (2d) 838.

171.600. Servicing records.—The department shall make provisions for the preservation, management, repair and rehabilitation, duplication and reproduction, description, and exhibition of records or related documentary material transferred to it as may be needful or appropriate, including the preparation and duplication of inventories, indexes, catalogs, and other finding aids or guides facilitating their use. (Enact. Acts 1958, ch. 49, § 20; 1970, ch. 92, § 47.)

171.610. Facilities for public inspection.—The department shall make such provision and maintain such facilities as it deems necessary or desirable for servicing records in its custody that are not exempt from examination by statutory provisions or other restrictions. (Enact. Acts 1958, ch. 49, § 21; 1970, ch. 92, § 48.)

171.620. Private documents of public interest.—The department is authorized, whenever it is deemed to be in the public interest, to accept for deposit:

(1) The papers and other historical materials of any governor of the commonwealth of Kentucky, or of any other official or former official of the state or its subdivisions, and other papers relating to and contemporary with any governor or former governor of Kentucky, subject to restrictions agreeable to the department and the donor;

(2) Documents, including motion picture films, still pictures, sound recordings, maps, and papers, from private sources that are appropriate for preservation by the state government as evidence of its organization, functions, policies, and transactions or those of its subdivisions. (Enact. Acts 1958, ch. 49, § 22; 1970, ch. 92, § 49.)

171.630. Reproduction fee.—The department may charge a fee not in excess of 10 per cent above the costs or expenses for making or authenticating copies or reproductions of materials transferred to its custody. All such fees shall be paid into a revolving fund for the continuation of such services on as self-sustaining a basis as possible. There shall be no charge for making or authenticating copies or reproductions of such materials for official use by the government of the commonwealth of Kentucky; Provided, That reimbursement may be accepted to cover the cost of furnishing such copies or reproductions that could not otherwise be furnished. (Enact. Acts 1958, ch. 49, § 23; 1970, ch. 92, § 50.)

171.640. Documentation of agency matters.—The head of each state or local agency shall cause to be made and preserved records containing adequate and proper documentation of the organizational functions, policies, decisions, procedures, and essential transactions of the agency and designed to furnish information necessary to protect the legal and financial rights of the government and of persons directly affected by the agency's activities. (Enact. Acts 1958, ch. 49, § 24.)

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171.650. Public nature of agency records.—Unless otherwise provided by law, all papers, books, and other records of any matter required by law or administrative rule to be kept by any agency, and all records arising from the exercise of functions authorized thereby, are public records and shall be open to inspection by any interested person subject to reasonable rules as to time and place of inspection established under KRS 12.080. A certified copy of any public record, subject to any such rules in effect, shall be furnished by the custodian thereof, to any person requesting it, upon the payment of such reasonable fee therefor as may be prescribed by law or by administrative rule. (Enact. Acts 1958, ch. 49, § 25.)

Opinions of Attorney General. - It would be legal and proper for the Kentucky association of hairdressers and cosmetologists to compile a list of licensees from records of the board to be used for dissemination of information and for membership campaigns. OAG 63-180.

The price schedules furnished the commission under KRS 260.710 are public records and the commission is authorized under it and this section to furnish interested persons copies of said schedules upon the payment of a reasonable fee. OAG 64-202.

The confidential information referred to in KRS 260.750(3)(b) refers only to the information furnished the commission in connection with the assessment fees. OAG 64-202.

If a party seeking inspection of the minutes of the board of hairdressers and cosmetologists refuses or is unable to state a legitimate interest, inspection may be refused. OAG 68-263.

The board of hairdressers and cosmetologists may require a person seeking inspection of the minutes of the board to state the interest which he may have in such records and the purpose for which inspection is desired. OAG 68-263.

The board of hairdressers and cosmetologists should not permit inspection of its records by a person motivated by mere curiosity or by motives of questionable nature such as the satisfaction of private spite. OAG 68-263.

The board of hairdressers and cosmetologists should permit inspection of its records by members of the public in all cases where the applicant is able to state any legitimate interest in the records and a proper purpose of inspection. OAG 68-263.

Neither an interested person nor his representative has the absolute right to take the original records of a district board of education into a private room without the secretary or the secretary's representative being present. OAG 68-291.

Neither the interested person nor his representative has the right to reproduce the records of a district board of education by any photostatic means whatsoever. OAG 68-291.

Where the necessary interest is present, the interested person or his representative is entitled to obtain a certified copy of the contract between the board of education and the secretary upon payment of such reasonable fee therefor as may be prescribed by regulation of the district board. OAG 68-291.

Information concerning textbook titles and course enrollment requested by a private bookstore would be a part of the university's records and would be subject to the statutory privilege of inspection by any interested person. OAG 69-24.

Any citizen is entitled to obtain a copy of any voter registration record during reasonable hours, and he may obtain such record free of charge if he wishe to copy it or receive it for a statutory fee if the clerk furnishes him a copy. OAG 69-326.

Real estate records are public records within the meaning of this section and must be open to inspection by any interested person. OAG 69-372.

171.660. Status and effect of authorized reproductions.—(1) Whenever the governor, lieutenant governor or any state agency or subdivision or the principal officer thereof, shall have, either in whole or in part, any records or papers photographed, photostated, microphotographed, microfilmed or filmed and preserved for record in accordance with rules and regulations promulgated by the department the original thereof may be disposed of or destroyed.

(2) Any such reproductions shall be deemed the originals of the records or papers for all purposes, and any facsimiles, certified copies

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or reproductions thereof, or any prints or enlargements of the reproductions shall be admissible as evidence in any court or proceeding of this commonwealth, and shall be prima facie evidence of the facts set forth in and the contents of the original records or papers. (Enact. Acts 1958, ch. 49, § 26; 1970, ch. 92, § 51.)

Opinions of Attorney General. A fiscal court has the authority to purchase microfilming machines and supplies for the county clerk's office. OAG 67-460.

The county court clerk can microfilm documents presented for recording in the deed, mortgage or will books and use the microfilm in lieu of his original record. OAG 67-460.

The county court clerk can microfilm the deed, mortgage and will books thus making microfilms the original record provided it is accomplished in accordance with the rules and regulations promulgated by the state archives and records commission. OAG 67-460.

171.670. Destruction of records.—When there is a question whether a particular record or group of records should be destroyed, the department shall decide whether or not the record or group of records are to be destroyed. (Enact. Acts 1958, ch. 49, § 27; 1962, ch. 106, Art. V, § 4; 1970, ch. 92, § 52.)

Opinions of Attorney General. A county desiring to destroy or dispose of records must do so in accordance with the rules and regulations of the archives and records commission, and in the absence of such rule or regulation must secure prior approval of the commission. OAG 60-835.

Requests for disposal or destruction of the records of the office of county treasurer must be submitted to the state archives and records commission for determination and the request must be initially channeled through the director of state archives and records service. OAG 65-207.

Where records are not deemed to have any current or practical value, the state archives and records commission determines whether or not the particular set of records in question is to be destroyed. OAG 65-490.

The county court clerk can microfilm documents presented for recording in the deed, mortgage or will books and use the microfilm in lieu of his original record. OAG 67-460.

The county court clerk can microfilm the deed, mortgage and will books thus making microfilms the original record provided it is accomplished in accordance with the rules and regulations promulgated by the state archives and records commission. OAG 67-460.

Disposal of municipal records is subject to the rules and regulations of the archives and records commission. OAG 69-108.

171.680. Records management by agencies.—(1) The head of each state and local agency shall establish and maintain an active, continuing program for the economical and efficient management of the records of the agency.

(2) Such program shall provide for:

(a) Effective controls over the creation, maintenance, and use of records in the conduct of current business;

(b) Cooperation with the department in applying standards, procedures, and techniques designed to improve the management of records;

(c) Promotion of the maintenance and security of records deemed appropriate for preservation, and facilitation of the segregation and disposal of records of temporary value;

(d) Compliance with the provisions of KRS 171.410 to 171.740 and the rules and regulations of the department. (Enact. Acts 1958, ch. 49, § 28; 1970, ch. 92, § 53.)

171.690. Storage of agency records.—Whenever the head of a state or local agency determines that substantial economies or increased

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operating efficiency can be effected thereby, he shall provide for the storage, processing and servicing of records that are appropriate therefor in the records center maintained and operated by the department or, when approved by the department in such location maintained and operated by the head of such agency. (Enact. Acts 1958, ch. 49, § 29; 1970, ch. 92, § 54.)

171.700. Certification of records.—Any official who is authorized to certify to facts on the basis of records in his custody is authorized to certify to facts on the basis of records that have been transferred by him or his predecessors to the department, further provided, that any fee due any official of the state or its subdivisions shall not be eliminated by KRS 171.410 to 171.740. (Enact. Acts 1958, ch. 49, § 30; 1970, ch. 92, § 55.)

171.710. Safeguarding agency records.—The head of each state and local agency shall establish such safeguards against removal or loss of records as he shall deem necessary and as may be required by rules and regulations issued under authority of KRS 171.410 to 171.740. Such safeguards shall include making it known to all officials and employes of the agency that no records are to be alienated or destroyed except in accordance with law, and calling their attention to the penalties provided by law for the unlawful removal or destruction of records. (Enact. Acts 1958, ch. 49, § 31, effective June 19, 1958.)

171.720. Agency recovery of records.—The head of each state and local agency shall notify the department of any actual, impending or threatened unlawful removal, defacing, alteration or destruction of records in the custody of the agency that shall come to his attention, and with the assistance of the department shall initiate action through the attorney general for recovery of such records as shall have been unlawfully removed and for such other redress as may be provided by law. (Enact. Acts 1958, ch. 49, § 32; 1970, ch. 92, § 56.)

171.730. Effect on public accounting and confidential nature of agency records.—Nothing in KRS 171.410 to 171.740 shall be construed as limiting the authority of the state auditor, or other officers charged with prescribing accounting systems, forms, or procedures or of lessening the responsibility of collecting and disbursing officers for rendering of their accounts for settlement. Nothing in KRS 171.410 to 171.740 shall be construed as changing, modifying or affecting the present law or laws concerning confidential records of any state agency and the use thereof. All such laws remain in full force and effect. (Enact. Acts 1958, ch. 49, § 33.)

171.740. General assembly records.—The Legislative Research Commission shall, unless otherwise directed by the senate or house of representatives obtain at the close of each session of the general assembly all of the noncurrent records of the general assembly and of each committee thereof and transfer them to the state archives and records center for preservation. (Enact. Acts 1958, ch. 49, § 34.)

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PENALTIES

171.990. Penalties.—(1) Any person violating any of the provisions of KRS 171.240 to 171.300 shall be fined not less than ten (10) nor more than one hundred dollars ($100) for each offense. Each day such violation continues shall constitute a separate offense.

(2) The board for certification of librarians may revoke the certificate of any person violating any of the provisions of KRS 171.240 to 171.300. (4618-130i, 4618-130k.)

CHAPTER 172

COUNTY LAW LIBRARIES

SECTION.

172.010 to 172.090. [Repealed.]
172.095. [Renumbered.]
172.100. County law library—Location —Books.
172.110. Circuit clerk is librarian — Duties — Salary — Inventory.
172.120. Clerk to give inventories to successor — Receipt to predecessor — Liability for books lost.
172.130. Fiscal court members to be trustees—Appropriations.
172.140. Use of books—Removal from library — To be returned on request.
172.150. Record of books taken from library—Liability for failure to return book—Action.
172.160. State university and college libraries — Clerk may give material to.
172.170. County law library in certain counties containing city of second class.
172.180. Alternate method of financing library in county containing city of second, third, or fourth class.
172.190. Library fund in county containing city of third or fourth class.
172.200. Appointment of trustees — Powers — Duties — Limits on indebtedness — County not to be liable—Treasurer, duties.
172.990. Penalties.

172.010 to 172.090. [Repealed.]

Compiler's Note. These sections (938d-1 to 938d-7) were repealed by Acts 1944, ch. 160, § 13.

172.095. [Renumbered KRS 173.105.]

Compiler's Note. This section (2801c-1, 2801c-2) is recompiled as KRS 173.-105.

172.100. County law library — Location — Books.—(1) A county law library shall be established in each county seat and the fiscal court of each county shall designate sufficient room in the courthouse or in a building of good construction adjacent to the courthouse where such library shall be located and where the books of the library may be safely kept.

(2) The books of the county law library shall consist of all volumes belonging to the state heretofore sent to the various county officials directed by law to receive such books, and all volumes hereafter sent to such library by the state, and all books now owned or hereafter acquired by the county for the library. The counties may acquire books,

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KENTUCKY

ADMINISTRATIVE REGULATIONS

SERVICE

IN DISTRIBUTION OF

ADMINISTRATIVE REGULATIONS

IN ACCORDANCE WITH

KRS 13.095

LEGISLATIVE RESEARCH COMMISSION

STATE CAPITOL, FRANKFORT

FOREWORD

THE PURPOSE AND BASIS OF THE KENTUCKY ADMINISTRATIVE REGULATIONS SERVICE

Purpose

Administrative regulations constitute the medium through which governmental agencies exercise much of their authority. Such regulations have the force of law and affect many areas of our daily existence. To make the content of state regulations more readily available to the public is the purpose of the KENTUCKY ADMINISTRATIVE REGULATIONS SERVICE.

"Agency" and "Regulation"

The prime factors with which this service deals are state agencies and administrative regulations. The law governing the promulgation of agency regulations defines "state agency" as including nearly every office in the Government of this Commonwealth. A "regulation" is defined as including every official pronouncement of a regulatory nature, with specified exceptions. The excepted materials may be treated as regulations with the approval of the Legislative Research Commission. (KRS 13.080)

Filing Provisions

The condition which precedes publication in this service is filing the regulation in the office of the Legislative Research Commission which is necessary to make the regulation enforceable (KRS 13.085). Each regulation must be on file thirty days before it becomes effective, except in emergency situations (KRS 13.085). Besides giving them the effect of law, the act of filing regulations causes certain legal presumptions to attach to them (KRS 13.100) and entitles them to judicial notice (KRS 13.105).

Distribution Provisions

The law under which this service is published provides that the regulations be printed "in a manner which will accommodate changes in regulations and

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allow distribution of any . . . part of the regulations as well as all of them." This makes possible continuously complete distribution of the regulations of particular agencies, as opposed to periodic publication of all administrative regulations as was the system under former provisions.

These general distribution provisions afford a maximum of publication flexibility believed to be essential in making administrative regulations available on a current basis.

James T. Fleming
Director

Legislative Research Commission
Capitol Building
Frankfort, Kentucky

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PREFACE

THE SYSTEM OF THE KENTUCKY ADMINISTRATIVE REGULATIONS SERVICE

Structure and Basis

The KENTUCKY ADMINISTRATIVE REGULATIONS SERVICE is designed for usability, and for expedience with respect to material already published and likely to be published in the future. Its manner of compilation is completely looseleaf to accommodate the changes inherent in regulatory administration.

This service is built on the base of KENTUCKY'S ADMINISTRATIVE CODE (1951) which contains the effective regulations on file and in effect as of August 17, 1951. While it was initially supplemental to that volume, many of its parts are already complete in themselves and it is anticipated that the looseleaf service will finally replace the Code altogether.

Organization and Operation

The arrangement of this service publishes the regulation of each agency separately under the key words in the names of the agencies. The key words are in alphabetical order.

The schedule of this service is to distribute the content of each regulation to subscribers as soon after filing as it can be reproduced and mailed. Except in the case of emergency regulations, this means that normally the subscriber receives the regulation before it becomes effective.

Administrative material not originating in the agency but merely adopted by incorporating it by reference thereto in a regulation will not be distributed until all regulations originating in the agencies are completely processed. Material not required to be filed, but filed with the approval of the Legislative Research Commission (KRS 13.090) will not be distributed until all material required to be filed is completely processed.

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KENTUCKY ADMINISTRATIVE REGULATIONS SERVICE

The problem with looseleaf services - assuring completeness - is handled by the distribution of a revised, numbered and dated table of contents for each subscription unit of regulations in which a change is being made. New entries in each table of contents appear written in capital letters with the word NEW, enclosed in parentheses, following the capitalized entry. Material being superseded has the word SUPERSEDED printed over it.

The Locator Scheme

The sequence in which regulations are placed is simple, involving only numerical or alphabetical alignment or both, depending on the code-letter-number designating scheme used by the agency. Each subscription unit contains a table of contents showing the exact location of every regulation. The identifying code-letter-number of the regulation is repeated in the lower right-hand corner of the front side of each sheet to make it easier to locate.

The regulations with the lowest number in each code-letter group is normally the next in sequence after the regulation with the highest number of that code-letter group in KENTUCKY'S ADMINISTRATIVE CODE (1951). Peculiarities arising in connection with a particular sequence of regulation numbers are explained within that sequence. Missing numbers not in the Code or otherwise explained will be regulations which have been superseded or revoked.

To maintain maximum flexibility and avoid the confusion of many numbers and changes therein, the pages are not numbered. New regulations are placed in their alphabetical-numerical position rather than at the end of the other regulations. Each regulation bears on it the date it was filed as well as the date it became or will become effective.

Style and References

Each front page of this service carries a

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running head designating the agency unit to which it belongs, and its general subject. Each regulation has a box heading the first part of which is its code-letter-number and its specific title, followed by the section or sections of the KENTUCKY REVISED STATUTES to which it is related. If the regulation affects any other standing regulation, this effect is stated in the next line of the heading.

The law requires that each regulation also state the authority under which it is adopted. This citation is the last entry preceding the text of the regulation and is sometimes the same citation as the related KRS section. The date the regulation was filed and became effective follow the text.

Superseded, Revoked or Obsolete Material

Regulations which have been superseded, revoked or become obsolete are not forwarded to the subscribers as part of the Service. However, copies of the dead regulations are kept on file in the Legislative Research Commission and will be furnished to any subscriber upon request. Some subscribers may wish to retain those regulations which are superseded, revoked, or which become obsolete through subsequent shipments as these may prove useful for future reference.

Lena M. Craig
Regulations Compiler

Legislative Research Commission
Capitol Building
Frankfort, Kentucky

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ARCHIVES AND RECORDS COMMISSION

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ARC-PD-1
DISTRIBUTION OF PUBLISHED DOCUMENTS
Relates to KRS 171.500

Pursuant to the authority of KRS 171.455

1. Temporary rule for distributing published documents. Each Records Officer of State government is charged with the responsibility of depositing on January 1 and July 1 of each year, one copy of each published document of his division in the State Archives and Records Service, the State Law Library, and the Kentucky Historical Society (three copies in all). A fourth copy and additional copies which may be available shall be sent to the Director of the University of Kentucky Libraries for distribution to the Library of Congress and other research centers and depositories inside and outside the continental limits of the United States.

2. Published documents will be construed in its broadest sense to include typed, mimeographed, and multilithed publications, but in case of doubt as to what constitutes a published document, the Director of the Archives and Records Service shall be the final authority.

3. After July 1, 1962, each Records Officer will ignore the temporary arrangement of distributing documents as prescribed in Rule 1, except for the biennial depositing dates as prescribed in the same rule. He will send or cause to be sent five (5) copies of each published document to the State Archives and Records Center, or as otherwise directed, and he shall discontinue providing copies for any documents depository, except on written order of the Director of the Archives and Records Service.

4. Any library, after July 1, 1962, which wishes to become a depository for Kentucky documents, must apply in writing to the Director of the Archives and Records Service. All depositories and non-depositories shall after that date discontinue the practice of dealing directly with the various units of state

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and local government. The penalty for violation of this rule shall be the withdrawal of the offending depository from its depository status.

Filed: 1 June 1961
Effective: 1 July 1961

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ARC-PR-1
DISPOSITION OF PUBLIC RECORDS
Relates to KRS Chapter 171

Pursuant to the authority of KRS 171.450

1. After July 1, 1961, all public records - state, county, and municipal - may be disposed of by continuous schedules, unless otherwise provided in the Rules and Regulations, by an orderly system of records disposal, known as the "State Retention and Disposal Schedules," a system to be developed by the Archives and Records Service as funds and facilities permit.

2. Authorization for the destruction of public records may be given in two ways. It may be covered by the continuous schedule, or it may be received in writing in answer to a specific request of an emergency nature. All requests and questions concerning requests for disposal of public records must be addressed to the Director of the State Archives and Records Service, who will advise which type of request should be submitted to the Commission.

3. All requests, whether of an emergency nature or continuous, shall not be official requests unless approved in writing by the head of the appropriate political unit of state or local government. The requests will, then, go to the Director of the Archives Records Service, as provided in Rule 2. The Director must certify his approval in writing and must obtain the certification in writing of the approval of the Attorney General and the Auditor of Public Accounts before submitting the requests to the State Archives and Records Commission. No public record may be destroyed or disposed of without the final signature of approval of the Chairman or the Acting Chairman of the State Archives and Records Commission, acting in behalf of the Commission.

4. No public record may be transferred from a state or local unit of government to another state or local unit of government or to a non-public agency,

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unless provided for in the Kentucky Revised Statutes or unless the removal is approved by the Director of the Archives and Records Service or by the State Archives and Records Commission.

5. No original documents may be destroyed by any political unit of state or local government after being microfilmed or otherwise duplicated, unless approved in writing by the Chairman of the State Archives and Records Commission, acting in behalf of the Commission.

Filed: 1 June 1961
Effective: 1 July 1961

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ARC-RO-1
RECORDS OFFICER
Relates to KRS Chapter 171

Pursuant to the authority of KRS 171.450

1. Each constitutional, statutory, and executive authority of state and local government shall designate a member of the staff as Records Officer, whose duties will be to represent his unit of government in its relations with the Archives and Records Service.

2. Duties and responsibilities of each Records Officer: He shall assist the Archives and Records Service in inventorying, analyzing, and scheduling records of his unit of government, or in any manner, as approved by the highest superior officer in the same unit of government as may tend to establish an efficient system of records "flow." He shall keep a record of the destruction of public records, noting the authorization for said destruction and the amount and beneficiary of each sale and shall make a biennial report of this record to his highest superior officer and to the Director of the Archives and Records Service. He shall prepare a semi-annual listing of all publications of his unit of government and shall cause copies of each publication listed therein to be distributed in the specified amounts to the state government central depository or as otherwise provided in the Rules and Regulations, except as the Director of the Archives and Records Service may temporarily waive this provision for reasons of hardship upon any political unit of government.

Filed: 1 June 1961
Effective: 1 July 1961

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ARCHIVES AND RECORDS

ARC-RPR-1

Standards for the Reproduction of Public Records by Photographic or Micro-photographic process

Relates to KRS 171.450(c), 171.600, 171.670

Pursuant to the authority of KRS 171.450, 171.660, 171.670

1. Due to the rapid changes being brought about in technology, the State Archives and Records Commission does not approve or disapprove of one method of recording over another, but in order to safeguard the present and future interests of the people of the Commonwealth, it shall be the duty of the appropriate agency to obtain advice from the State Archives and Records Service of the Kentucky Department of Finance before changing its methods of recording.

2. Recording may be done on paper, photostats, electrostatic, thermographic or on film.

3. If the recording is done on paper, it must be done on 36 weight, 100% linen paper or its equivalent.

4. If done on photostats, electrostatic or thermographic methods, it must be done on 36 weight stock of proven permanency.

5. If done on microfilm, miniprint, microprint, microcard, microfiche, or some other type of microform, the following safeguards must be observed or the State Archives and Records Commission will not approve:

   a. A security copy (Negative or Positive) in 16 mm or 35 mm roll form must be provided the State Archives and Records Center for security storage. This film shall be provided at no cost to the Archives Agency;

   b. No filming shall be done until a test is first made, and this test film is forwarded to the State Archives and Records Service; and if additional tests are required, these tests must be performed in order to obtain state approval;

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ARC-RPR-1 5 (cont'd) c.

c. The security and use copies of film must be tested for resolution, density, and hypo residue; and in addition to this, the security film shall be physically inspected every five years for mold, spots, or other evidences of deterioration.

d. The security copy shall not be used or handled in any way to cause the film to be scratched or otherwise damaged.

e. The State Archives and Records Service shall be responsible for making the appropriate tests of the film, which shall follow the most up-to-date standards of the United States Government Bureau of Testing.

6. If there is a conflict between the agency and the State Archives and Records Service or an emergency condition arises, an appeal may be made to the State Commissioner of Finance who may decide the proper action which must be taken, but the Commissioner of Finance must present his decision with his reasons at the following State Archives and Records Commission meeting, which shall make the ultimate decision.

7. The State Archives and Records Commission shall be the final authority in the Executive branch of government for the disposition of all public records in Kentucky-state, county, and city, but shall not make any decisions without first working closely with the agency or agencies involved who shall participate in the decision making.

Effective: 10 March 1972

Ky. KY:M

RECOMMENDATIONS OF THE RECORDS MANAGEMENT ADVISORY COMMITTEE TO THE STATE ARCHIVES AND RECORDS COMMISSION:

1. That the State Archives and Records Commission call for the enforcement of the regulations now existing which state that all publications and documents of official nature be deposited with the State Archives and Records Service.	KRS 171.450
That two copies of each publication and/or document be sent to the University of Kentucky Library.	KRS 171.455
That the University of Kentucky Library issue monthly a duplicated listing of publications and documents received from the State Archives and Records Service and that this listing be sent to the other state university libraries.	
2. That the State Archives and Records Service microfilm all the official publications and/or documents and that the microfilm copies be sold to any other agency, institution, or governmental unit that would desire them.	KRS 171.550
3. That the State Archives and Records Service produce a microfilm or other media index of all holdings.	KRS 171.550
4. That the State Archives and Records Commission request all state agencies to number their publications and/or documents serially or in consecutive order and by year to facilitate adequate classification and cataloging.	
5. That all requests of urgent nature for copies of publications be channeled to the State Archives and Records Service for referral to the appropriate agencies.	
6. That other Kentucky state universities be allowed to receive microfilm copies only of official publications and documents and on a purchase basis from State Archives and Records Service.	KRS 171.630
7. That the State Archives and Records Service be the receiving point for all official publications and/or documents published by the various agencies of state government.	KRS 171.455

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LA

A. Bibliographies

B. Letters and commentaries

C. Depository contracts

D. Forms and form letters

E. Labels

F. Legislation and legal materials

H. Manuals

J. Promotional materials

K. Selection lists and basic lists

M. Studies, surveys and workshops

LA:A

COMPLETE COVERAGE

of Louisiana documents through bibliographies
and the depository library program.

Issued by
WADE O. MARTIN, JR.
Secretary of State

Bibliographies:

1803-1935 Bibliography of the official publications of Louisiana, 1803-1934, compiled by Lucy B. Foote. Issued by the Louisiana Historical Records Survey. Baton Rouge, Louisiana State University, 1942, 579 p. mimeographed (American Imprints Inventory, no. 19)
Out of print. Kraus reprint, $18.

1935-1948 Bibliography of the official publications of Louisiana, 1935-1948, compiled by Lucy B. Foote. Issued by Wade O. Martin, Jr., Secretary of State, Baton Rouge, 1954. 298 p. (Official publications, v. I)

1948-1953 List of the public documents of Louisiana, 1948-1953, compiled by Margaret T. Lane. Issued by Wade O. Martin, Jr., Secretary of State. Baton Rouge, 1954. 235 p. (Official publications, v. II)
Cumulation of the Semi-annual list of public documents, nos. 1-11.

1954-1960 List of public documents of Louisiana, 1954-1960, compiled by Margaret T. Lane. Issued by Wade O. Martin, Jr., Secretary of State. Baton Rouge, 1961. 223 p. (Official publications, v. III)
Cumulation of Public Documents issued in accordance with R.S. 25:123, nos. 12-25.

1961-1966 List of the public documents of Louisiana, 1961-1966, compiled by Margaret T. Lane. Issued by Wade O. Martin, Jr., Secretary of State. Baton Rouge, 1967. 257 p. (Official publications, v. IV)
Cumulation of Public Documents issued in accordance with R.S. 25:123, nos. 26-37.

1967-1972 Public documents of Louisiana, issued in accordance with R.S. 25:123. Issued by Wade O. Martin, Jr., Secretary of State. Nos. 38-49, January, 1967-December, 1972. 12 nos. Semi-annual.
Title, nos. 1-10: Semi-annual list of public documents.
Nos. 11, 25 and 37 not issued.

1973 Public documents of Louisiana distributed to depository libraries under R.S. 25:121-124. Issued by Wade O. Martin, Jr., Secretary of State. January-February, 1973. 2 nos. Monthly.
Limited distribution.

Author Headings:

1803-1947 Arthor headings for the official publications of the State of Louisiana, compiled by Lucy B. Foote. Chicago, American Library Association, 1948. 125 p. Price, $450

1948-1953 Supplement in Official Publications, v. II, pp. 181-211. Also reproduced as a separate publication.

1954 Supplement in Public Documents, no. 13, pp. 19-24.

1955-1956 Supplement in Public Documents, no. 17, pp. 23-37.

1957-1958 Supplement in Public Documents, no. 21, pp. 25-32.

1959-1961 Supplement in Public Documents, no. 27, pp. 29-35.

1962 Supplement in Public Documents, no. 29, pp. 47-51.

1963-1964 Supplement in Public Documents, no. 33, pp. 33-41.

Depository Library Program:

The case of the missing documents; a mystery only you can solve. Issued by Wade O. Martin, Jr., Secretary of State. [1952] folder

Louisiana documents; they're free--and easy, by Ellen R. Tilger. 20 Louisiana Library Association Bulletin 123-126 (Summer 1957)
Discusses New Orleans Public Library classification scheme.

Louisiana State documents depositories. 26 Louisiana Library Association Bulletin 99 (Fall 1963)
Retention of documents and "historical depositories".

Louisiana's depository library program. Issued by Wade O. Martin, Jr., Secretary of State. [1957] 6 p.
Reprinted from foreword of Public Documents, no. 17.
A historical account.

Public documents for the depository libraries. (R.S. 25:121-124) [1961] folder

Take time out to check Louisiana documents, by Margaret T. Lane and Sarah I. Jones. Issued by Louisiana State Library, Baton Rouge. 1958. 10 p.
Out of print.

There's no end of valuable information available through the state documents in Louisiana's depository libraries. Issued by Wade O. Martin, Jr., Secretary of State. [1957] folder
Out of print.

Special features of the Louisiana law:

1) The original act, Act 493 of 1948, included an appropriation. For many years, until 1968, the appropriation was carried as a separate line item in the General Appropriations Act.

2) The provision requiring the state agencies to furnish copies of their publications is flexible and specifies "sufficient copies."

3) The requirement that the state agencies furnish semi-annually a list of their publications is helpful because it results in regular contact with each state agency. The Recorder sends out a report form to be returned.

4) The list of documents is required by the law. Miss Foote, to whom Louisiana is indebted for its 1803-1948 bibliographic record, was particularly gratified to know that her work would continue. The legal requirement for the list is an important safeguard.

Amendments which should be considered:

1) Out-of-state exchange libraries. We do not have out-of-state depositories now except for the Library of Congress and the Center for Research Libraries. The establishment of exchange libraries rather than depository libraries in other states and provision for wider out-of-state distribution are desirable. At least the law should be amended to eliminate the "in the state" as it applies to depositories, particularly since this phrase was added when the act was incorporated in the Revised Statutes.

2) Selective depositories. We have had selective depositories for many years because it is wasteful to send publications which cannot be used in the libraries. The law could be amended to specify "as many as two copies, as required by the library."

3) Number of copies for each library. Consideration should be given to the advisability of continuing to distribute two copies of each publication to the libraries. Perhaps the needs of the libraries would be met if only the historical depositories were entitled to receive two copies.

4) Historical collection depositories. We do not have any regulations for weeding and the establishment of historical collection depositories is a safeguard. The Secretary of State has designated two historical depositories but their status is not recognized in the law.

5) "Issued for public distribution." This phrase has always been interpreted to mean public, as distinguished from inter-office or confidential, distribution. It has been suggested that it might be interpreted restrictively to include only publications issued for distribution to the public at large; that is, publications issued for the purpose of public distribution. Such an interpretation would exclude publications which are available to the public on request, such as the Rules of the Senate. Perhaps a definition of "state publication" should be included in the law in lieu of this phrase.

LA:C

DESIGNATION OF DEPOSITORY FOR PUBLIC DOCUMENTS

December _____, 1948

Hon. Wade O. Martin, Jr.
Secretary of State
Baton Rouge, Louisiana

Dear Mr. Martin:

The Library designated hereunder, through its duly constituted Librarian, hereby requests that said Library be constituted a Depository for Public Documents in accordance with the provisions of Act No. 493 of the Regular Session of 1948 in order that it might receive the documents contemplated by said act.

_____
Library

By: _____
Librarian

DESIGNATION OF DEPOSITORY FOR PUBLIC DOCUMENTS

December ____, 1948

Hon. Wade O. Martin, Jr.
Secretary of State
Baton Rouge, Louisiana

Dear Mr. Martin:

The Library designated hereunder, through its duly constituted Librarian, hereby requests that said Library be constituted a Depository for Public Documents in accordance with the provisions of Act No. 493 of the Regular Session of 1948 in order that it might receive the documents contemplated by said act.

_____
Library

By: _____
Librarian

12/76

LA:C1

DESIGNATION AS DEPOSITORY FOR PUBLIC DOCUMENTS

_____, 1976

The Honorable Paul J. Hardy
Secretary of State
Baton Rouge, Louisiana

Dear Mr. Hardy:

The Library designated hereunder, through its duly constituted Librarian, hereby requests that said Library be constituted a complete depository for public documents in accordance with the provisions of Act 493 of 1948, in order that it can receive state documents as contemplated by said Act.

_____
Library

_____
Recorder of Documents

_____
Librarian

LOUISI LA:D1

STATE OF LOUISIANA
SECRETARY OF STATE

389-2108
RECORDER OF DOCUMENTS
1515A CHOCTAW DRIVE
BATON ROUGE, LA.
70805

WADE O. MARTIN, JR.
SECRETARY OF STATE

MEMORANDUM

TO: State Departments, Agencies, Boards and Commissions

FROM: WADE O. MARTIN, JR., Secretary of State

RE: Recorder of Documents

We wish to acknowledge receipt of the publications of your agency which you have sent to the Recorder of Documents. The publications have been forwarded to the depository libraries in accordance with R. S. 25:122 and are listed on the attached checklist.

Please check to see that we have included all publications submitted by your agency during the past month. A few agencies which publish regularly, but from whom we did not receive any publications during the past month are receiving the checklist to insure that their publications have not gone astray.

We thank you for your continuing interest and cooperation in the depository library program.

LA:D2

STATE OF LOUISIANA
SECRETARY OF STATE

WADE O. MARTIN, JR.
SECRETARY OF STATE

389-2108
RECORDER OF DOCUMENTS
1515A CHOCTAW DRIVE
BATON ROUGE, LA.
70805

The semi-annual list of the publications of your office, which you submit to this office in accordance with R.S. 25:123, should cover the period, January through June, 1972. If no publications have been issued by your office for this period, please indicate this on the attached form.

Your report will enable us to check the publications which you have sent for distribution during the past six months and to prepare the entries in Public Documents. The list of negative reports will also be included in Public Documents for all agencies responding before July 28.

The depository libraries like to receive your publications as they are published. However, if there are any publications which you have not already sent, you may do so now. The number of copies needed is _____. If you cannot supply the full quota, please send a lesser number of copies: 25 copies, or 15 copies, or fewer. Please try to send at least three copies so that we can furnish both the historical collection depositories with a copy and can list the publication in Public Documents.

Thanking you for your interest in the documents program, and with best wishes, I am

Yours very truly,

Secretary of State

WOMjr/ml

Enclosure

REPORT FROM STATE AGENCIES ON PUBLICATIONS
(in accordance with R.S. 25:123)

WADE O. MARTIN, JR., Secretary of State
1515A Choctaw Drive, Baton Rouge, Louisiana 70805
For the period January through June, 1972

Name and address of agency: (Please correct if necessary.)

If no publications were issued, January-June, 1972, check here _____.

If publications were issued, list titles and dates here:
(If you have not already done so, please send_____copies
of each publication.)

TITLE OF PUBLICATION	DATE

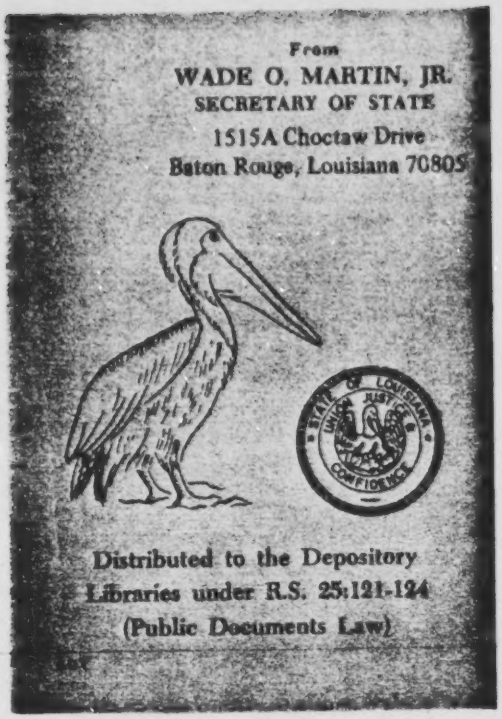
Publications discontinued: (List and indicate whether temporarily or permanently discontinued, and last issue.)

Name of person completing this form: _____

Telephone Number _____

Date _____

LA:



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MERCHANDISE may be opened for
postal inspection if necessary.

POSTMASTER: Return Postage Guaranteed.
MERCHANDISE may be opened for
postal inspection if necessary

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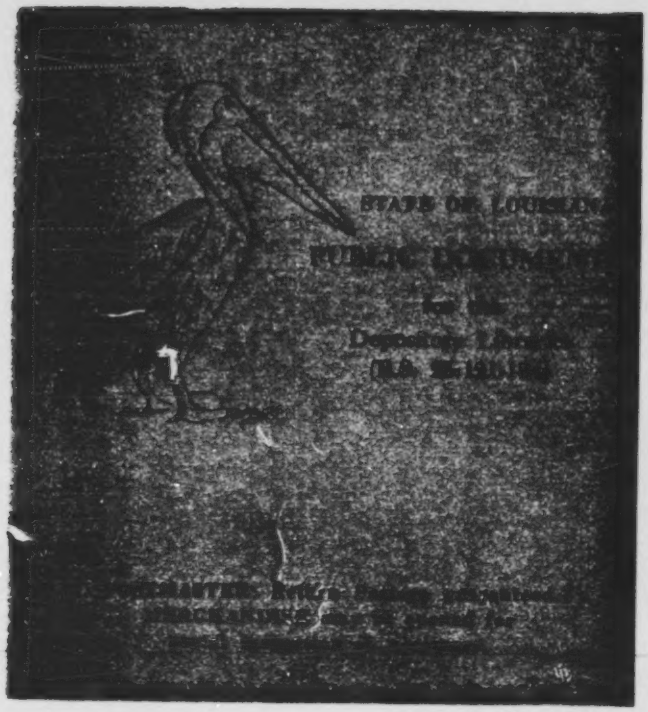

To

WADE O. MARTIN, JR.
Secretary of State
Attn.: Recorder of Documents
1515 A Choctaw Drive
Baton Rouge, La. 70805

602

Paul J. Hardy
Secretary of State
Baton Rouge, La. 70804

STATE OF LOUISIANA

PUBLIC DOCUMENTS

for the
Depository Libraries
(R.S. 25:121-124)

POSTMASTER: Return Postage Guaranteed.
MERCHANDISE may be opened for
postal inspection if necessary.

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To:

Paul J. Hardy
Secretary of State
P. O. Box 44125
Baton Rouge, La. 70804
Attn.: Recorder of Documents

602

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DEPOSITORIES FOR PUBLIC DOCUMENTS

R.S. 1950, Title 25, §§ 121-124.

§ 121. *State and other libraries as depositories of public records.*

The Louisiana State Library shall be the depository for the printed or mimeographed public records issued by any government agency for public distribution. The libraries of colleges or universities and public libraries located in the state may also become depositories of these records when designated as such by the secretary of state upon their written request to this effect.

(Source: Acts 1948, No. 493, § 1.)

§ 122. *Distribution of records to depositories; public inspection.*

All agencies of state government shall furnish to the secretary of state sufficient copies of each record mentioned in R.S. 25:121 and the secretary of state shall deliver to each depository two copies of the same. These records shall be made accessible by the depository receiving them to any person desiring to examine the same.

(Source: Acts 1948, No. 493, § 1.)

§ 123. *List of publications; distribution to depositories.*

Each agency of state government shall furnish to the secretary of state semiannually a list of all its printed and mimeographed publications issued for public distribution, and the secretary of state shall make and furnish to each depository a duplicate copy of the same.

(Source: Acts 1948, No. 493, § 2.)

§ 124. *Recorder of documents; appointment; duties.*

A recorder of documents shall be appointed by the secretary of state in his office, who shall be preferably a graduate librarian and whose functions shall be to administer the provisions of R.S. 25:122 and 25:123 under the supervision of the secretary of state.

(Source: Acts 1948, No. 493, §§ 3, 4.)

617

QUESTIONNAIRE TO BE ANSWERED by LIBRARIES 4/ LA:F1-1

The questionnaire was sent to 36 Academic & Special libraries & 62 parish libraries.
20 Academic & 33 parish libraries answered.

APR 76

1. What changes, if any, would you like to see in the proposed law?

	No answer	Suggested change	Liked law as presented
College			
Depository	6	6	6
Non-depository			1
Parish			
Depository	2	2	4
Non-depository	16	2	7
Special			
Depository	1	1	1
Non-depository	1		

2. What percentage of the Louisiana documents that you are currently receiving do you find useful?

	100-75%	75-50%	50-25%	Less than 25%	n/a
College					
Depository	4	11	2	1	
Non-depository		1			
Parish					
Depository	4	1	1	2	
Non-depository	6	3	6	7	3
Special					
Depository	1	1		1	
Non-depository				1	

3. What effect will the proposed law have on your library, if any?

	No answer	No effect	Does effect
College			
Depository	3	8	7
Non-depository			1
Parish			
Depository		2	6
Non-depository	6	4	15
Special			
Depository	1	2	
Non-depository			

Special		
Depository	1	2
Non-depository		1

4. If the proposed law is adopted, what status would your library select?

	Complete	Partial	Limited	None
College				
Depository	8	9	1	
Non-depository			1	
Parish				
Depository	1	3	4	
Non-depository		1	22	2
Special				
Depository		1	2	
Non-depository			1	

5. If you selected "Limited" check the title on enclosed list that your library would like to receive.

6. Does the proposed law solve any problems that you may now have?

	No answer	Yes	No
College			
Depository	2	8	8
Non-depository		1	
Parish			
Depository	1	6	1
Non-depository	7	12	6
Special			
Depository		1	2
Non-depository			1

7. Does your library have "use" statistics of documents which the committee use to support the program?

Only 3 libraries have such statistics - New Orleans Public, La. Tech University & LSU-BR.

617-A

La F
LA:F1-2
APR 76

PROPOSAL

FOR A REVISION

OF THE

LOUISIANA DOCUMENTS

DISTRIBUTION LAW

LOUISIANA LIBRARY ASSOCIATION
DOCUMENTS COMMITTEE

Revised 1976

613

SECTION 1.

POLICY

Freedom of access to public documents is a basic right of citizenship. Therefore, it is the policy of the State of Louisiana that state publications shall be made available to the public. To obtain maximum efficiency in the distribution and use of these publications, a depository library system is established.

SECTION 2.

DEFINITIONS

"State publications" are public documents, which are defined as any informational matter, regardless of format, method of reproduction, or source, originating in or produced with the imprint of, by the authority of, or at the total or partial expense of, any state agency. Correspondence and inter - or intra - office memoranda and records of an archival nature are excluded.

"State agency" means any state office, department, board, commission, institution, division, officer or other person, or functional group, heretofore existing or hereafter created, that is authorized to exercise, or that does exercise, any functions of the government of the State of Louisiana.

SECTION 3.

DUTIES OF STATE AGENCIES

All state agencies shall furnish to the Secretary of State, upon release, sufficient copies, as specified by the Recorder of State Publications, of each state publication for distribution to the depository libraries. State agencies may exclude copyrighted materials.

All state agencies shall submit to the Recorder of State Publications complete lists of their publications on a semi-annual basis.

SECTION 4.

RECORDER OF DOCUMENTS

The Secretary of State shall appoint a Recorder of State Publications, who shall be a graduate of a library school accredited by the American Library Association, to administer the depository library program. To carry out the provisions of this act, the Recorder of State Publications shall make rules and regulations which at the time of promulgation shall be binding on the state agencies in accordance with the Administrative Procedures Act and on the contracting depositories.

The Recorder of State Publications shall forward the state publications received from the state agencies to the depository libraries as soon as practicable. Bibliographical and practical assistance to the depository libraries in maintaining, developing and classifying their collections shall be provided in accordance with the rules and regulations provided for in Section 4, paragraph 1.

The Recorder of State Publications shall continue the bibliographic record of Louisiana documents. The documents list shall be the official list of state publications and shall be as complete as possible. It shall not be limited to publications received from the originating agencies.

The list shall include appropriate order information and shall be published monthly and cumulated semiannually, annually, and quinquennially. The cumulations shall include comprehensive indexes.

The official list and other bibliographical and informational publications prepared to facilitate the use of state publications shall be distributed without charge to libraries in Louisiana at their request. The materials published by the Recorder may also be distributed to other interested parties on exchange or subscription.

The Recorder of State Publications may retain copies of all state publications as a working collection.

The Recorder of State Publications may make the state publications available to the depository libraries in microformat.

SECTION 5.

DEPOSITORY LIBRARIES

Two libraries, Louisiana State Library and Louisiana State University Library at Baton Rouge, shall by contract with the Recorder of State Publications be designated historical depositories. Other Louisiana libraries may request historical depository status. Historical depositories shall receive two (2) copies of all state publications and shall retain permanently at least one copy of each.

Other libraries, including those in state agencies, may contract with the Recorder of State Publications to become complete or partial depositories. They shall receive one (1) copy of state publications from each of the categories which they select and shall retain that copy of each for a minimum period specified by the Recorder.

All libraries contracting to become depositories shall agree to make state publications accessible to the public, to render free service in their use, and to abide by the rules and regulations made by the Recorder of State Publications. Extended non-compliance with the contract provisions shall result in the loss of depository status.

The Library of Congress and the Center for Research Libraries shall also be sent copies of state publications at the same time as copies are forwarded to the depositories. They shall receive one (1) copy of all state publications in the categories they select.

The Recorder may designate other Louisiana libraries, at their request, as limited depositories. They shall receive one (1) copy each of certain basic state publications.

Contracting depositories may also receive as second copies the state publications selected for the limited depositories.

DEPOSITORIES FOR PUBLIC DOCUMENTS

R.S. 1950, Title 25, §§ 121-124.

§ 121. *State and other libraries as depositories of public records.*

The Louisiana State Library shall be the depository for the printed or mimeographed public records issued by any government agency for public distribution. The libraries of colleges or universities and public libraries located in the state may also become depositories of these records when designated as such by the secretary of state upon their written request to this effect.

(Source: Acts 1948, No. 493, § 1.)

§ 122. *Distribution of records to depositories; public inspection.*

All agencies of state government shall furnish to the secretary of state sufficient copies of each record mentioned in R.S. 25:121 and the secretary of state shall deliver to each depository two copies of the same. These records shall be made accessible by the depository receiving them to any person desiring to examine the same.

(Source: Acts 1948, No. 493, § 1.)

§ 123. *List of publications; distribution to depositories.*

Each agency of state government shall furnish to the secretary of state semiannually a list of all its printed and mimeographed publications issued for public distribution, and the secretary of state shall make and furnish to each depository a duplicate copy of the same.

(Source: Acts 1948, No. 493, § 2.)

§ 124. *Recorder of documents; appointment; duties.*

A recorder of documents shall be appointed by the secretary of state in his office, who shall be preferably a graduate librarian and whose functions shall be to administer the provisions of R.S. 25:122 and 25:123 under the supervision of the secretary of state.

(Source: Acts 1948, No. 493, §§ 3, 4.)

La
LA:F1-3

LOUISIANA DOCUMENTS DISTRIBUTION LAW

Decision for Revision

IT'S WISE TO REVISE

To bring the law up to date

To establish a legal basis for many procedures presently in practice

To retain recommendations presently followed in "Guidelines for Minimum State Servicing of State Documents" (endorsed by LLA and LSL) and to incorporate other recommendations that will enhance the program

To help solve documents problems presently encountered by Louisiana libraries

To make it possible for libraries to receive copies of only needed basic publications

To reduce the volume of publications required from agencies for distribution to depositories

To establish a policy basis for public documents distribution

To establish definitions relevant to state publications and state agencies

To clearly establish duties and responsibilities of state agencies, Recorder of Documents and depository libraries.

IT'S FAIR TO COMPARE

Revision	Present Law
Establishes a policy	Contains no policy statement
Includes definitions	Contains no definitions
Establishes provisions for:	
graduate librarian to administer program	graduate librarian not mandatory
enforcement which is binding on agencies and depository libraries	no enforcement clause
an official list of documents with indexes, cumulations, order information and the inclusion of documents received from other than the originating agencies	proviaes only for lists from agencies and "duplicate copies of the same" for depositories
material published by Recorder to be distributed to Louisiana libraries without charge and other interested parties on exchange or subscription	no such provision
Recorder to maintain a working collection	no such provision
Recorder to make publications available in microformat	no such provision
historical depositories partial depositories limited depositories	no such provision
depositories to receive:	depositories receive 2 copies of all publications
1 copy of publications except for historical depositories (which receive 2 copies)	
or	
a pre-selected group of basic publications only	
depositing state publications in the Library of Congress and the Center for Research Libraries	no such provision

LLA DOCUMENTS COMMITTEE
HC:RS/1975/76

La LA:F1-4

APR 76 adopted 4/2/76

A RESOLUTION OF THE LOUISIANA LIBRARY ASSOCIATION

WHEREAS all citizens have a basic right to information concerning their government, and to all other useful information produced at their expense by that government, and

WHEREAS the informational material published by the agencies of the state of Louisiana has been long distributed to the citizens through a well-established system of depository libraries, under the administration of the Recorder of Documents and the Secretary of State, and

WHEREAS under the present law governing the system of depository libraries certain state publications are not made generally available to libraries and to citizens, while others are distributed in greater volume than necessary, and a number of supportive activities performed by the Recorder of Documents crucial to making state publications truly accessible are not clearly authorized and thus are in danger of being reduced or discontinued in a time of governmental economizing, and

WHEREAS it would be in the interest both of economy and of good service to reduce the volume of distribution of low-interest documents and to increase the distribution of basic publications, and

WHEREAS the Documents Committee of the Louisiana Library Association has drafted a revision of the law with the aim of adjusting its deficiencies and thus of promoting a depository library program which will make a wider selection of state publications available as needed, in a more effecient manner and with greater accessibility,

THEREFORE BE IT RESOLVED that the Louisiana Library Association endorses the revision of the depository distribution law and charges its Documents Committee to present the completed revision to the State Legislature for enactment.

BE IT FURTHER RESOLVED that the Louisiana Library Association recommends to the State Legislature the prompt enactment of the revision of the depository distribution law, and that copies of the proposed revision and of this resolution be presented to each member of the Legislature.

BASIC STATE PUBLICATIONS: PROPOSED LIST

LOUISIANA DIRECTORY OF MANUFACTURERS Com. & Ind., 1975, $10	C 1.9:975
LOUISIANA STATE PARKS Louisiana State Park & R. Com., 1974, free.	CoP 1.2: Pa 1/974
LOUISIANA CONSERVATIONIST Wildlife & Fisheries Com., free.	CoW 1.7: yr/mo
SCHOOL DIRECTORY Dept. of Ed., 1974, free.	E 1.9:974/75
STATISTICAL ABSTRACT OF LOUISIANA U.N.O., 1974, $4.50	EL 500.2. ST 1/974
LOUISIANA INTERNATIONAL TRADE DIRECTORY L.S.U.N.O., 1973, $12.50	EL 500.9: Tr 1/973
DIRECTORY OF LOUISIANA INFORMATION RESOURCES Louisiana Polytech, 1970	ES 120.9:970
LOUISIANA REGISTER Gov. Off., 1975, $45	Go 50.7:1/no
EXECUTIVE BUDGET Govs., 1975	Go 110.6/1: 975-6
STATISTICAL REPORT OF THE BUREAU OF VITAL STATISTICS Health & Human Resources Adm., 1973, free.	H 1.7/2a:973
OCCUPATIONAL PROFILES Louisiana Dept. of Emp. Sec., 1973, free.	L 30.2:Oc 1/973
RESUME OF ACTS, RESOLUTIONS & VETOED BILLS Legislative Council, 1975, $5	LL 1.8a: 975/reg
LOUISIANA, STATE OF THE STATE State Planning, 1975, free.	LR 100.1/ 3:975
OFFICIAL MAP OF LOUISIANA La. Dept. of Highways, free.	PW 1.8m:yr
DIRECTORY OF LOUISIANA CITIES, TOWNS & VILLAGES Public Works, 1973, free.	PW 1.9:973
DIRECTORY OF BASIC DATA FOR LOCAL & REGIONAL AREAS Public Works, 1974, free.	PW 1.9/1:974
GENERAL & PRIMARY ELECTION RETURNS Sec. of State, 1975, free.	S 1.6/1:date
ELECTION INFORMATION Sec. of State, 1974, free.	S 1.6/2:974

CRIMINAL CODE & OTHER SEPARATELY PUBLISHED CODES — S 1.8ℓ:Cr 1:972
Sec. of State, 1972, prices vary.

LOUISIANA ROSTER OF OFFICIALS — S 1.9:973,975
Sec. of State, 1973, 75, $1.50

PUBLIC DOCUMENTS — S 1.10:date
Sec. of State, 1975, free.

ACTS — Y 1.1:975
Sec. of State, 1975, $29

LEGISLATIVE CALENDAR — Y 1.7c:975
State Legislature, 1975, free.

CONSTITUTION — Y 5.1:974
Sec. of State

OFFICIAL JOURNAL OF THE HOUSE OF REPRESENTATIVES — Y 10.7e:975
State Legislature, 1975, free.

OFFICIAL JOURNAL OF THE SENATE — Y 20.7e:976
State Legislature, 1975, $2

ANNUAL REPORTS - As Issued

LAF- LA:F1-6

APPEC

SUGGESTED

REGULATIONS OF THE RECORDER OF STATE PUBLICATIONS

I. These regulations are published pursuant to the Louisiana Documents Law.

II. Regulations binding on state agencies.

Each state agency shall furnish to the Secretary of State, on a semiannual schedule, a list of all its publications as defined in Section 2 of the Louisiana Documents Law. The list should provide for each state publication the title, the author, if any, the date of publication, the number of pages, price and availability.

Each state agency shall make provision for the production of sufficient copies of each publication to insure proper distribution to depository libraries. Contracts for inter-governmental studies including state/federal, state/parish and state/local government shall provide for sufficient copies of published reports as well as other publications to insure proper distribution to depository libraries.

III. Regulations binding on the Recorder of State Publications.

The Recorder of State Publications shall see that each partial depository library has checked desired categories on the official selection list. This list should be kept up to date and new responses should be requested every two years.

State agencies shall be notified to provide the proper numbers of copies of state publications for distribution to depository libraries. Every effort shall be made to keep up an established liaison with state agencies in order to insure that adequate numbers of copies of state publications are published.

The Recorder of State Publications will claim state publications from agencies regardless of the source of information on the state publication.

The Recorder of State Publications will assign classification numbers to all state publications received from any source prior to distribution to depository libraries.

The Recorder of State Publications will forward on a regular basis, via the most economical means, shipments of state publications to depository libraries.

The Recorder of State Publications will provide sufficient bibliographic information on the monthly issues of the official bibliography, (the "shipping list") to enable: (1) depository libraries to check in the publications received, and (2) others to order any listed publications.

The semi-annual and other cumulations of the official bibliography shall be arranged by classification number with approved author headings and shall be indexed. They should include bibliographic information on each item such as title, author, date of publication, collation, format, etc. Each issue should contain the Depository Law, list of depository libraries and list of state agencies which issued no publication during the covered time period.

The Recorder of State Publications shall publish from time to time an updated edition or revision of the state agency author headings list.

The Recorder of State Publications shall coordinate and attempt to satisfy requests from depository libraries for additional copies of state publications.

The Recorder of State Publications shall serve as an information clearinghouse with and among depository libraries on matters of interest such as availability of microfilm publications, discarded state publications and other matters of common interest. Such information will be added to the end of the monthly list or made available in the most expedient manner.

The Recorder of State Publications will work with the LLA Documents Committee to draw up procedure for the termination of depository library status upon proof of unsatisfactory performance.

The Recorder of State Publications will formulate procedure and plan for the operation of the working collection library of the office of the Recorder.

The Recorder of State publications will formulate the contract to be signed by the contracting depository libraries.

The Recorder of State Publications will make periodic inspections of all depository libraries to determine that the regulations are being carried out.

IV. Regulations binding on the depository libraries:

Any officially designated depository library shall agree to the following conditions, with the understanding that prolonged failure to comply with the provisions is sufficient grounds for cancellation of the contract and the removal of the privileges of the depository library status.

a. Accept at least the core publications category, available to the limited depositories. State publications need not be maintained in a separate collection but may be integrated with like materials of other types.

b. Process and shelve all state publications promptly upon receipt.

c. Claim publications selected but not received or defective copies. This procedure must be initiated within 30 days of receipt of the shipping list.

d. Provide space for placing publications in an orderly, systematic manner that makes them as accessible as any other materials in the library.

e. Keep a systematic, clear record of holdings of state publications.

f. Provide reference service and a circulation policy comparable to those for other library materials.

g. Retention requirements
Historical depositories - retain one copy permanently.
Complete depositories - retain one copy for a minimum of six years.
Partial depositories - retain one copy for a minimum of six years.
Limited depositories - retain current edition only.

h. The following types of material can be disposed of by all depository libraries except historical depositories without written notice from the Recorder:

1. Acts, after bound volumes are received.
2. Pocket parts when new revisions are received.
3. Pages from looseleaf publications that are replaced by new pages.
4. Material which has an expiring effect date such as Civil Service examination announcements.
5. Any publication in which a later edition states therein that it supercedes all previous editions.

The depository library has the right to terminate its status and participation in the program by a letter from its director to the Recorder of State Publications. Instructions will be provided by the Recorder concerning the disposal of the state publications.

i. Documents remain the property of the state and cannot be disposed of, even after retention period expires, without the written permission of the Recorder. Upon request from the depository libraries, disposal instruction shall be provided by the Recorder, who will ascertain whether the items in question would be of any benefit to other depository libraries.

j. Microfilms may be substituted for paper copies at the discretion of the depository libraries. Copies replaced by individual libraries will be brought to the attention of the Recorder for possible redistribution. When microfilm copy of state publications is issued by the Recorder of State publications, the paper copies may be disposed of at the discretion of the depository library.

k. Depository libraries can make revisions of their selection at any time by letter.

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DISTRIBUTION

DOCUMENTS
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DEPOSITORIES
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Documents Committee
Malcolm G. Parker, Chairman
Louisiana Library Association

June 1972

631

PREFACE

This manual is an attempt to bring together the most useful information collected from many sources that explains state publications, their uses and management and the depository program. Its purpose is to assist both depository and non-depository libraries in the acquisition and use of state publications. It makes no claim to being exhaustive nor has it any intention of being mandatory. The suggestions are given in hope they may be helpful in libraries where procedures have not become routines.

Libraries encountering special problems in securing or handling documents are urged to contact members of the Documents Committee for assistance. Libraries can assist the Committee in fulfilling its functions by providing information on the use of documents, publicity mentioning documents, or any information pertaining to the depository program.

The functions of the Documents Committee are as follows:

1. To study problems and advise on all matters pertaining to documents, including local, state, federal and foreign documents, as they affect libraries in Louisiana.

2. To cooperate with state agencies which have special responsibilities with regard to documents, particularly the State Library and the Secretary of State's office.

3. To advise Louisiana libraries on acquisition, processing, bibliographic control, and storage of documents.

4. To cooperate with LLA Committees and sections, particularly the Legislation Committee, on matters affecting documents

Special acknowledgment is due Wade O. Martin, Jr., Secretary of State, for his support of the depository program since its beginning and to the Recorder of Documents, Margaret T. Lane, for supplying information for the greatest portion of this manual. Special thanks are due librarians of depository libraries who submitted copies of their procedure manual and to members of the Documents Committee who assisted by reading through part of the manuscript.

Malcolm G. Parker
Chairman, Documents Committee
Louisiana Library Association

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The legal basis of the depository library program is R. S. 25: 121-124, originally enacted as Act 493 of 1948.

DEPOSITORIES FOR PUBLIC DOCUMENTS

R.S. 1950, Title 25, §§ 121-124.

§ 121. *State and other libraries as depositories of public records.*

The Louisiana State Library shall be the depository for the printed or mimeographed public records issued by any government agency for public distribution. The libraries of colleges or universities and public libraries located in the state may also become depositories of these records when designated as such by the secretary of state upon their written request to this effect.

(Source: Acts 1948, No. 493, § 1.)

§ 122. *Distribution of records to depositories; public inspection.*

All agencies of state government shall furnish to the secretary of state sufficient copies of each record mentioned in R.S. 25:121 and the secretary of state shall deliver to each depository two copies of the same. These records shall be made accessible by the depository receiving them to any person desiring to examine the same.

(Source: Acts 1948, No. 493, § 1.)

§ 123. *List of publications; distribution to depositories.*

Each agency of state government shall furnish to the secretary of state semiannually a list of all its printed and mimeographed publications issued for public distribution, and the secretary of state shall make and furnish to each depository a duplicate copy of the same.

(Source: Acts 1948, No. 493, § 2.)

§ 124. *Recorder of documents; appointment; duties.*

A recorder of documents shall be appointed by the secretary of state in his office, who shall be preferably a graduate librarian and whose functions shall be to administer the provisions of R.S. 25:122 and 25:123 under the supervision of the secretary of state.

(Source: Acts 1948, No. 493, §§ 3, 4.)

Act 493 of 1948 was sponsored by the Louisiana Library Association with the cooperation of the Secretary of State, Wade O. Martin, Jr. The chairman of the Louisiana Library Association Documents Committee, which drafted the bill, was Eugene P. Watson.

The Act became effective July 28, 1948 and the first depositories were created in late 1948. The first semi-annual list covered August 1948-February 1949.

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ADMINISTRATION

The depository library program is established in the office of the Secretary of State, Wade O. Martin, Jr. and is under his supervision. The first person assigned exclusively to the administration of the depository program was Margaret T. Lane, who assumed her duties in November 1949. Mrs. Lane's title is Recorder of Documents.

The Recorder of Documents' address is:

Wade O. Martin, Jr., Secretary of State
Attention: Recorder of Documents
1515A Choctaw Drive
Baton Rouge, Louisiana 70805

The office is located in the Archives Building and is about five minutes from the State Capitol Building. [Drive north on Third Street to the first stop light beyond the Capitol. Turn and continue on Choctaw to 1515A.]

The phone number is (504) 389-2108. It is on the Louisiana Centrex System.

*

LIST OF DEPOSITORY LIBRARIES

A current list of depository libraries is included in the front of each issue of Public Documents.

LOUISIANA DEPOSITORY LIBRARIES

Constituted under R.S. 1950, 25:121

Current December 31, 1971

Avoyelles Parish Library
Marksville, Louisiana

Calcasieu Parish Library
Lake Charles, Louisiana

Centenary College Library
Shreveport, Louisiana

Delgado College Library
New Orleans, Louisiana

*Dillard University Library
New Orleans, Louisiana

East Baton Rouge Parish Library
Baton Rouge, Louisiana

Grambling College Library
Grambling, Louisiana

Jefferson Parish Library
Gretna, Louisiana

Lake Charles Public Library
Lake Charles, Louisiana

Louisiana College Library
Pineville, Louisiana

**Louisiana State Library
Baton Rouge, Louisiana

**Louisiana State University Library
Baton Rouge, Louisiana

LSU at Eunice
LeDoux Library
Eunice, Louisiana

*LSU in New Orleans Library
New Orleans, Louisiana

LSU in Shreveport Library
Shreveport, Louisiana

Louisiana State University Law Library
Baton Rouge, Louisiana

Louisiana State University Medical School Library
1542 Tulane Avenue
New Orleans, Louisiana

*Louisiana Tech University Library
Ruston, Louisiana

Loyola University Library
New Orleans, Louisiana

Loyola University Law Library
New Orleans, Louisiana

*McNeese State University Library
Lake Charles, Louisiana

*New Orleans Public Library
New Orleans, Louisiana

*Nicholls State University Library
Thibodaux, Louisiana

*Northeast Louisiana University Library
Monroe, Louisiana

*Northwestern State University Library
Natchitoches, Louisiana

Orleans Parish School Board Professional Library
1116 Terpsichore Street
New Orleans, Louisiana

Ouachita Parish Public Library
Monroe, Louisiana

Rapides Parish Library
Alexandria, Louisiana

St. Bernard Parish Library
Chalmette, Louisiana

St. Mary's Dominican College Library
7300 St. Charles Avenue
New Orleans, Louisiana

Shreve Memorial Library
Shreveport, Louisiana

Southeastern Louisiana University Library
Hammond, Louisiana

*Complete depository
**Historical collection depository

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LOUISIANA DEPOSITORY LIBRARIES (Continued)

Southern University Library
Scotlandville, Louisiana

Southern University in New Orleans Library
New Orleans, Louisiana

*Tulane University
Howard-Tilton Memorial Library
New Orleans, Louisiana

Tulane University
School of Law Library
New Orleans, Louisiana

*University of Southwestern Louisiana
Stephens Memorial Library
Lafayette, Louisiana

Washington Parish Library
Franklinton, Louisiana

Other Depository Libraries

British Museum
London, W. C. 1, England

*Library of Congress
Exchange and Gift Division
Washington, D.C.

*Center for Research Libraries
5721 Cottage Grove Avenue
Chicago, Illinois

*Complete depository

When a library enters or withdraws from the system, its name is included in the list if it was a member of the program during the majority of the six months' period.

*

* *

KINDS OF DEPOSITORY LIBRARIES

There are three kinds of depository libraries:

(1) Historical collection depositories -- includes only Louisiana State Library and L. S. U. Library which have been "... assigned the highest priorities in the distribution of the documents..." and, in return, have agreed"... to retain one non-circulating copy, in the original, of each document supplied by the Recorder of Documents for research purposes, in perpetuity, and to provide duplication services at actual cost, whenever such services are requested..."

(2) Complete depositories -- those which receive one or two copies of all documents.

(3) Selective depositories --those which receive documents according to the categories chosen on the selection list.

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CREATION OF DEPOSITORY LIBRARIES

To become a depository library a written request to the Recorder of Documents in the Secretary of State's office should be made.

If the library meets the requirements of the R. S., the appropriate forms will be sent. The requirements are that the library be "a college or university library or a large public library." The forms include an application for designation as a depository library and the selection list.

A visit to the Recorder's office is recommended to acquaint the new depository librarians with the program and those who administer it.

[It is suggested that you replace this form with a copy of the one submitted by your library.]

DESIGNATION OF DEPOSITORY FOR PUBLIC DOCUMENTS

December _____, 1948

Hon. Wade O. Martin, Jr.
Secretary of State
Baton Rouge, Louisiana

Dear Mr. Martin:

The Library designated hereunder, through its duly constituted Librarian, hereby requests that said Library be constituted a Depository for Public Documents in accordance with the provisions of Act No. 493 of the Regular Session of 1948 in order that it might receive the documents contemplated by said act.

_____
Library

By: _____
Librarian

*

* *

TYPES OF PUBLICATIONS DISTRIBUTED

The documents distributed in the depository library program are defined in the law as "printed or mimeographed public records issued by any government agency for public distribution."

The general rule for determining that an agency is a government agency is that it meets any one of these tests:

(a) it is in the Roster of Officials in the state government section
(b) the Attorney General has ruled that it is --e. g., state colleges
(c) it receives state funds in the Appropriation Act
(d) it was created by an Act or Resolution of the Legisture or by an Executive Order.

Whether a particular publication is a state document and within the program, is decided by the state agency which issues it. However, state agencies have often asked this question and the Recorder answers by applying these principles:

(a) the depositories generally are interested in everything
(b) if the agency is reluctant to supply a document, the publication must not be intended for wide general distribution.

In general, a publication is within the program if:

(1) the publication is paid for with state money
(2) the publication is sent to press, libraries and the general public by the agency
(3) any library could receive a copy on request
(4) other similar agencies submit similar material
(5) other states list similar material in a documents list.

*

* *

SELECTION LIST

The Selection List is the form on which the depository library designates, in advance, the categories from which it needs publications. The List is based on the agencies of state government, but by grouping similar agencies, the number of selections is reduced to 54.

Each depository library may choose to receive all documents or only selected ones, by category, and may choose to receive one or two copies in each category. Each depository library must choose by the categories listed in the Selection List without exceptions or modification of the categories.

SELECTION LIST - DUPLICATE COPIES

The Selection List is sent to the depository libraries in duplicate so that each library may keep a record of what it has selected.

The Recorder will furnish a duplicate copy of the Selection List filed by a depository library, if the library loses its copy.

SELECTION LIST - CHANGES BY DEPOSITORIES

A change in selections may be made by the depository library at any time. A letter must be written to the Recorder. If there are numerous changes, the Recorder may request that a revised selection list be filed and will send the forms in duplicate.

SELECTION LIST - NEW AGENCIES

Newly created agencies are assigned by the Recorder to one of the existing categories of the Selection List when the agencies begin publishing.

SELECTION LIST - ISSUANCE OF NEW LISTS

New selection lists, requiring refiling by all depositories, are issued infrequently; three such lists were issued during the period 1950-1971. The current list was issued in June 1971 and became effective July 1, 1971.

SELECTION LIST - June, 1971

Name of library _____

Mailing address _____

_____

Telephone number _____

Name of person in charge of Louisiana documents (include more than one name, if appropriate)

_____

Date checked _____ Person checking _____

Depositories desiring all Louisiana documents:
Indicate 1
or 2 copies

_____ All documents (complete depository status)

_____ Legislative bills, daily journals and weekly calendars (this category is available only to complete depositories and law libraries)

Libraries no longer needing to continue depository status--because of regional service, insufficient use, or lack of personnel--check here _____.

Depositories wishing to select certain categories, check here _____ and complete attached sheets.

Please return by Friday, June 4, 1971, to

Recorder of Documents
1515A Choctaw Drive
Baton Rouge, LA 70805

(Please retain a copy for your files.)

Number of copies
(Maximum two)

_____ Department of Agriculture

_____ Department of Agriculture. State Market Commission.

_____ Department of Agriculture. Milk Division.

_____ Other divisions of the Department of Agriculture and other agricultural type agencies.

_____ Agricultural Experiment Station, Baton Rouge.

_____ Other agricultural experiment stations.

_____ State Banking Department

_____ Louisiana Tourist Development Commission.

_____ Department of Commerce and Industry.

_____ Department of Civil Service.

_____ Retirement systems.

_____ Department of Conservation.

_____ Louisiana Forestry Commission

_____ State Mineral Board.

_____ State Soil and Water Conservation Commission.

_____ Louisiana Wild Life and Fisheries Commission.

_____ State Department of Education.

_____ Other educational agencies.

_____ Louisiana State University, Baton Rouge.

_____ Louisiana State University agricultural departments.

_____ Louisiana State University. Medical Center.

_____ Other state universities and colleges.

_____ Vocational-technical schools.

_____ Special schools.

_____ State Department of Hospitals.

_____ Individual hospitals and institutions.

_____ Governor's Office.

_____ Geological Survey.

_____ State Department of Health.

_____ State Department of Public Welfare.

_____ Department of Corrections.

_____ Correctional institutions.

Number of copies
(Maximum two)

_____ Department of Justice.

_____ Louisiana Commission on the Aging and Louisiana Youth Commission.

_____ Department of Labor.

_____ Department of Employment Security.

_____ State Library, Baton Rouge.

_____ State Land Office.

_____ Department of Military Affairs.

_____ Louisiana Civil Defense Agency.

_____ State licensing and regulatory boards in health and related fields.

_____ Other state licensing and regulatory boards.

_____ Port commissions and harbor and terminal districts.

_____ Department of Public Safety.

_____ Public Service Commission.

_____ Department of Public Works.

_____ Department of Highways.

_____ Department of Revenue and Comptroller.

_____ Department of State.

_____ Commissioner of Insurance.

_____ Board of Registration.

_____ Department of Veterans Affairs.

_____ Laws, statutes, etc.

_____ Legislature.

DISTRIBUTION AND MAILING

Each depository library is assigned a sorting bin ("pigeon hole"). Documents are received from the state agencies daily as they are issued and are sorted into the pigeon holes according to the distribution patterns established by the selection lists.

DISTRIBUTION - INSUFFICIENT COPIES

If the Recorder does not receive enough copies for distribution to at least the complete depositories (that number is now 23), a note of the number of copies received is included on the monthly list. This note on copies received is not carried in the semi-annual, Public Documents.

In the event that there are insufficient copies for complete distribution, the distribution pattern provides for ranking the libraries. This ranking was done by the Louisiana Library Association Documents Committee, which took into consideration the number of other depositories in the area, the type of library, the size of the library, and other factors.

DISTRIBUTION -MARKET COMMISSION PUBLICATIONS

Publications of the State Market Commission are mailed directly by the Commission. Depository libraries should return the periodic mailing list survey letters from the Commission and should claim missing issues directly from the Commission.

DISTRIBUTION - CARDS-WITH-DOCUMENTS

Publications for which the Library of Congress would be expected to prepare catalog cards are sent to the Library of Congress. Cards for the depository libraries are ordered on a wholesale basis. There is no charge to the depository libraries for the catalog cards. Publications are held by the Recorder until the supply of catalog cards is received and are distributed as "documents-with-cards."

Depository libraries ordinarily receive one set of Library of Congress cards. If an additional set of cards is needed, libraries may make a written request to the Recorder.

* *

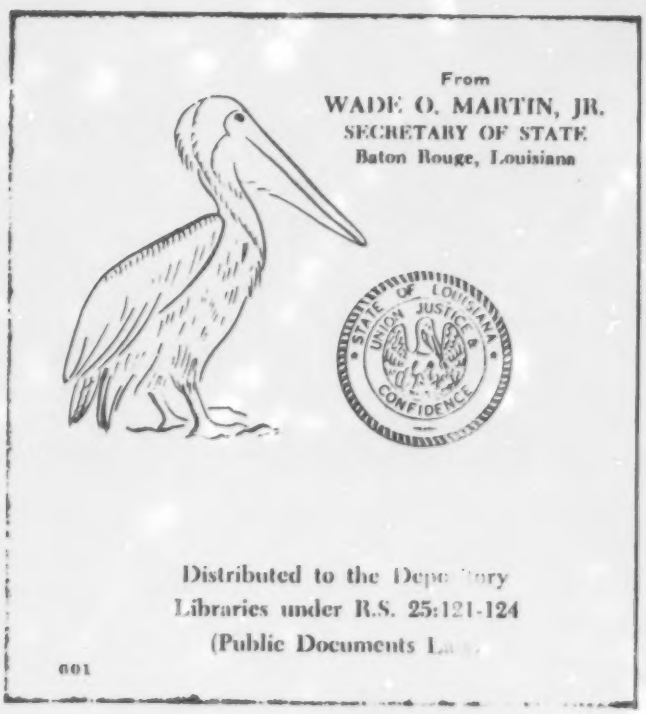
Depository libraries may inquire whether a publication is being held for cards. The time for which publications are held is usually two or three months and is sometimes much longer. The Library of Congress is optimistic about reducing this delay.

DISTRIBUTION OF PUBLICATIONS WHICH ARE NOT STATE DOCUMENTS

If a supply of publications which is not a state document is received, the Recorder may distribute it and list it at the end of the monthly list. The distribution is by the category into which the agency sending the publication falls. The publication is not included in Public Documents.

MAILING LABELS

Each pigeon hole has the name and number of each library on it and a holder with a supply of pre-addressed labels. These labels are blue and white.



POSTMASTER: Return Postage Guaranteed.
MERCHANDISE may be opened for postal inspection if necessary.

MAILING ADDRESS - CHANGES

A depository library may request a change of address at any time by a letter to the Recorder. An old address label is helpful.

The Recorder uses only one address for each depository library. To this address are mailed:

1. Depository shipments of documents.
2. Monthly list.
3. Public Documents and Official Publications.
4. Notices and memoranda.

Additional copies of the monthly list or Public Documents and Official Publications will be sent to other persons or addresses in a depository on request, but no depository notices or memoranda are sent under such labels.

TIME OF MAILINGS

Publications are mailed to the depository libraries whenever there is a sufficient quantity to make a package. All depository libraries receive a mailing at the end of the month regardless of the size of the package.

All publications mailed during the month are included on a monthly list which serves as a "invoice" of documents mailed.

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RECEIVING

Documents are received from the Recorder at least once monthly in large manila envelopes, or 10"x12" boxes, with blue and white mailing labels. Depository libraries may expect to receive the shipments about the first of each month, although shipments are made more frequently to complete depositories and to libraries receiving documents from many agencies. Some 500 pieces of material may be received by complete depositories during any one month.

Publications from the State Market Commission arrive daily or weekly. These are sent directly from the issuing office. Examples are the "Poultry and Egg Market News" and the "Weekly Market Summary News."

Depository libraries are urged to check receipts against the monthly list entitled Public Documents of Louisiana Distributed to the Depository Libraries under R.S. 25:121-124. The list is dated the last day of each month and includes all documents received by the Recorder of Documents during the month. Comparing the Selection List with the publications received, the libraries can easily determine whether claims for non-receipt should be made.

Some libraries have the contents of the packages of documents examined by a librarian immediately. If your library follows this policy, complete this sentence: As documents come in, place them on the _____ (reference, serials, documents) librarian's desk to be examined. It is important that the librarian be aware of the new documents even before they have been processed.

After the documents have been examined by the _____ librarian your library may follow one of these steps. (Circle the step followed in your library.)

(1) Hold documents until the monthly list arrives

(2) Begin checking-in procedures.

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ACQUISITIONS ROUTINES

Staff handling documents may follow the routines established by the library for treating new receipts. The following procedures are suggested for depository libraries without established routines:

1. **Open the envelope and separate the serials from the "separates".**

2. **Retain "separates" until all issues for the current distribution period have been received and checked against the monthly list. The "separates", most of which will have sets of catalog cards, may then be treated as other material being cataloged.**

3. **Keep the sets of catalog cards with the publications for which they were prepared if your library uses the cards for cataloging. If your library does not use the cards for its card catalog, you may pencil the Recorder of Documents classification number on the envelope (top left hand corner) and keep the cards in a file for future use.**

4. **Check in on the proper records in the serials holdings file all serials which have been cataloged. Record the call number on the upper left corner of each piece.**

5. **Prepare record cards for any new serials, using bibliographic information from the catalog cards supplied by the Recorder of Documents or if no cards are received, from the monthly list.**

6. **Place all miscellaneous documents not classed as "separates" or serials in vertical file by subjects or by issuing agency.**

7. **When monthly list has been received and all documents checked against the list, claim any missing documents from the Recorder of Documents.**

8. **Stamp all documents received with library's ownership stamp and record number of documents received in the manner in which the library keeps statistics.**

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ACQUISITIONS RECORDS

Simplified records for recording receipts of serials may be prepared for each type, e. g. annuals, biennials, monthlies, weeklies, etc. Sample records are available from library supply dealers. However, check-in records presently in use in most libraries can be used for state publications. The essential information on each record should include the following:

1. Call number
2. Issuing agency
3. Title
4. Frequency, if regular
5. Number of copies, if more than one received
6. Routing instructions if publication is to be routed
7. Shelving location, if not indicated by call number
8. Title-page, contents and/or index information
9. Binding information
10. Source

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Sample check-in record for monthly and bimonthly publications:

SK351
.L6 Title Louisiana conservationist. Due Bi-monthly

Year	Vol.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	T.P. & I.
1970	22	1-2		3-4		5-6		7-8		9-10		11-12		NONE
1971	23	1-2		3-4		5-6		7-8						

No. Copies: 1
Depts.: Recorder of Docs.
Bind: 3vols. together
Indexed in
(OVER)

Sample records card for miscellaneous publication filed in vertical file:

La. Cooperative Extension Service.
Publications (Some are numbered)

File in vertical file by subjects.

Source: Recorder of Docs.

Sample check-in record for consecutively numbered publication:

QE117
.A22 La. Geological Survey.
Geological bulletin. Irregular. Make Anals.

THOSE CHECKED ARE AVAILABLE IN LIBRARY

1	11	21	31	✓41 1964	51	61	71	81	91
2	12	✓22 1942	32	✓42 1965	52	62	72	82	92
✓3 1933	13	23	33	43	53	63	73	83	93
4	14	24	34	44	54	64	74	84	94
5	✓15 1939	✓25 1943	35	45	55	65	75	85	95
6	16	✓26 1943	✓36 1962	46	56	66	76	86	96
7	✓17 1940	27	37	47	57	67	77	87	97
✓8 1936	18	28	38	48	58	68	78	88	98
9	19	29	39	49	59	69	79	89	99
10	20	✓30 1954	40	[illegible]	60	70	80	90	00

SOURCE Recorder of Docs. WHERE PUBLISHED

GIFT ~~EXCHANGE~~ DOCUMENT CHECKING RECORD DEMCO NO. 67-162

Pamphlet bind.

Sample check-in record for annual or biennial publication:

JK4730
.A32 La. Dept. of State.
Roster of officials. Biennial.
Last v. Ref.

THOSE CHECKED ARE AVAILABLE IN LIBRARY

1951	X 1961	X 1971	1981	1991	2001	2011	2021
1952	1962	1972	1982	1992	2002	2012	2022
1953	1963	1973	1983	1993	2003	2013	2023
1954	1964	1974	1984	1994	2004	2014	2024
X 1955	1965	1975	1985	1995	2005	2015	2025
1956	X 1966 Supp	1976	1986	1996	2006	2016	2026
X 1957	X 1967	1977	1987	1997	2007	2017	2027
1958	1968	1978	1988	1998	2008	2018	2028
1959	X 1969	1979	1989	1999	2009	2019	2029
1960	1970	1980	1990	[illegible]	2010	2020	2030

SOURCE Recorder of Docs. WHERE PUBLISHED

GIFT PURCHASE DOCUMENT CHECKING RECORD (BY YEAR) DEMCO NO 67-165

652

CLAIMING

Claiming should be done promptly. A simple claim form addressed to the Recorder of Documents is sufficient if a full supply of publications was received in the Recorder's office. Checkers should note the number of documents received by the Recorder of Documents on the monthly list, and should not claim if the Recorder received too few copies for a complete distribution.

CLAIM FORM FOR STATE DOCUMENTS

To: Recorder of Documents
1515A Choctaw Drive
Baton Rouge, Louisiana 70805

From:

We have failed to receive the publication noted below which is usually sent to us as a depository. Please send a copy in order to complete our file of state publications covered by Monthly List for _____.

Thank you for your attention to this request.

Sincerely,

_____

Re:

It is suggested that a permanent member of the library staff check and sign all claims before mailing so that the special rules about not claiming when insufficient copies were received, and being careful about claims to state agencies, can be observed. Claim letters should be signed by the _____ librarian.

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CLAIMING -DOCUMENTS ON MONTHLY LIST

Depository libraries are expected to claim any documents lost in transit promptly -- within 15 days after the first of each month. If the Recorder has surplus copies, these requests will be filled. The Recorder has no surplus if the number of copies received is noted on the monthly list.

Surplus copies of documents on the monthly list are available from the Recorder according to the follow schedule:

Documents on the Jan., Feb., and March lists until May 1
Documents on the April, May and June lists until Aug. 1
Documents on the July, Aug. and Sept. lists until Nov. 1
Documents on the Oct., Nov. and Dec. lists until Feb. 1

It is essential that libraries check their packages promptly against the monthly list. Selective depositories must compare their receipt of items on the monthly list with their selections as recorded on the selection list. This policy is the same as that used by the federal Superintendent of Documents (except that for U. S. documents, the claiming period is a strict ten days).

Claiming by the depository libraries of documents not on the monthly list is encouraged. The Recorder attempts to claim missing issues when they are first noticed. Libraries may assume that the Recorder will claim missing issues of regular publications, particularly those which represent gaps. The cooperation of the depository libraries in calling the Recorder's attention to less obvious "missing publications" is appreciated.

CLAIMING-ADDITIONAL COPIES OF DOCUMENTS ON MONTHLY LIST

Inasmuch as there are some times surplus copies of the documents, depository libraries may request additional copies, if they observe the claiming schedule outlined above, and if such requests are limited to five or six times a year. Each item must be specifically requested.

For example, a library might, although it has already received its depository copies, want an extra copy for a branch library if the publication is local or, a library might want only the laws which an agency publishes.

This policy of requesting an occasional extra copy of a particular publication from the Recorder is encouraged in order to decrease the number of requests directly to state agencies.

CLAIMING -REQUESTS DIRECTLY TO STATE AGENCIES

If a library is a depository, state agencies assume that the Recorder will distribute publications to the library and that the depository library will not write directly to the state agency for routine items.

Publications on monthly lists over three months old should be requested from the state agencies issuing them. Publications of the State Market Commission should be requested from the Commission.

A library which does write directly to a state agency might include some reference to the Recorder of Documents program; for example, "This publication has not been received through the depository library program" or "Although we received one copy of this publication through the depository library program, an additional copy is needed (or "that copy has been mutilated, lost or is defective," etc.)."

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CATALOGING

In selecting publications for full cataloging, various factors should be considered:

1. Permanent value
2. Use to be made of material
3. Extent to which indexes may be used in lieu of catalog
4. Availability of L. C. cards

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AUTHOR HEADINGS

All of the bibliographies and lists issued by the Recorder use an established form for the author entry. These entries were published by Lucy B. Foote in her 1947 list of author headings. Miss Foote's work has been supplemented by the Recorder. The list of publications is:

1803-47 Author headings for the official publications of the State of Louisiana, compiled by Lucy B. Foote. Chicago, American Library Association, 1948. 125 p. Out-of-print.

1948-53 Supplement in Official Publications, v. II, pp. 181-211. Also reproduced as a separate publication.

1954 Supplement in Public Documents, no. 13, pp. 19-24.

1955-56 Supplement in Public Documents, no. 17, pp. 23-37.

1957-58 Supplement in Public Documents, no. 21, pp. 25-32.

1959-61 Supplement in Public Documents, no. 27, pp. 29-35.

1962 Supplement in Public Documents, no. 29, pp. 47-51.

1963-64 Supplement in Public Documents, no. 33, pp. 33-41.

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CLASSIFICATION

Each library should determine the classification scheme to be used for state documents. Libraries keeping all documents in a separate collection could utilize the Recorder of Documents classification and simply record the call number on each item as given in the monthly list.

Other libraries that wish to have documents interfiled with other library material may use the same classification system as used for books and periodicals, i. e., the Library of Congress system or Dewey Decimal Classification System. There are advantages as well as disadvantages to each type treatment.

A. Documents classed with general collection
   1. Advantages
      a) General public and reference staff probably use documents more if they are filed with other materials on the same subject.
      b) Time of reference staff is saved in locating documents.
      c) Expertize in using documents is not imperative.
   2. Disadvantages:
      a) Cataloging is expensive
      b) Shelving of unbound materials among books is often a problem.

   Complete integration is recommended for non-depositories.

B. Documents shelved as separate collection.
   1. Advantages:
      a) A specially trained staff member can render expert service to the public.
      b) Printed indexes and bibliographies may be used extensively by skilled staff.
      c) Simple records may be used in lieu of expensive complete cataloging.
      d) Shelving unbound documents apart from bound volumes in the general collection may be less cumbersome.
   2. Disadvantages:
      a) Material on same subject is divided between government and non-government publications.
      b) Specially trained documents staff could be expensive for small libraries.

c) Many patrons do not understand difference between document and non-document material and may be annoyed if referred from one section to another.
d) Library service can be less than satisfactory if special collections are not staffed at all times the library is open.

A partial integration of documents with other library materials may be satisfactory in some libraries. "Separates" and journals may be classes with the regular collection leaving a smaller collection of unclassed material or classed as separate collection using Recorder's call numbers. Regardless of the way a library chooses to class documents, records should be maintained so that library staff and patrons are able to locate material in the collection.

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CLASSIFICATION NUMBERS USED BY RECORDER OF DOCUMENTS

Official Publications IV and Public Documents Number 38 to date use an arrangement based on classification numbers. These numbers are based on the New Orleans Public Library numbers in use in 1965 and have been used by the Recorder since issuance of Public Documents Number 34.

The classification scheme uses letters to designate the agency or type of agency:

A	Department of Agriculture
B	State Banking Commission
C	Department of Commerce and Industries
Co	Department of Conservation
CoF	Louisiana Forestry Commission

Related agencies are grouped. Because some of the grouping is historical in origin, the classification number may not reflect current organizational structure. For example, McNeese State University is EL 300, a number established when the University was a junior college under Louisiana State University.

Part of the classification number indicates type of publication. Form divisions are:

.1:	reports
.2:	general publications
.3:	bulletins
.4:	circulars
.5:	rules and regulations (manuals and handbooks)
.6:	proceedings, budgets, conventions
.7:	serial publications (daily, weekly, monthly or irregular)
.8:	miscellaneous (address)
.8in:	invitations
.8m:	maps
.8l:	laws
.8op:	opinions
.8p:	programs
.8r:	resolutions
.8s:	studies
.9:	directories, rosters, lists, etc.
.10:	bibliographies, subject lists, catalogs, etc.

BINDING

Library routines established for the binding of serials and separates should be sufficient for binding of state publications. The following guidelines may be used by libraries without established routines:

A. Periodicals - Bind complete volumes with title page, contents and index.

B. Monographs issued in series, e.g. Agricultural Experiment Stations Bulletins and Circulars - collect consecutively numbered issues until a volume 2 1/2" to 3" in size is obtained. Bind as a serial with name of state agency, title of publication and inclusive numbers lettered on spine.

C. Monographs not in series. Bind separately if large enough. Otherwise place in pamphlet binders or retain unbound.

D. Annual publications superseded each year by new edition. Retain unbound, or if use justifies, place in pamphlet binders.

E. Miscellaneous folders, leaflets, mimeograph reports, etc. Retain in manila folders in vertical file or in pamphlet boxes on shelves.

WEEDING COLLECTION

Libraries designated as depositories of Louisiana state documents should be aware of the requirements under R. S. 34:36 regarding the retention of documents for a period of at least six years. (See letters in appendix pertaining to retention of documents.) R. S. 44:39 does provide for the disposal of documents in paper form when microfilm copies are made in order to conserve storage space.

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REFERENCE TOOLS

State documents have long been an important source for reference information. Although any publication can be a reference tool, there are several items published by State agencies that should be considered as reference works in the ordinary sense of the word.

A selected list of the more frequently used publications as reference sources is given below:

Louisiana. State University in New Orleans.
Division of Business and Economic Research
Statistical abstract of Louisiana

A biennial publication providing a compilation of data about Louisiana and its subdivisions - cities, metropolitan areas, and parishes.

Louisiana. Department of State.
Roster of officials.

A list of officials, with addresses, elected by the people or appointed by the Governor. Tables, arranged by parishes, show the Congressional, Judicial, State Senatorial, State Representative, Public Service Commission, Supreme Court, and Court of Appeal districts.

Louisiana. Legislative Council.
The history and the government of Louisiana. Baton Rouge, 1964.

A handbook on state and local government giving duties and responsibilities of each branch and local unit.

Louisiana. Laws, statutes, etc.
Acts of the Legislature.

Includes all acts passed during regular and extraordinary sessions of the Legislature.

Louisiana. Laws, statutes, etc.
Louisiana Revised Statutes of 1950.

Act 2 of the Extraordinary Session of 1950. Includes the laws in force in a "subject" arrangement

Louisiana. Department of Education.
Louisiana school directory.

Published annually in the Bulletin series.

Louisiana. Department of Education.
Louisiana Standards for State Certification of School Personnel.

Louisiana. Department of State.
Official Publications.

A cumulated list of state documents published during the period covered by each volume. Four volumes published to date, covering the years 1935-1966.

Louisiana. Department of Public Works.
Directory of Louisiana cities, towns, and villages. 1967.

Includes an official map of the state with population data and postal information. Has an alphabetical listing of communities by parishes.

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LENDING

Each library is free to circulate state publications to its patrons or not, depending upon its policies for lending other materials. The basic policy underlying the depository system is stated in R.S. 25:122, i.e., "These records shall be made accessible by the depository receiving them to any person desiring to examine the same."

Libraries having a temporary need for publications not in their own collections may be able to borrow them from other depository libraries including the State Library.

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PUBLICATIONS ISSUED BY THE RECORDER

MONTHLY LIST - DISTRIBUTION TO DEPOSITORY LIBRARIES
This is primarily an invoice for what has been sent to the depository libraries during the month. It is arranged alphabetically by the formal name of the state agency.

Additional copies of the monthly lists are available to depository libraries through the "miscellaneous" mailing list. This mailing list also receives Public Documents and Official Publications.

MONTHLY LIST - DISTRIBUTION TO STATE AGENCIES
The monthly list is used as a "thank you" to state agencies which have sent documents for distribution during the month. All the agencies which sent publications during the month receive a copy of the list. The agencies are requested to report to the Recorder any failure to list a publication sent for distribution.

A few agencies need copies of the monthly list every month. Such copies are available through the "miscellaneous" mailing list. This mailing list also receives Public Documents and Official Publications.

MONTHLY LIST - DISTRIBUTION TO "OTHERS"
Requests from individuals and from out-of-state libraries for the monthly list are discouraged. Such requests are answered by offering the semi-annual publication, Public Documents.

MONTHLY LIST - NOTES FOR LIBRARIES

Notices of special interest to the depository libraries are included, occasionally, at the beginning of the monthly list. The Recorder will include inquiries addressed to the depository libraries from other depository libraries - questions about holdings, binding practices, filming policies, reference questions, etc. on the monthly list.

PUBLIC DOCUMENTS - THE SEMI-ANNUAL LIST

The semi-annual list, Public Documents, covers the periods January-June and July-December. It is arranged by classification number, includes a list of depository libraries and the law, R.S. 25: 121-124. The list of publications is followed by a list of agencies which reported that they had issued no publication during the period. The index includes titles, individual and state agency authors and subjects derived from words in the title.

It is usually published about two months after the close of the period covered. One copy is sent to each depository library with additional copies as requested. Each library or person who gets an extra copy of the monthly list also receives the semi-annual list.

All issues of Public Documents Number 38 to date are still available. Earlier issues have been cumulated into Official Publications and are no longer distributed. Those issues which contain a section on author headings (P. D. 13, 17, 21, 27, 29, and 33) should be retained.

OFFICIAL PUBLICATIONS

This series is a cumulation of the semi-annual, Public Documents. It is issued at five to seven year intervals.

When an issue of Official Publications is being prepared, the issue of Public Documents for that semi-annual period is cumulated and is not issued separately. Numbers 11, 25 and 37 of Public Documents were cumulated into Official Publications II, III and IV respectively.

Official Publications has the same preliminary material and arrangement as Public Documents.

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BIBLIOGRAPHIC COVERAGE OF LOUISIANA DOCUMENTS

1803-1934 Bibiliography of the official publications of Louisiana, 1803-1934, compiled by Lucy B. Foote. Issued by the Louisiana Historical Records Survey. Baton Rouge, Louisiana State University, 1942. 579p. mimeographed (American Imprints Inventory, no. 19)

Out of print. Kraus reprint, $18.

1935-1948 Bibliography of the official publications of Louisiana, 1935-1948, compiled by Lucy B. Foote. Issued by Wade O. Martin, Jr., Secretary of State. Baton Rouge, 1954. 298 p. (Official publications, v. I)

1948-1953 List of the public documents of Louisiana, 1948-1953, compiled by Margaret T. Lane. Issued by Wade O. Martin, Jr., Secretary of State. Baton Rouge, 1954. 235p. (Official publications, v. II)

Cumulation of the Semi-annual list of public documents, nos. 1-11.

1954-1960 List of the public documents of Louisiana, 1954-1960, compiled by Margaret T. Lane. Issued by Wade O. Martin, Jr., Secretary of State. Baton Rouge, 1961. 223p. (Official publications, v. III)

Cumulation of Public Documents issued in accordance with R.S. 25:123, nos. 12-25.

1961-1966 List of the public documents of Louisiana, 1961-1966, compiled by Margaret T. Lane. Issued by Wade O. Martin, Jr., Secretary of State. Baton Rouge, 1967. 257 p. (Official publications, v. IV)

Cumulation of Public Documents issued in accordance with R.S. 25: 123, nos. 26-37.

1967-1971 Public documents of Louisiana, issued in accordance with R.S. 25:123. Issued by Wade O. Martin, Jr., Secretary of State. Semi-annual.

Title, nos. 1-10: Semi-annual list of public documents
Nos. 11 and 25 and 37 not issued
Nos. 38-47, January 1967-December 1971. 10 nos.

1972 Public documents of Louisiana distributed to depository libraries under R.S. 25:121-124. Issued by Wade O. Martin, Jr., Secretary of State. monthly

Limited distribution.
January-March 1972. 3 nos.

ARTICLES AND PUBLICATIONS

The case of the missing documents: a mystery only you can solve. Issued by Wade O. Martin, Jr., Secretary of State [1952] folder

Louisiana documents; they're free--and easy, by Ellen R. Tilger. 20 Louisiana Library Association Bulletin 123-126 (Summer 1957)
Discusses New Orleans Public Library classification scheme.

Louisiana State documents depositories. 26 Louisiana Library Association Bulletin 99 (Fall 1963)
Retention of documents and "historical depositories".

Louisiana's depository library program. Issued by Wade O. Martin, Jr., Secretary of State. [1957] 6 p.
Reprinted from foreword of Public Documents, no. 17.
A historical account.

Public documents for the depository libraries. (R.S. 25:121-124) [1961] folder

Take time out to check Louisiana documents, by Margaret T. Lane and Sarah L. Jones. Issued by Louisiana State Library, Baton Rouge. 1958. 10 p.
Out of print.

There's no end of valuable information available through the state documents in Louisiana's depository libraries. Issued by Wade O. Martin, Jr., Secretary of State. [1957] folder
Out of print.

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APPENDIX

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Xeroxed from Opinions and Reports of the Attorney General, 1946/48, pp. 768-769.

PUBLIC RECORDS

Libraries of all colleges and universities of the state maintained by public funds are depositories of public documents under Act 82 of 1928.

May 2, 1946.

Mr. Eugene P. Watson, Librarian,
Northwestern State College,
Natchitoches, Louisiana.

Your letter of May 1, addressed to the Attorney General, with reference to the introduction into the Legislature of a bill establishing certain libraries of the state as depositories of public records, has been referred to the writer for attention.

Act 82 of 1928 presently establishes the Louisiana Library Commission and the library of every college and university of the state maintained by taxation as depositories of public documents, section 1 and 3 of that act providing as follows:

> "The policy of collecting, preserving, and making accessible to students, and others interested in public records, all printed matter and source material relating to the governmental functions of the state, throughout its history, is hereby declared a public duty, the

performance of which requires the establishment of depositories for the acquisition, custody, and administration of these archives. To accomplish this purpose the Louisiana library commission and the library of every college and university in the state, maintained by taxation, are hereby constituted depositories for the public documents printed and distributed by any officer, board, department, court, or other agency of government, in the state of Louisiana, and it is hereby made the duty of the librarian in charge of every library, functioning as a depository of public documents under the provisions of this act, to acquire therefor the records and printed matter herein provided for."

"It shall be the duty of every department, board, officer, or other public agency in this state responsible for the printing and distribution of the laws, decisions, reports, ordinances, or other public documents, included in the purpose of this act to supply each library, hereby made a depository of public documents, with two copies of every printed document issued thereby and to replace any losses or miscarriages in the transportation of such documents."

There could be no objection whatever to amending this act so as to make all libraries maintained by public funds as depositories, and we see no particular objection of conferring similar rights upon Tulane University. While that institution is not maintained by public funds, it does to some extent have the quasi public standing, its services being generally available to the public.

As a matter of fact, under Article 2194 of the Revised Statutes, Article 4476 of Dart's Louisiana General Statutes, the Fisk Free Library, Howard Memorial Library and other public libraries in Louisiana are authorized to receive copies of the acts of the legislatur . Under Revised Statutes 2197, Dart's Louisiana General Statutes 4479, the Secretary of State is authorized to make exchanges of various public documents with the governors of other states.

We might suggest that before preparing any legislation you examine Act 82 of 1928, since it is possible that an amendment of section 1 of that act so as to include additional libraries may be sufficient to accomplish the results desired.

ROBERT R. REID.

Xeroxed from Opinions and Reports of the Attorney General, 1956/58, pp. 682.

PUBLIC RECORDS

Only public libraries designated by the Secretary of State as official depositories must retain public records received by them from the Secretary of State or his Recorder of Documents.

April 8, 1957

Miss Essae Martha Culver
State Librarian
Louisiana State Library
Post Office Box 131
Baton Rouge, Louisiana

Receipt of your letter dated March 26, 1957, requesting an opinion in regard to the responsibilities of parish libraries under R. S. 25:121-124 to retain documents which are forwarded thereto by the Recorder of Documents and Office of the Secretary of State, is hereby acknowledged.

Under R.S. 25:121, any public library within the State may become a depository of public records when designated as such by the Secretary of State upon its written request to be so designated.

Should a parish library become a depository of public records through the procedure above stated, it becomes the responsibility of that library to retain all documents forwarded thereto by the Secretary of State or his Recorder of Documents in order that these public records can be made accessible to the public. (R. S. 25:122-123).

If a parish library has not become a depository under the procedure as above stated, it is not under a duty to act in that capacity and may dispose of documents forwarded thereto by the Secretary of State or his Recorder of Documents, within its discretion.

JACK P. F. GREMILLION

BEST COPY

STATE OF LOUISIANA
Department of Justice
Baton Rouge

Jack P.F. Gremillion
Attorney General

June 19, 1962

Honorable Raymond H. Downs
Assistant Director
State Archives and Records Commission
Post Office Box 4222 - Capitol Station
Baton Rouge, Louisiana

Dear Mr. Downs:

Your letter dated June 15, 1962 addressed to the Attorney General has been noted by him and referred to me for attention and answer.

In your letter you explain that your Department microfilms various public records for certain State departments, boards and commissions. In light of this, you ask an opinion of this office as to whether the original documents may be destroyed after they have been microfilmed. R.S. 44:36 requires that all persons having custody or control of any public record, other than conveyance, probate, mortgage or other permanent records required by existing law to be kept for all time, shall preserve such public record for at least a six year period from the date on which the public record was made. It further requires that where copies of an original record exist, the original alone shall be kept.

Under R.S. 44:39 permission is given to all State departments, boards and commissions of the State of Louisiana to install and use microfilm machinery and apparatus in the recordation, filing and preservation of all public records pertaining to said department, board or commission. This statute goes on to explain that this is done in order to conserve storage space where the use of such microfilm machinery and apparatus is not otherwise prohibited by law, and furthermore such microfilm copy shall be deemed to be an original record for all purposes.

The Revised Statutes of Louisiana constitute a single act of legislation adopted as a whole and must be construed as such. (Chappuis v. Reggie, 222 La. 35 62 So.2nd 92; State v. Viator 229 La. 882 87 So.2nd 115).

Therefore in light of the above, it is the opinion of this office that any record which is required to be kept for a period of six years under R.S. 44:36, may be destroyed once it is microfilmed under the provisions of R.S. 44:39. If this were not so, the purpose of R.S. 44:39 would be defeated, i.e., conservation of storage space. Furthermore this microfilm copy would be deemed an original record and would be in compliance with that portion of R.S. 44:36 which requires that original copies alone shall be kept.

Trusting this is the information you desired, I am

Sincerely yours,

COPY

Thomas W. McFerrin
Special Counsel

a-4

STATE OF LOUISIANA
Department of Justice
Baton Rouge

Jack P.F. Gremillion
Attorney General

October 8, 1962

Mr. Eugene P. Watson
Librarian
Northwestern State College of Louisiana
Natchitoches, Louisiana

Dear Mr. Watson:

Your letter dated September 27, 1962, addressed to the Attorney General has been referred to me for attention and answer. Also, I spoke with you on October 4th, relative to the contents of your letter and other matters concerning the application of RS 25:121 through 125.

From your letter and our subsequent conversation, you posed the following question for answer by this office:

May a public depository destroy certain public records that have been forwarded to them by the Recorder of Documents, where such destruction is necessary for the conservation of space and other economical reasons.

Under the provisions of R.S. 25:122, a library having been designated as a depository, must make the public records so deposited accessible to any person desiring to examine them.

R.S. 34:36 provides that all persons having custody or control of any public records other than conveyances, probates, mortgages, or other permanent records, required by existing law, to be kept for all time, shall preserve such public record for at least six (6) years from the date on which the public record was made. In view of this provision, this office is of the opinion that you must preserve the public records on deposit in your library, for at least a period of six years. After that period of time has elapsed, you may destroy any public record other than those designated above, which are required to be kept for all time.

This office, in an opinion under the date of June 19, 1962, addressed to the Honorable Raymond H. Downs, had occasion to examine the statutes providing for microfilming of public records. Upon reading and following the expressions contained in that opinion, if such equipment is available to you, this, in itself, will enable you to conserve much storage space. A copy of the opinion is enclosed for your information.

We trust that the above satisfactorily answers your question; however, if any further problem remains, please do not hesitate to address same to our attention.

Sincerely,

COPY

Thomas W. McFerrin
Special Counsel

a-5 671

40 **Department of Agriculture.

26 **Department of Agriculture. State Market Commission.

28 **Department of Agriculture. Milk Division.
Louisiana Milk Commission.

30 Divisions of the Department of Agriculture and other agricultural type agencies.
Department of Agriculture. State Warehouse Commission.
**Department of Agriculture. Sweet Potato Advertising & Development Comm.
Department of Agriculture. Structural Pest Control Commission.
Department of Agriculture. Division of Entomology.
Department of Agriculture. Horticulture Commission.
Department of Agriculture. Division of Weights & Measures.
Anhydrous Ammonia Commission
**Department of Agriculture. Division of Agricultural Chemistry.
**Department of Agriculture. State Livestock Sanitary Board.
Department of Agriculture. Livestock Brand Board.
**Louisiana State Fair, Shreveport.

Department of Agriculture. Seed Commission.

38 Agricultural Experiment Station, Baton Rouge.

33 Other agricultural experiment stations
Fruit and Truck Experiment Station, Hammond.
Iberia Livestock Experiment Station, Jeanerette.
North Louisiana Experiment Station, Calhoun.
North Louisiana Hill Farm Experiment Station, Homer.
Northeast Louisiana Agricultural Experiment Station, St. Joseph.
Red River Valley agricultural Experiment Station, Curtis.
Rice Experiment Station, Crowley.
Southeast Louisiana Experiment Station, Franklinton.
Sugar Experiment Station, Baton Rouge.
West Louisiana Station, Rosepine.

Dean Lee Agricultural Center, Alexandria.
Idlewild Experiment Station.
Plaquemines Experiment Station.
Sweet Potato Research Center, Chase.

Divisions and agencies below the line are those for which no distribution card was made. They are on semi-annual mailing list, but do not have a current Kardex card because they have not submitted any publications since Jan. 1967.

**Indicates an agency which publishes quarterly or more frequently. These agencies are on a special state agency mailing list.

37 **State Banking Department.
**Securities Commission.

52 **Louisiana Tourist Development Commission.
Louisiana State Museum, New Orleans.
Old Arsenal Museum Commission.
State Parks and Recreation Commission.
**Louisiana Arts and Science Center.

Board of Commissioners of Camp Moore Confederate Cemetery.
Edward Douglas White Memorial Commission.
Gettysburg Memorial Commission.
Louisiana Art Commission.
Louisiana Recreational Advisory Commission.
Old State Capitol Memorial Commission.
Orleans Parish Landmarks Commission.

49 ** Department of Commerce and Industry
Board on Nuclear Energy.

North Central Louisiana Industrial Developement Committee

44 **Department of Civil Service.
Louisiana Commission on Governmental Ethics.
Board of Ethics for Elected State Officials.

Public Employees Board

36 Retirement systems.
Board of Trustees of Teachers Retirement System.
School Employees Retirement System.
State Employees' Retirement System.
State School Lunch Employees' Retirement System.
Parochial Employees Retirement System.

Board of Trustees of The District Attorney's Retirement System.
Board of Trustees of the Sheriff's Pension and Relief Fund.
Registrar's of Voters Employees Retirement System.

50 **Department of Conservation.

44 **Louisiana Forestry Commission.

35 **State Mineral Board.

37 **State Soil and Water Conservation Commission.

Stream Control Commission.

50 **Louisiana Wild Life and Fisheries Commission.
Gulf States Marine Fisheries Commission.

47 **State Department of Education.

40 Other educational agencies
Louisiana Higher Education Assistance Commission.
**Louisiana Coordinating Council for Higher Education.
Higher Education Facilities Commission.
Louisiana Commission on Extension & Continuing Education.

Board of Trustees of the T. H. Harris Scholarship Foundation.
Stonewall Jackson Memorial Board.

45 **Louisiana State University, Baton Rouge.
LSU. General publications.
LSU. Bureau of Educational Research.
LSU. Coastal Studies Institute.
LSU. College of Business Administration.
LSU. College of Engineering.
LSU. Department of Chemistry.
LSU. Department of Geology.
LSU. Department of Sociology.
LSU. Department of Speech.
LSU. Department of Zoology.
LSU. Division of Engineering Research.
LSU. Engineering Experiment Station
LSU. Graduate School.
LSU. Institute of Governmental Research.
LSU. Institute of Insurance Marketing.
LSU. Institute for Saline Studies.
LSU. Latin-American Studies Institute.
LSU. Law School.
LSU. Law School. Library.
LSU. LSU Press.
LSU. LSU Union.
LSU. Louisiana Water Res. Res. Institute.
LSU. Library.

37 Louisiana State University agricultural departments.

LSU. Ag. Extension Division.
LSU. Agronomy Department.
LSU. Animal Science Department.
LSU. College of Agriculture.
LSU. Cooperative Extension Service.
LSU. Department of Ag. Eco.
LSU. Department of Agric.
LSU. Department of Poultry Science.
LSU. Department of Voc. Ag. Ed.
LSU. Department of Voc. Home Econ. Ed.
LSU. Livestock Show.
LSU. School, of Home Economics.
LSU. School of Forestry.

33 Louisiana State University, Medical Center.

LSU. Medical Center. School of Medicine, New Orleans.
LSU. Medical Center. School of Nursing.
LSU. Medical Center. School of Dentistry.
LSU. Medical Center. School of Medicine, Shreveport.
LSU. Medical Center. Graduate School.

41 Other state universities and colleges,

**Northeast Louisiana University.
Nicholls State University, Thibodaux.
**McNeese State University, Lake Charles.
**Louisiana State University, University in New Orleans.
**Louisiana State University, University at Alexandria.
**Louisiana State University, University in Shreveport.
**Louisiana State University, University at Eunice.
**Northwestern State University, Natchitoches.
**Grambling College of Louisiana, Grambling.
**Louisiana Tech University, Ruston.
Southeastern Louisiana University, Hammond.
**Southern University, Scotlandville.
**University of Southwestern Louisiana, Lafayette.
**Delgado College.
Southern University, New Orleans.
Southern University, Shreveport.

675

41 Vocational-technical schools,
Baton Rouge Vocational Technical School, Baton Rouge.
Natchitoches Trades School, Natchitoches.
Hammond Area Vocational School.
Delta Area Vocational School, Monroe.
Teche Area Vocational-Technical School, New Iberia.
Ouachita Valley Vocational-Technical School, West Monroe.
Southwest Louisiana Vocational-Technical School, Crowley.
Sowela Technical School.
T. H. Harris Vocational-Technical School, Opelousas.
Tri-Parish Area Trade School.

Alexandria Trade School.
Bienville Trades School.
Capitol Area Vocational School.
Central Area Trades School.
Concordia Parish Trades School.
Evangeline Area Tri-Parish Voc.-Tec. School, St. Martinville.
Florida Parishes Vocational School.
Gulf Area Voc.-Tech. School.
Huey P. Long Memorial Trade School.
Jefferson-Davis Voc.-Tech. School.
Jefferson Parish Voc.-Tech. School.
Memorial Area Vocational School.
North Central Area Voc.-Tech. School.
Northeast Louisiana Vocational School.
Northwest Louisiana Voc.-Tech. School.
Opelousas Area Vocational School.
Orleans Area Voc.-Tech. School.
Sabine Valley Voc.-Tech. School.
Shreveport-Bossier Voc.-Tech. Center.
South Louisiana Trade School.
Sullivan Voc.-Tech. Institute.
Westside Voc.-Tech. School.
Young Memorial Voc.-Tech. School.

34 Correctional institutions.
**Louisiana Correctional & Industrial School.
State Penitentiary, Angola.

State Industrial School, Scotlandville.
State Industrial School for Girls, Pineville.
Training Institute.

37 Special schools.
**State School for the Deaf.

State School for Blind Negroes.
State School for Deaf Negroes.
State School for Spastic Children.
State School for the Blind.

38 **State Department of Hospitals.

Louisiana Commission on Alcoholism.

32 Individual hospitals and Institutions.

**Pinecrest State School.
**Ruston State School.
**Central Louisiana State Hospital.
Charity Hospital, New Orleans.
Confederate Memorial Medical Center, Shreveport.
East Louisiana State Hospital.
Southwest Charity Hospital, Lafayette.

Belle Chasse State School.
E. A. Conway Charity Hospital.
Hammond State School.
Huey P. Long Hospital.
Jonesboro Charity Hospital.
Lake Charles Charity Hospital.
Lallie Kemp Charity Hospital.
Leesville State School.
New Orleans Mental Health Center.
Northeast La. Cerebral Palsy School Clinic.
Southeast Louisiana State Hospital.
Tuberculosis Hospital.
Villa Feliciana Gerriatric Hospital.
Washington-St. Tammany Charity Hospital.

46 Governor's Office.

Governor's Office, Division of Administration.
Committee to consider changes in the powers...Governor.
Governor's Commission on the Status of Women.
Louisiana Commission on Intergovernmental Relations.
Louisiana Council on Governmental Reorganization.

Lieutenant Governor.

40 Geological Survey.

46 **State Department of Health.
Air Control Commission.
Interdepartmental Health Policy Commission.

Bedding Advisory Board.

44 **State Department of Public Welfare.

37 Department of Corrections.

Board of Parole
Juvenile Probation Advisory Council.

43 Department of Justice.
**Louisiana Commission on Law Enforcement & Administration of Criminal Justice.
Louisiana State Law Institute.
Louisiana Legislative Council.
Judicial Council.

Board of Pardons.
Supreme Court.

40 **Louisiana Commission on the Aging
and Louisiana Youth Commission.
Office of Economic Opportunity.

Louisiana Commission on Human Relations, Rights & Responsibilities.

44 Department of Labor.

Apprenticeship Council.
Department of Labor, Labor Mediation Board.
Louisiana Commission on the Status of Women.

37 **Department of Employment Security.

Louisiana Historical Association, New Orleans - no distribution card.

47 **State Library, Baton Rouge.
Poet Laureate

32 State Land Office.

31 Department of Military Affairs.

40 **Louisiana Civil Defense Agency.

34 State licensing boards.
State Board of Certified Public Accountants.
**Louisiana Liquefied Petroleum Gas Commission.
State Board of Architecu ral Examiners.
State Licensing Board f›r Contractors.
State Board of Registration for Professional Engineers and Land Surveyors.
State Board of Library Examiners.
State Examiner of Municipal Fire and Police Civil Service.
State Radio and Television Technicians Board.
Real Estate Commission.
State Racing Commission.
Board of Examiners in Watchmaking.
**Department of Occupational Standards.
State Athletic Commission.
State Plumbing Board.

36 State licensing boards in health and related fields.
State Board of Embalmers.
State Board of Medical Examiners.
State Board of Dentistry
**State Board of Nurses Examiners.
State Board of Practical Nurse Examiners.
State Board of Examiners of Psychologists.
State Board of Examiners for Sanitarians.
State Board of Barber Examiners.
State Board of Cosmetology.
State Board of Optometry Examiners.
State Board of Ostepathy.
State Board of Pharmacy.
State Board of Veterinary Medical Examiners.

42 Port commissions and harbor and terminal districts.
**Board of Commissioners of the Port of New Orleans.
**Board of Commissioners of the Lake Charles Harbor and Terminal District.
**Greater Baton Rouge Port Commission.
Morgan City Harbor and Terminal District.
Board of Commissioners of Abbeville Harbor and Terminal District.
Board of Commissioners of the New Iberia Port District.
Board of Commissioners of the Vinton Harbor & Terminal District.
Board of Examiners of Bar Pilots for the Port of New Orleans.
Board of River Port Pilot Commission for the Port of New Orleans.
Board of River Port Pilot Commissioners and Examiners.
Caddo-Bossier Parishes Port Commission.
Columbia Port Commission.
Delcambre Port Commission.
Greater Jefferson Port Commission.
Greater Krotz Springs Port Commission.
Greater LaFourche Port Commission.
Jonesville Port Commission.
Lake Providence Port Commission.
Livingston-Tangipahoa Port Commission.
Louisiana Intra-coastal Seaway Commission.
Madison Parish Port Commission.
Rapides Parish Port Commission.
St. Bernard Port, Harbor & Terminal District.
Terrebonne Port Commission.
West Calcasieu Port, Harbor & Terminal District.

42 **Department of Public Safety.
Louisiana Highway Safety Commission.
Office of the Fire Marshal.
Louisiana Motor Vehicle Commission.

37 Public Service Commission. 680

41 **Department of Public Works.
Sabine River Compact Administration.
Board of C ommissioners of the Orleans Levee District
Red River Waterway Commission.
Sabine River Authority.
Water Resources Study Commission.

38 **Department of Highways.
Ascension-St. James Bridge and Ferry Authority.
LaRose-LaFittee Toll Road Authority.
Louisiana Expressway Authority.
Mississippi River Bridge Authority.
St. Charles-St. John Bridge and Ferry Authority.

38 Department of Revenue. and Comptroller.
**Board of Liquidation of the State Debt.
**Capital Construction and Improvement Commission.
**State Bond and Building Commission.
**State Treasurer.
Tax Commission.
Louisiana State Science Foundation.
Board of Alcoholic Beverage Control.

52 **Department of State
Louisiana State Archives and Records Commission.
State Custodian of Voting Machines.

36 **Commissioner of Insurance.
Insurance Rating Commissions and its divisions.
Insurance Rating Commission. Fire Insurance Division.
Insurance Rating Commission. Marine & Inland Marine Ins. Division.
**Insurance Rating Commission. Casualty & Surety Ins. Division.

29 **Board of Registration.

33 Department of Veterans' Affairs.

50 Laws, statutes, etc.
(Constitution included under Department of State).

47 Legislature
Board of Commissioners for the Promotion of Uniformity of Legislation.
Legislature. Joint Legislative Committee.
Legislature. Joint Legislative Committee on Un-American Activities.
State Sovereignty Commission

LOUISIANA LA:D

Wade O. Martin, Jr. — Secretary of State
Recorder of Documents Division — Baton Rouge, Louisiana

We shall appreciate it if you will return the reply post card to us for our records.

Reply Post Card

Wade O. Martin, Jr.
Secretary of State
Attn: Recorder of Documents
P. O. Box 64846, Audubon Station
Baton Rouge, Louisiana 70806

682

We should appreciate your sending us copies of the following for the depository libraries in accordance with R.S. 25-122.

.....We are sending a full supply of the items listed above.
.....We cannot send a full supply, but are sending.....copies.
(Please try to send 12 copies or at the very least 3 copies).
.....We cannot send the material you need because
.....Supply exhausted. ..... Never printed. .....Not yet issued.
.....Ceased publication with v..... , no..... , date.....
.....Other reasons: .....

.....

Date..... Name.....

LA:J

The CASE of the MISSING DOCUMENTS

A MYSTERY ONLY YOU CAN SOLVE

ISSUED BY
WADE O. MARTIN, JR.
Secretary of State
STATE CAPITOL, BATON ROUGE, LA.

654

Yes, There is a "Case of the Missing Documents", but it's not one for Scotland Yard . . . even the great Sherlock himself couldn't help . . .

Only You, the head of a State agency, department, division or bureau, can solve this Whodunit.

Here's the Story:

IN 1948, the State Legislature passed a law setting up the office of the Recorder of Documents. That's us. The same law directed each division of the State government to file a sufficient number of all its printed and mimeographed publications with the Recorder.

THE RECORDER'S OFFICE is instructed to keep two copies of each such publication for its own files. The others are sent out over the state to some 40 libraries which have been designated by the Secretary of State as official state depositories. There they become valuable reference works for any one who has occasion to use them.

EVERY STATE AGENCY was also directed by the law to file, every six months, with the Secretary of State, a list of all its printed or mimeographed reports, bulletins, pamphlets, etc., that are issued for distribution to the public. And many departments are cooperating 100 per cent.

THE DIFFICULTY IS that the 1948 legislative act has either been forgotten or overlooked by some department heads. Some officials may not know about it; others know the law, but somehow haven't gotten around to sending in their published material.

WHATEVER THE REASON, there are a lot of department documents that are missing from our files. And without them, we can't carry out our duties as prescribed by the law of the land.

SO WON'T YOU PLEASE COOPERATE with us in this "Missing Documents" business? Your help will serve a two-fold purpose, as explained on the next page.

Here's Why Your Publications Are Needed . . . . .

1. They help to provide a valuable and complete source of information for newspapers, writers, researchers, students and the general public on every phase of life and governmental activity in the State of Louisiana.

2. They keep the citizens of our state informed as to the progress of projects and current activities within your department, thus building good will and prestige for your department and you.

Don't Let YOUR Agency Be on the "Wanted" List

File Your Publications Regularly with the

RECORDER OF DOCUMENTS

211 Capitol Annex **Baton Rouge, La.**

Telephone DI. 4-0321

ISSUED BY

WADE O. MARTIN, JR.
Secretary of State

LA:J1

There's no end of

Valuable [illegible]tion

available through

the state documents in Louisiana's Depository Libraries

ISSUED BY
WADE O. MARTIN, JR.
SECRETARY OF STATE
STATE CAPITOL
BATON ROUGE, LOUISIANA

687

Louisiana's DEPOSITORY LIBRARY PROGRAM

● **STATE DOCUMENTS** are official publications (printed or mimeographed reports, bulletins, pamphlets, etc.) issued by any state agency for public distribution.

● **LOUISIANA'S RECORDER OF DOCUMENTS,** an office within the office of the Secretary of State, was established by the Legislature in 1948 to administer the depository library program. The Recorder receives the publications from over 120 state agencies and forwards them to Louisiana's depository libraries. An indispensable element of the program is interest and cooperation of the state agency heads in submitting their publications to the Recorder.

● **DEPOSITORY LIBRARIES** in Louisiana may be college, university or large public libraries. We now have 39 depository libraries—37 in the state, the Library of Congress at Washington, D. C. and the Midwest Inter-Library Center, Chicago, Illinois.

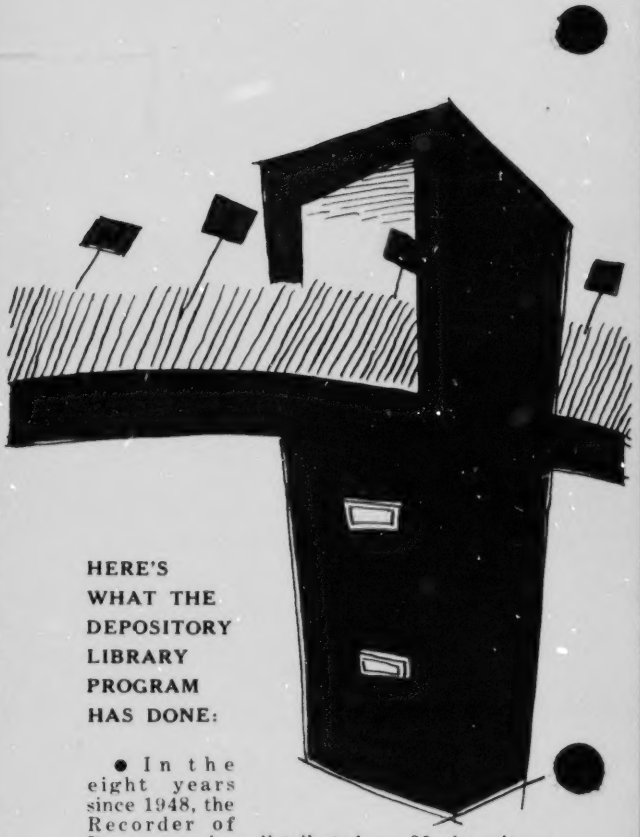
Depository libraries file the state documents they receive and make them available to newspapermen, writers, researchers, teachers, students and the general public. Over the years, complete files of publications of the various state agencies are building up in the depository libraries. Only two other states, California and Oregon, have similar systematic distribution of documents within the state.

● **THE RECORDER'S DUTIES,** besides providing the depository libraries several hundred documents each month, are to prepare a monthly checklist of the publications, and to consult with the depository librarians on their documents problems.

● **TWO VALUABLE BIBLIOGRAPHIES, Official Publications, 1935-1953** and **Public Documents,** have resulted from the state's depository library program. These volumes, together with Foote's 1803-1934 bibliography, provide a complete listing of all territorial and state publications from 1803 to date.

● **NON-DEPOSITORY LIBRARIES** —school, special and out-of-state libraries—use **Official Publications** and **Public Documents** for checking their collections and for ordering the documents they need. Non-depository libraries request documents (almost all are free) directly from the issuing agency; the Recorder of Documents serves only the depositories. The Roster of Officials, issued by the Secretary of State, gives the name and domicile of most state agencies.

● **PURPOSE OF THE DEPOSITORY LIBRARY PROGRAM** is to keep the citizens of our state, and other interested persons, informed as to the progress of projects and current activities in the various departments of our state government.



HERE'S WHAT THE DEPOSITORY LIBRARY PROGRAM HAS DONE:

● In the eight years since 1948, the Recorder of Documents has distributed to 39 depository libraries more than 20,000 different items from over 120 state agencies.

With the publication of **Official Publications, 1935-1953** and **Public Documents, 1954-1956**, the Recorder of Documents has brought up-to-date the bibliographical listing of documents for Louisiana for 1803-1956.

For further information, write:

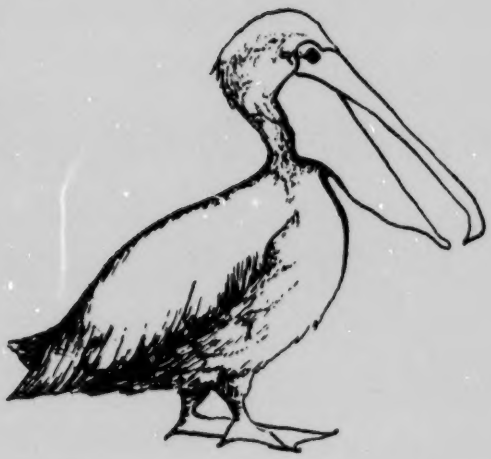
WADE O. MARTIN, JR.

Secretary of State

Att'n.: Recorder of Documents
State Capitol
Baton Rouge, Louisiana

689

LA:JC



PUBLIC DOCUMENTS
for the
Depository Libraries
(R.S. 25:121-124)

As the pelican collects food for its young,
so the Recorder of Documents collects
state documents for the depository libraries.

WADE O. MARTIN, JR.
Secretary of State

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Recorder of Documents
State Capitol
Baton Rouge, Louisiana

690

Important Service Is Provided By State Documents Department

By REX LANEY

Want to know the price of cotton last January? Or the date of a parish fair? Or the number of Louisiana's manufacturing plants? Or what the state is doing about replanting forests, preventing and treating alcoholism, conserving its oil resources?

The answers are nearer than you might think.

They are, in fact, as near as your local library.

All you need do is walk in, tell the librarian your problem, and from a host of state publications, all neatly catalogued and shelved, she can provide the one that holds the answers to your questions.

This is no accident; it's the result of a little known but important service provided through the office of Louisiana's secretary of state — the work of the state recorder of documents.

Those booklets, pamphlets and volumes so readily available were put there by the agency for writers, researchers, students, and the general public who are in need of information on virtually any phase of life and governmental activity in Louisiana.

The recorder of documents supplies some 40 libraries, designated as official depositories, with the public documents issued by the various state government agencies. There are more than 200 state agencies, and their publications cover a wide range of subjects. The books are in sizes ranging all the way from one and two-page dailies on agricultural markets to bound volumes on juvenile laws, reports of the attorney general, and the Acts of the Legislature. Some libraries obtain all the documents, while others use only those most in demand by their readers.

The state's official depositories include public libraries in the parishes and large cities as well as college and university libraries. The Library of Congress also serves as a depository.

The law creating the office of the recorder of documents, passed in 1948, names the state library as depository upon request made of the recorder.

Since inauguration of the service, each complete depository has received a total of close to 30,000 issues of various publications. Over 100 government agencies, or subdivisions of agencies are presently contributing material.

Here's how the system works:

Every state agency — that is, every board, division, department, commission, office, etc. — is required by law to file with the recorder of documents a sufficient number of state publications for distribution to the depositories. The number of copies of publications supplied ranges from 25 to more than 50.

The recorder's office uses two copies for its own working files, and periodically, at least once a month, mails to each of its depositories copies of the current material that has accumulated.

Anxious to make its service as complete as possible, the recorder's office checks with each new state agency for any publications it might issue, and also follows up leads furnished by local libraries as to departments or divisions it might have missed. The success of the program is dependent on the cooperation the state agencies provide.

Before the office was established, libraries had to contact each agency themselves, and more often than not their lists were incomplete because of their failure to receive subsequently published issues. Now a comprehensive up-to-date supply of literature on the state's governmental activities is available to them without the time-consuming and often futile effort formerly involved in trying to secure it.

The effectiveness of the service and its usefulness to Louisiana citizens is attested by library and public officials and library users all over the state.

Once annually the recorder's office publishes a list of public documents that have been assembled and distributed in the preceding six months. This list goes to all depositories and state agencies. In addition, 180 out-of-state libraries, agencies, and individuals, including 15 in foreign countries, receive the lists. With the exception of Virginia, Louisiana's recorder of documents bibliographical listing is the most complete in the nation.

A thoroughly detailed subject and author index accompanying the lists is one key to the librarian's amazing ability to have just the facts you need at her fingertips, an added service that library personnel are quick to praise.

The idea of a state office to assemble, record and distribute all printed public documents originally came from the Louisiana Library Association in 1947. Under the leadership of its president, Eugene P. Watson, Northwestern State College librarian, a committee on state documents was appointed, and with the committee on legislation, drew up and followed through the legislative halls the bill, which in its essential points, become Act 493 of 1948.

Among those active in promoting this legislative work through the LLA were John Hall Jacobs, formerly of the New Orleans Public Library and Mrs. Margaret T. Lane, formerly with the LSU law library, now the state recorder of documents.

Co-operating with the LLA in creating and setting up the office of the recorder of documents was Wade O. Martin Jr., secretary of state.

"The recorder of public documents," Secretary Martin says, "has in the 12 years since the office's establishment rendered a valuable service to the public through the depositories located over the state.

"Many interesting and valuable state publications of the past may have been unavailable for reference because there was not an official agency to collect and distribute them. Through the recorder and the depository libraries, and with continued cooperation from the state agencies, we can now be sure that the complete published record since 1948 of each agency's activities will in the future be available for study and guidance."

Some of the publications distributed by the recorder of documents

Mrs. Margaret Lane, recorder of documents, discusses work with Wade O. Martin Jr.

DEPOSITORIES FOR PUBLIC DOCUMENTS

R.S. 1950, Title 25, §§ 121-124.

§ 121. *State and other libraries as depositories of public records.*

The Louisiana State Library shall be the depository for the printed or mimeographed public records issued by any government agency for public distribution. The libraries of colleges or universities and public libraries located in the state may also become depositories of these records when designated as such by the secretary of state upon their written request to this effect.

(Source: Acts 1948, No. 493, § 1.)

§ 122. *Distribution of records to depositories; public inspection.*

All agencies of state government shall furnish to the secretary of state sufficient copies of each record mentioned in R.S. 25:121 and the secretary of state shall deliver to each depository two copies of the same. These records shall be made accessible by the depository receiving them to any person desiring to examine the same.

(Source: Acts 1948, No. 493, § 1.)

§ 123. *List of publications; distribution to depositories.*

Each agency of state government shall furnish to the secretary of state semiannually a list of all its printed and mimeographed publications issued for public distribution, and the secretary of state shall make and furnish to each depository a duplicate copy of the same.

(Source: Acts 1948, No. 493, § 2.)

§ 124. *Recorder of documents; appointment; duties.*

A recorder of documents shall be appointed by the secretary of state in his office, who shall be preferably a graduate librarian and whose functions shall be to administer the provisions of R.S. 25:122 and 25:123 under the supervision of the secretary of state.

(Source: Acts 1948, No. 493, §§ 3, 4.)

A true copy:

WADE O. MARTIN, JR.
Secretary of State.

LA:K

SELECTION LIST - June, 1971

Name of library _____

Mailing address _____

_____

Telephone number _____

Name of person in charge of Louisiana documents (include more than one name, if appropriate)

_____

Date checked _____ Person checking _____

Depositories desiring all Louisiana documents:
Indicate 1
or 2 copies

_____ All documents (complete depository status)

_____ Legislative bills, daily journals and weekly calendars (this category is available only to complete depositories and law libraries)

Libraries no longer needing to continue depository status--because of regional service, insufficient use, or lack of personnel--check here _____.

Depositories wishing to select certain categories, check here _____ and complete attached sheets.

Please return by Friday, June 4, 1971, to

Recorder of Documents
1515A Choctaw Drive
Baton Rouge, LA 70805

(Please retain a copy for your files.)

Number of copies
(Maximum two)

_____ Department of Agriculture

_____ Department of Agriculture. State Market Commission.

_____ Department of Agriculture. Milk Division.

_____ Other divisions of the Department of Agriculture and other agricultural type agencies.

_____ Agricultural Experiment Station, Baton Rouge.

_____ Other agricultural experiment stations.

_____ State Banking Department

_____ Louisiana Tourist Development Commission.

_____ Department of Commerce and Industry.

_____ Department of Civil Service.

_____ Retirement systems.

_____ Department of Conservation.

_____ Louisiana Forestry Commission

_____ State Mineral Board.

_____ State Soil and Water Conservation Commission.

_____ Louisiana Wild Life and Fisheries Commission.

_____ State Department of Education.

_____ Other educational agencies.

_____ Louisiana State University, Baton Rouge.

_____ Louisiana State University agricultural departments.

_____ Louisiana State University. Medical Center.

_____ Other state universities and colleges.

_____ Vocational-technical schools.

_____ Special schools.

_____ State Department of Hospitals.

_____ Individual hospitals and institutions.

_____ Governor's Office.

_____ Geological Survey.

_____ State Department of Health.

_____ State Department of Public Welfare.

_____ Department of Corrections.

_____ Correctional institutions.

Number of copies
(Maximum two)

_____ Department of Justice.

_____ Louisiana Commission on the Aging and Louisiana Youth Commission.

_____ Department of Labor.

_____ Department of Employment Security.

_____ State Library, Baton Rouge.

_____ State Land Office.

_____ Department of Military Affairs.

_____ Louisiana Civil Defense Agency.

_____ State licensing and regulatory boards in health and related fields.

_____ Other state licensing and regulatory boards.

_____ Port commissions and harbor and terminal districts.

_____ Department of Public Safety.

_____ Public Service Commission.

_____ Department of Public Works.

_____ Department of Highways.

_____ Department of Revenue and Comptroller.

_____ Department of State.

_____ Commissioner of Insurance.

_____ Board of Registration.

_____ Department of Veterans Affairs.

_____ Laws, statutes, etc.

_____ Legislature.

D O C U M E N T S I N L O U I S I A N A

people, places, publications

Compiled by

Documents Committee
Louisiana Library Association

697

Documents Committee, 1973 - 1975

Mrs. Adele M. Jackson, Chairman
Miss Dora Beard
Mrs. Lucy Carriger
Mrs. Margaret Lane
Mr. Jimmie Hoover

The U. S. Government invests hundreds of millions of dollars annually in the creation of public information. This information is often the basis for the creation of brilliant works of literature, dynamic research projects, rewarding business transactions, great inventions, as well as historical and significant decisions made in all phases of government.

It is unfortunate, however, that all of this important data is often very difficult to locate. Many of the most valuable Government documents are printed in small quantities, narrowly distributed and inadequately cataloged and indexed. Therefore, it became the concern of the LLA Documents Committee to scruntinize the dissemination of new and pertinent information regarding documents and their use.

As a result of all of this concern, the Documents Committee conducted a survey to determine how many major documents collections around the state had or planned to purchase copies of a selected list of major documents tools. This list consisted of comprehensive commercial publications.

The result of the committee's tireless efforts are given in the statistical data obtained.

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LIST OF LIBRARIANS RESPONDING TO THE SURVEY 71

STATISTICAL DATA COMPILED FROM THE SURVEY 72

Government Documents Depository Libraries, State of Louisiana

INSTITUTION	LIBRARIAN	TELEPHONE
Avoyelles Parish Library 101 North Washington Street Marksville, Louisiana 71351	Mrs. Mary LaBorde	318-253-7559
Centenary College Library Shreveport, Louisiana 71104	Mr. Charles W. Harrington	318-869-5173
Dillard University Will W. Alexander Library 2601 Gentilly Boulevard New Orleans, Louisiana 70122	Ms. Carole Taylor	504-944-8751, Ext. 220
East Baton Rouge Parish Library 700 Laurel Street Baton Rouge, Louisiana 70802	Mrs. Eleanor C. Joseph	504-344-5291
Lake Charles Public Library P. O. Box 2857 Lake Charles, Louisiana 70601	Ms. Nancy L. Khoury	318-433-1045
Law Library of Louisiana 100 Supreme Court Building Civic Center New Orleans, Louisiana 70112	Ms. Harriett M. Lemann	504-527-8268
Library Services 731 St. Charles Avenue New Orleans, Louisiana 70130	Ms. Evelyn Peters	504-524-8592
Louisiana College Richard W. Norton Memorial Library 1140 College Drive Pineville, Louisiana 71360	Mr. Landrum Salley	318-487-7201
Louisiana State Library P. O. Box 131 Baton Rouge, Louisiana 70821	Mrs. Edith T. Atkinson	504-389-6120
Louisiana State University Law Library Baton Rouge, Louisiana 70803	Mrs. Helen C. Nelson	504-388-8802
Louisiana State University Ledoux Library Eunice, Louisiana 70535	Mrs. Janet W. White, Federal Mr. James L. Forester, State	318-457-7311, Ext. 78 318-457-7311, Ext. 39
Louisiana State University Earl K. Long Library Lake Front New Orleans, Louisiana 70122	Mrs. Frances Skiffington Federal & State Mr. Kenneth Owen, Municipal Mr. William Duncan, International	504-288-3161, Ext. 353 504-288-3161, Ext. 353 504-288-3161, Ext. 353

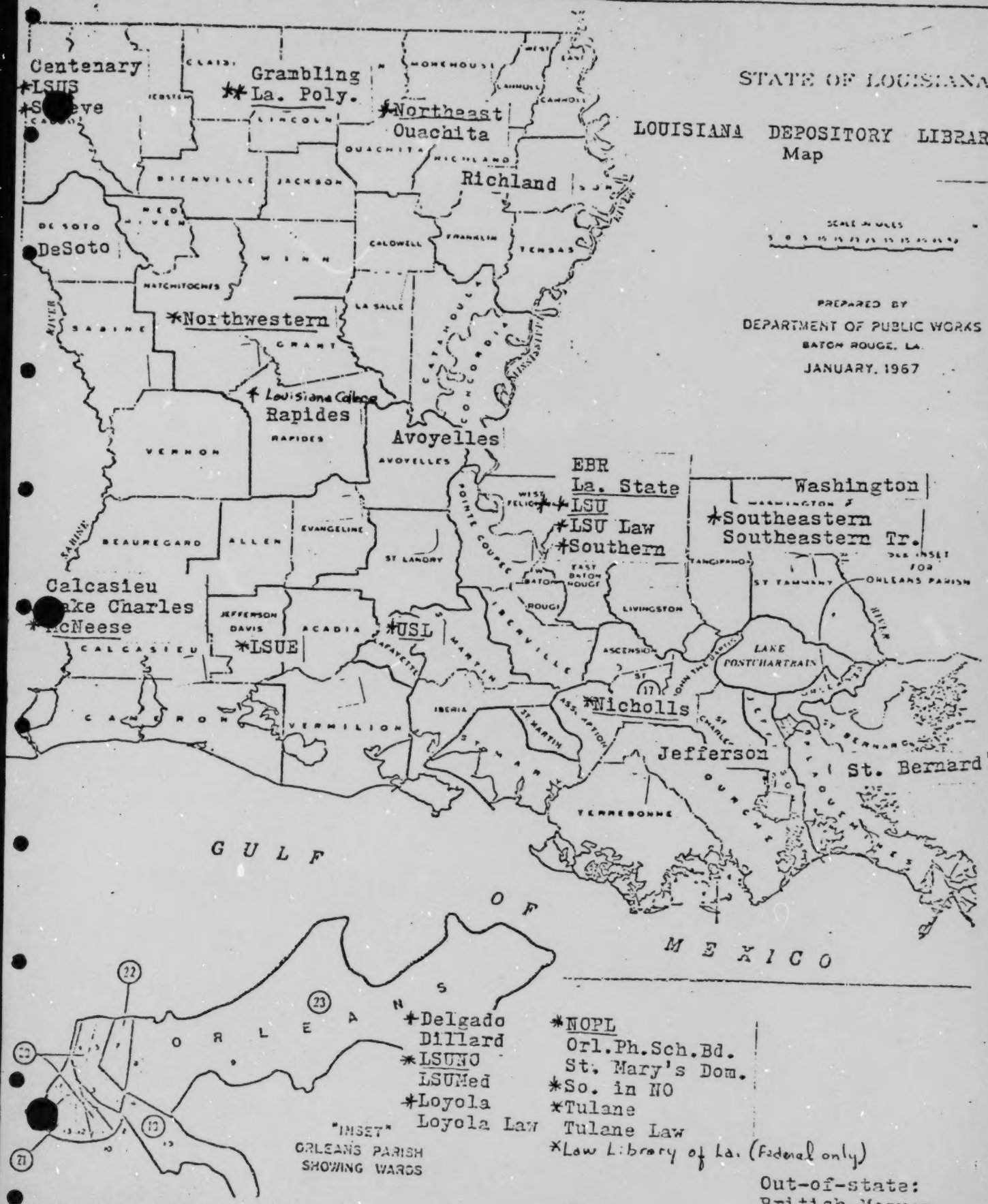
Government Documents Depository Libraries, State of Louisiana

Louisiana State University Medical Center Library 1542 Tulane Avenue New Orleans, Louisiana 70122		504-527-5133
Louisiana State University Library Louisiana State University Baton Rouge, Louisiana 70803	Mr. Jimmie H. Hoover Federal 7 International Mrs. Roberta A. Scull Mr. Gordon A. Saucier	504-388-2570
Louisiana State University Library 8515 Youree Drive Shreveport, Louisiana 71105	Mr. William McCleary, Federal Ms. Marilyn Merrittee, State Ms. Nell Cunningham, International	318-865-7121, Ext. 218 318-865-7121, Ext. 203 318-865-7121, Ext. 203
Louisiana Tech University U.S. Regional Depository Library, No. 230 Ruston, Louisiana 71270	Mrs. Portia Stokes	318-257-4962
New Orleans Public Library 219 Loyola Avenue New Orleans, Louisiana 70140	Mrs. Elizabeth O. Bedikian, Federal Mr. Collin B. Hamer, Jr., State	504-523-4602, Ext. 46 504-523-4602, Ext. 47
Nicholls State University Library Thibodaux Louisiana 70301	Mrs. Edith P. Taylor	504-446-8111, Ext. 489
Northeast Louisiana University Sandel Library Monroe, Louisiana 71201	Miss Cora Dreher, Federal Miss Dora Beard, State	318-372-2199 318-372-2199
Northwestern State University Watson Library Division of Special Collections Natchitoches, Louisiana 71457	Mr. John Milton Price	318-357-4585
Secretary of State's Office Recorder of Documents P. O. Box 44125 Baton Rouge, Louisiana 70804	Mrs. Margaret T. Lane	504-389-2108
Shreve Memorial Library P. O. Box 1523 Shreveport, Louisiana 71120	Mrs. Sara M. Callaway	318-423-2614
Southeastern Louisiana University Sims Memorial Library P. O. Drawer 896 Hammond, Louisiana 70401	Mrs. Janice M. Riggs	504-345-1400, Ext. 258-59

Southern University Library Southern Branch P. O. Baton Rouge, Louisiana 70813		504-771-4990
Tulane University Library New Orleans Louisiana 70118	Mrs. Dorothy Whittemore, Federal Mrs. Connie G. Griffith, State	504-865-6608 504-865-6615
United States Court of Appeal, 5th Circuit Library Room 106, 600 Camp Street New Orleans, Louisiana 70130	Mr. Max Dodson or Mrs. E. Elizabeth Statham	504-527-6510
University of Southwestern Louisiana Dupree Library Lafayette, Louisiana 70501	Ms. Dolores B. Owen	318-233-3850, Ext. 267

The following libraries are not depositories, but have various collections of Federal, State, Municipal and International documents.

Centenary College Library Shreveport Louisiana 71104	Mr. Charles W. Harrington	318-869-5173
Deutsch, Kerrigan & Stiles Law Library 4700 One Shell Square New Orleans, Louisiana 70139 (Private)	Ms. S. Peterson	504-581-5141
Louisiana Department of Public Works Technical Library P. O. Box 44155 Baton Rouge, Louisiana 70804	Ms. Dot McConnell	504-389-6124
United States Public Health Service Hospital Health Science Library 210 State Street New Orleans, Louisiana 70118	Mr. Billy M. James	504-899-9441, Ext. 252


STATE OF LOUISIANA
LOUISIANA DEPOSITORY LIBRARY
Map
PREPARED BY
DEPARTMENT OF PUBLIC WORKS
BATON ROUGE, LA.
JANUARY, 1967
Centenary
*LSUS
Grambling
**La. Poly.
*Northeast
Ouachita
Richland
DeSoto
*Northwestern
Louisiana College
Rapides
Avoyelles
EBR
La. State
*LSU
*LSU Law
*Southern
Washington
*Southeastern
Southeastern Tr.
Calcasieu
Lake Charles
McNeese
*LSUE
*USL
*Nicholls
Jefferson
St. Bernard
GULF OF MEXICO
ORLEANS
*Delgado
Dillard
*LSUNO
LSUMed
*Loyola
Loyola Law
"INSET"
ORLEANS PARISH
SHOWING WARDS
*NOPL
Orl.Ph.Sch.Bd.
St. Mary's Dom.
*So. in NO
*Tulane
Tulane Law
*Law Library of La. (Federal only)
Out-of-state:
British Museum
Lib. of Congress
Center, Res. Libs.
Complete depositories are underlined.

LIST OF FEDERAL DEPOSITORY LIBRARIES IN LOUISIANA AS OF SEPTEMBER 1, 1974

Under provisions of Title 44 of the United States Code, certain libraries are designated depositories for Government publications. Through them Federal Government documents are made available to residents of every State, District of Columbia, Guam, Puerto Rico, and the Virgin Islands. Distribution to the libraries is made by the Office of the Superintendent of Documents.

It is sometimes impossible to obtain desired publications by purchase from the Superintendent of Documents. Stocks may have been exhausted or the document may be permanently out of print. In these instances the depositories render an invaluable service by keeping such publications permanently available. Every Government publication cannot be consulted at all depository libraries. Designated Regional Depositories are required to receive and retain one copy of all Government publications made available to depository libraries either in printed or microfacsimile form. All other libraries are allowed to select the classes of publications best suited to the interests of their particular clientele.

The following list shows the location, the name of the library, the year the library became a depository, and the administrative control number assigned to each.

Baton Rouge	Louisiana State University Law Library (1929)----------231
	Louisiana State University Library (1907)--Regional----------222
	Southern University Library (1952)----------223
Eunice	Louisiana State University at Eunice, Le Doux Library (1969)------232A
Hammond	Southeastern Louisiana University, Sims Memorial Library (1966)---231A
Lafayette	University of Southwestern Louisiana Library (1938)----------228
Lakes Charles	McNeese State University, Frazar Memorial Library (1941)----------232
Monroe	Northeast Louisiana University, Sandel Memorial Library (1963)----230A
Natchitoches	Northwestern State University, Watson Memorial Library (1887)-----233
New Orleans	Isaac Delgado College, Moss Technical Library (1968)----------226A
	Law Library of Louisiana (unknown)----------221
	University of New Orleans Library (1963)----------224A
	Loyola University Library (1942)----------227
	New Orleans Public Library (1883)----------224
	Southern University in New Orleans Library (1962)----------226
	Tulane University, Howard-Tilton Memorial Library (1942)----------225
	U.S. Court of Appeals, Fifth Circuit Library (1973)----------DG1031
Pineville	Louisiana College, Richard W. Norton Memorial Library (1969)------233A
Ruston	Louisiana Technical University Library (1896)--Regional----------230
Shreveport	Louisiana State University at Shreveport Library (1967)----------229A
	Shreve Memorial Library (1923)----------229
Thibodaux	Francis T. Nicholls State University, Leonidas Polk Library (1962)228A

LLA DOCUMENTS COMMITTEES
1972-1975

Chairman:	Mrs. Adele M. Jackson Southern University Southern Branch Post Office Baton Rouge, Louisiana 70813	Acting Director of Libraries Southern University 1972-1975
Members:	Miss Dora Beard 1007 Park Avenue Monroe, Louisiana 71201	Head-Social Science(s) Northeast Louisiana University 1971-1975
	Mr. Jimmie H. Hoover 1815 Myrtledale Avenue Baton Rouge, Louisiana 70808	Documents Librarian Louisiana State University Baton Rouge, Louisiana 1972-1976
	Mrs. Lucy D. Carriger 3423 Kent Avenue Metairie, Louisiana 70002	Librarian I New Orleans Public Library 1972-1976
	Mrs. Margaret T. Lane P. O. Box 44125 Baton Rouge, Louisiana 70805	Recorder of Documents State of Louisiana

LOUISIANA DEPOSITORY LIBRARIES
Chronological List

The following libraries have been in the Louisiana depository library program since the first year of its operation, 1948 (or since early 1949)

COMPLETE DEPOSITORIES

Dillard University Library (Partial until 1971)
Louisiana State Library (Historical collection depository)
Louisiana State University Library (Historical collection depository)
Louisiana Tech University Library
McNeese State University Library
New Orleans Public Library
Northeast Louisiana University Library (Partial until 1966)
Northwestern State University Library
Tulane University Library (Partial from 1962 to 1971)
University of Southwestern Louisiana Library

PARTIAL DEPOSITORIES

Centenary College Library
East Baton Rouge Parish Library
Lake Charles Public Library
Louisiana State University Medical School Library
Loyola University Library
Orleans Parish School Board Professional Library
Ouachita Parish Public Library
Rapides Parish Library
St. Mary's Dominican College Library
Shreve Memorial Library
Southwestern Louisiana University Library
Southern University Library - Baton Rouge

Other libraries entered the program as shown below:

1950- Washington Parish Library
Grambling College Library
Jefferson Parish Library
L. S. U. Law Library
Library of Congress (Complete)
1951- Avoyelles Parish Library
Loyola University Law Library
1952- Center for Research Library (Complete)
1955- Tulane University Law Library
1959- L. S. U. University in New Orleans (Complete)
State Paper Room, British Museum
1960- Nicholls State University Library (Complete since 1971)
1963- Southern University in New Orleans
1964- St. Bernard Parish Library
1965- L. S. U. University in Shreveport
1966- L. S. U. University at Eunice
1967- Calcasieu Parish Library
1968- Delgado College Library

1971- Louisiana College Library

There are 41 depository libraries - 14 are complete and 27 are partial. An alphabetical list of the depositories, as published in Public Documents, is attached.

LOUISIANA DEPOSITORY LIBRARIES

Constituted under R.S. 1950, 25:121

Current June 30, 1974

Avoyelles Parish Library
Marksville, Louisiana

Calcasieu Parish Library
Lake Charles, Louisiana

Centenary College Library
Shreveport, Louisiana

Delgado College Library
New Orleans, Louisiana

*Dillard University Library
New Orleans, Louisiana

East Baton Rouge Parish Library
Baton Rouge, Louisiana

Grambling College Library
Grambling, Louisiana

Jefferson Parish Library
Gretna, Louisiana

Lake Charles Public Library
Lake Charles, Louisiana

Louisiana College Library
Pineville, Louisiana

**Louisiana State Library
Baton Rouge, Louisiana

**Louisiana State University Library
Baton Rouge, Louisiana

LSU at Eunice
LeDoux Library
Eunice, Louisiana

*LSU in New Orleans Library
New Orleans, Louisiana

LSU in Shreveport Library
Shreveport, Louisiana

Louisiana State University Law Library
Baton Rouge, Louisiana

Louisiana State University Medical School Library
1542 Tulane Avenue
New Orleans, Louisiana

*Louisiana Tech University Library
Ruston, Louisiana

Loyola University Library
New Orleans, Louisiana

Loyola University Law Library
New Orleans, Louisiana

*McNeese State University Library
Lake Charles, Louisiana

*New Orleans Public Library
New Orleans, Louisiana

*Nicholls State University Library
Thibodaux, Louisiana

*Northeast Louisiana University Library
Monroe, Louisiana

*Northwestern State University Library
Natchitoches, Louisiana

Orleans Parish School Board Professional Library
1116 Terpsichore Street
New Orleans, Louisiana

Ouachita Parish Public Library
Monroe, Louisiana

Rapides Parish Library
Alexandria, Louisiana

St. Bernard Parish Library
Chalmette, Louisiana

LOUISIANA DEPOSITORY LIBRARIES (Continued)

St. Mary's Dominican College Library
7300 St. Charles Avenue
New Orleans, Louisiana

Shreve Memorial Library
Shreveport, Louisiana

Southeastern Louisiana University
Library
Hammond, Louisiana

Southern University Library
Baton Rouge, Louisiana

Southern University in New Orleans
Library
New Orleans, Louisiana

*Tulane University School of Law Library
New Orleans, Louisiana

*University of Southwestern Louisiana
Stephens Memorial Library
Lafayette, Louisiana

Washington Parish Library
Franklinton, Louisiana

*Complete depository
**Historical collection depository

DOCUMENTS REFERENCE TOOLS

American Statistics Index

Congressional Information Service
600 Montgomery Building
Washington, D. C. 20014

An abstracting and indexing service that provides the researcher with the answer to statistical questions on America regardless of the field of interest. Gives complete and comprehensive coverage to the full statistical output of the U. S. Government easily located by subjects and names, by categories, by titles, and by Agency Report Numbers.

Checklist of United States Public Documents, 1789 - 1970

U. S. Historical Documents Institute
1674 Wisconsin Avenue, N. W.
Washington, D. C. 20007

The most comprehensive single source of published information of U. S. Government Documents offering unique access to information on over 8,000 publication-issuing offices of the U. S. Government, and bibliographic data on some 18,000 Government serial titles.

Congressional Information Service Index and Annual

Congressional Information Service
600 Montgomery Building
Washington, D. C. 20014

An abstracting and indexing service that covers all significant congressional publication issued by the House and Senate including Joint Committees and subcommittees. The complete, concise abstracts tell enough about the contents of the publication so that a researcher can quickly determine if it contains the specific information he is seeking, and provides sufficient full bibliographic data to facilitate hard copy document acquisition, or swift retrieval from the CIS/Microfiche Library.

Cumulative Subject Index to the Monthly Catalog of U. S. Government Publications, 1900 - 1971

Carrollton Press, Inc.
1647 Wisconsin Avenue
Washington, D. C. 20007

A single-alphabet subject index to the more than one million congressional and departmental publications listed in 72 years of the Monthly Catalog and its supplements.

Guide to U. S. Government Publications (Andriot)

Documents Index
Box 195
McLean, Virginia 22101

A guide to current serials and periodicals of the various government agencies in the Washington area arranged by the agencies with bibliographical information for each of the publications given in box form at the beginning of each entry. Classification and accessioning information include the Superintendent of Documents Classification Number, Depository Item Number (if a depository item), the Dewey Decimal and L. C. Classification Numbers, and the Library of Congress Card Number.

Index to U. S. Government Periodicals (Information International Inc.)

Monthly Catalog of U. S. Government Publications 1895 - 1924

Carrollton Press, Inc.
1647 Wisconsin Avenue
Washington, D. C. 20007

A complete reprint edition of 38 more years of government publications with most entries giving complete bibliographical data plus the SU Docs Classification number, price, ordering information and a symbol indicating if publication was sent to depository libraries.

National Union Catalog of U. S. Government Documents Received by Depository Libraries

Carrollton Press, Inc.
1647 Wisconsin Avenue
Washington, D. C. 20007

A comprehensive reference tool supplying basic information needed for interlibrary loan operations and for documents selection and disposal by pinpointing which libraries receive which publications.

Witness Index

Greenwood Press
51 Riverside Avenue
Westport, Conneticut 06880

An alphabetical name index to the "expert witnesses" called to appear before the various committee hearings held by the Congress from the 25th - 89th Congress (1839 - 1966). Information given includes the title of the hearing or committee before which the witness appeared, the volume numbers, pages and date of the hearing.

COMPLETE COVERAGE

of Louisiana documents through bibliographies and the depository library program.

Issued by
WADE O. MARTIN, JR.
Secretary of State

Bibliographies:

1803-1935 Bibliography of the official publications of Louisiana, 1803-1934, compiled by Lucy B. Foote. Issued by the Louisiana Historical Records Survey. Baton Rouge, Louisiana State University, 1942, 579 p. mimeographed (American Imprints Inventory, no. 19)
Out of print. Kraus reprint, $18.

1935-1948 Bibliography of the official publications of Louisiana, 1935-1948, compiled by Lucy B.Foote. Issued by Wade O. Martin, Jr., Secretary of State, Baton Rouge, 1954. 298 p. (Official publications, v. I)

1948-1953 List of the public documents of Louisiana, 1948-1953, compiled by Margaret T. Lane. Issued by Wade O. Martin, Jr., Secretary of State. Baton Rouge, 1954. 235 p. (Official publications, v. II).
Cumulation of the Semi-annual list of public documents, nos. 1-11.

1954-1960 List of public documents of Louisiana, 1954-1960, compiled by Margaret T. Lane. Issued by Wade O. Martin, Jr., Secretary of State. Baton Rouge, 1961. 223 p. (Official publications, v. III)
Cumulation of Public Documents issued in accordance with R.S. 25:123, nos. 12-25.

1961-1966 List of the public documents of Louisiana, 1961-1966, compiled by Margaret T. Lane. Issued by Wade O. Martin, Jr., Secretary of State. Baton Rouge, 1967. 257 p. (Official publication, v. IV)
Cumulation of Public Documents issued in accordance with R.S. 25:123, nos. 26-37.

1967-1972 Public documents of Louisiana, issued in accordance with R.S. 25:123. Issued by Wade O. Martin, Jr., Secretary of State. Nos. 38-49, January, 1967-December, 1972. 12 nos. Semi-annual.
Title, nos. 1-10: Semi-annual list of public documents. Nos. 11, 25 and 37 not issued.

Complete Coverage (Continued)

1973 Public documents of Louisiana distributed to depository libraries under R.S. 25:121-124. Issued by Wade O. Martin, Jr., Secretary of State. January-February, 1973. 2 nos. Monthly.
Limited distribution.

Author Headings:

1803-1947 Author headings for the official publications of the State of Louisiana, compiled by Lucy B. Foote. Chicago, American Library Association, 1948. 125 p. Price, $450.

1948-1953 Supplement in Official Publications, v. II, pp. 181-211.
Also reproduced as a separate publication.

1954 Supplement in Public Documents, no. 13, pp. 19-24.

1955-1956 Supplement in Public Documents, no. 17, pp. 23-37.

1957-1958 Supplement in Public Documents, no. 21, pp. 25-32.

1959-1961 Supplement in Public Documents, no 27, pp. 29-35.

1962 Supplement in Public Documents, no. 29, pp. 47-51.

1963-1964 Supplement in Public Documents, no. 33, pp. 33-41.

Depository Library Program:

The case of the missing documents; a mystery only you can solve. Issued by Wade O. Martin, Jr., Secretary of State. [1952] folder

Louisiana documents; they're free--and easy, by Ellen R. Tilger. 20 Louisiana Library Association Bulletin 123-126 (Summer 1957)
Discusses New Orleans Public Library classification scheme.

Louisiana State documents depositories. 26 Louisiana Library Association Bulletin 99 (Fall 1963)
Retention of documents and "historical depositories".

Louisiana's depository library program. Issued by Wade O. Martin, Jr., Secretary of State [1957] 6 p.
Reprinted from foreword of Public Documents, no 17.
A historical account.

Complete Coverage (Continued)

Public documents for the depository libraries. (R.S. 25:121-124) [1961] folder

Take time out to check Louisiana documents, by Margaret T. Lane and Sarah I. Jones. Issued by Louisiana State Library, Baton Rouge. 1958. 10 p.
Out of print.

There's no end of valuable information available through the state documents in Louisiana's depository libraries. Issued by Wade O. Martin, Jr., Secretary of State. [1957] folder
Out of print.

Rev. March, 1973

DIRECTORY BY CITIES

Baton Rouge	East Baton Rouge Parish Library	State*
	Louisiana Department of Public Works Technical Library	Federal, State & Municipal (Collector only)
	Louisiana State Library	State*
	Louisiana State University Law Library	Federal, State and Municipal
	Louisiana State University Library	Federal, State and United Nations*
	Secretary of State's Office, Recorder of Documents	State
	Southern University Library	Federal and State
Eunice	Louisiana State University, Ledoux Library	Federal and State
Hammond	Southeastern Louisiana University	Federal and State
Lafayette	University of Southwestern Louisiana, Dupree Library	Federal and State
Lake Charles	Lake Charles Public Library	State*
Marksville	Avoyelles Parish Library	State
Monroe	Northeast Louisiana University, Sandel Library	Federal and State*
Natchitoches	Northwestern State University, Watson Library	Federal, State, Municipal & International
New Orleans	Deutsch, Kerrigan & Stiles Law Library (Private)	Federal, State, Municipal & International
	Dillard University, Will W. Alexander Library	State*
	Law Library of Louisiana	Federal*
	Library Services	State
	Louisiana State University, Earl K. Long Library	Federal and State*
	Louisiana State University, Medical Center Library	State*
	New Orleans Public Library	Federal, State and Municipal
	Tulane University Library	Federal and State*
	U. S. Court of Appeal, 5th Circuit, Library	Federal
	U.S. Public Health Service Hospital, Health Science Library	Federal (Collector only)
Pineville	Louisiana College, Richard W. Norton Memorial Library	Federal and State
Ruston	La. Tech University, U.S. Regional Depository Library	Federal and State

Directory by Cities

Shreveport	Centenary College Library	Federal, State, Municipal & International (Collector only)
	Louisiana State University Library	Federal and State*
	Shreve Memorial Library	Federal and State*
Thibodaux	Nicholls State University Library	Federal and State*

* Collects other documents.

LOUISIANA. STATE LIBRARY. RESOURCES IN LOUISIANA LIBRARIES. 1971.
Documents Section.

DOCUMENTS

U. S. documents
Louisiana documents
Parish and city documents
Out-of-state documents
Foreign documents
Documents of international organizations

Arrangement: Within each type of document, entry is first by state agency and then by region (the regions in alphabetical order). Within the region, public, academic, and special libraries are enough to prevent location of any library at a glance. Shortened or abbreviated forms of official names are used. For help in identification, refer to the inclusive alphabetical listing.

Definitions:

A DEPOSITORY LIBRARY is one in which certain government publications are deposited for the use of the public.

A COMPLETE, or FULL, DEPOSITORY receives all publications made available to depositories.

A REGIONAL DEPOSITORY for U.S. documents receives and retains at least one copy of all publications made available to depositories and, within the region, provides interlibrary loan, reference service, and assistance for regular depositories in the disposal of unwanted government publications as provided by law. As used in this definition, "region" is not to be confused with "region" as used elsewhere in this report.

A HISTORICAL DEPOSITORY for Louisiana documents has agreed to retain one non-circulating copy, in the original, of each document supplied by the Recorder of Documents for research purposes, in perpetuity, and to provide duplication services at actual cost, whenever such services are requested.

A PARTIAL DEPOSITORY receives only selected titles, series, or groups of publications.

For a listing of complete (or full) depositories, regional, and historical depositories, see page

DOCUMENTS

United States Documents

	Type of depository; date so designated	Volumes per year	Number acquired by gift, exchange, and purchase	Total volumes in the collection	Noteworthy in the collection
STATE AGENCIES					
LSL			500	10,000	
Law Lib. of La.	Date unknown				
La. Leg. Council					Census materials
La. St. Dept. of Pub. Works					Items relating to public works - hearings, laws, reports
LSU Law	Partial 1929				
CAPITAL REGION					
Audubon			45	100	Statistics (economic, population, government)
E. Baton Rouge			600	10,000	Economics, small business, geography
LSU/BR	1907 Regional 1964		2,200 plus	70,000 plus unbound	Forestry, agriculture, census, geology, labor, aeronautics, ethnology, nuclear science, congressional hearings. 1791-1850: Over 1,000 pieces or volumes
Southeastern	Full 1966	6,000		20,000	
Southern/BR	Partial 1952				
Ethyl			60	200	
Southern Law					U.S. Supreme Court reports; lower federal reports
Carville					Vital statistics; U.S. Print. Documents Catalog; census; NIH doc.; NCI reports; others in medicine and diseases
CENTRAL REGION					
Rapides			400		
La. College	Partial 1969		Under 100	3,000	History, education (HEW)

(United States Documents, continued)

	Type of depository; date so designated	Volumes per year	Number acquired by gift, exchange, and purchase	Total volumes in the collection	Noteworthy in the collection
LSU/A			Yes	Unknown	
Northwestern	Partial 1887	12,000	Yes	125,000	Geology, agriculture, education, archaeology, government, history
Central					Mental illness
NORTHEAST REGION					
E. Carroll					Historical statistics, Congressional Directory, Statistical Abstract
Ouachita			A few	200	Census, statistics, Congressional directories 1790-1840: Territorial papers, census (bound and microfilmed) 50 pieces or volumes
Richland					Agriculture yearbooks, Congressional directories, statistical abstracts, etc.
Grambling			A few		Congressional Record
Tech	Complete 1896 Regional 1964		30	333,000	Earlier publications: History Current publications: All fields, science/technology, political science, current events, etc. 1797-1893: History, 1800-1880 population census on microfilm for the southern states
Northeast	Partial 1963	3,265	A few	12,500	
NORTHWEST REGION					
Shreve	Partial 1923	3,000	20 plus	20,000	Census, geology, National Parks, HEW material, agriculture, soil survey, Congressional Record, labor 1810-1850: Census (100 reels of film)
Centenary			Yes		All documents classified and added to the regular collection
LSU/S	Partial	1,000	125	4,000	Economics, education, sciences
Northwestern N					Nursing and related items

(United States Documents, continued)

	Type of depository; date so designated	Volumes per year	Number acquired by gift, exchange, and purchase	Total volumes in the collection	Noteworthy in the collection
SOUTH CENTRAL REGION					
Evangeline					Agriculture, conservation of soil and water, space programs and research
Vermilion			Yes	2,324	Education, population, child care old age, drugs, juvenile delinque space, communism, economics, race problems, description and travel
LSU/E	Partial 1969				
Nicholls	Partial 1962	12,00	75	113,474	Agriculture, census, commerce, co gressional action, education, fis eries, foreign policy, geology, labor, public health, welfare
USL	Partial 1938	3,500	200	75,000	"A good well rounded collection". Prior to 1850: 5,000 pieces or volumes in U.S. history and polit
Gulf			50		Chemistry, toxicology, marine sciences, science
SOUTHEAST REGION					
Jefferson			250	4,000	Political science, sociology, agr culture, vocational guidance
NOPL	Partial 1883	16,000	200	450,000	Congressional publications; Statu at large; USC, CFR, federal specs military specs., etc. 1789-1850 (721 pieces) Serial set, American state papers, Elliott's debates, diplomatic correspondence
Dillard			25	6,500	
LSU/NO	Partial 1963				
Loyola	Partial 1942	10,000			Agriculture, commerce, labor, HEW
Xavier			A few		Education (HEW)

(United States Documents, continued)

	Type of depository; date so designated	Volumes per year	Number acquired by gift, exchange, and purchase	Total Volumes in the collection	Noteworthy in the collection
Southern/NO	Partial 1962			13,556	Social science, science
Tulane	Partial 1942	2,736	Some	53,193	Business, census, education, government, health, history, labor, law, science. "Have serial set from the beginning".
Deutsch	Partial		A few		U.S. Tax Court, U.S. Court of Claims, Code of Federal Regulations, Federal Register, U.S. Reports, 1790-date
EEOC					National employment data, 1966-date
Loyola Law	Partial				
Tulane Med.	Partial		300	5,000	Medicine, public health
Tulane Business			500	2,000	Business and economic data
SOUTHWEST REGION					
Calcasieu			40		Government organization, diseases, recreation areas
McNeese	Parital 1941	13,712	135	87,211	Agriculture, commerce, census, education, health, geology, presidential publications, economics, foreign affairs, engineering, biology. Congressional proceedings, general publications, hearings, reports
DeQuincy		20	20		Rehabilitation and correction

Louisiana Documents

	Type of depository; date so designated	Volumes per year	Number acquired by gift, exchange, and purchases	Total volumes in the collection	Noteworthy in the collection
STATE AGENCIES					
LSL	Historical Complete 1948		500	10,000	Session acts, Journal of the House and Senate, reports of state agencies, bulletins of the State Dept. of Education and LSU Agricultural Extension and Experiment Station Pre 1948: 20,000 pieces
La. Leg. Council					Annual and other reports of state agencies
La. St. Dept. of Public Works					Those items relating to public works
LSU Law	Partial 1950			1,000	Prior to 1865: 200 pieces
CAPITAL REGION					
E. Baton Rouge	Partial 1948	1,044		25,000	Conservation, education, geology, health
Washington	Partial 1950				
LSU/BR	Historical Complete 1948	2,000	Yes		Agriculture, House and Senate journals, acts, constitution, annual reports of boards, commissions, etc. 1865-1947; journals, acts, annual reports, constitution Pre 1865: House and Senate journals, acts A bibliography from 1803 to date
Southeastern	Partial 1948	400	Under 100		
Southern/BR	Partial 1948				
PAR					Most recurring reports of state agencies

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(Louisiana Documents, continued)

	Type of depository; date so designated	Volumes per year	Number acquired by gift, exchange, and purchase	Total volumes in the collection	Noteworthy in the collection
Carville					All public health publications and Louisiana medical groups (heart, arthritis, etc.)
CENTRAL REGION					
Avoyelles	Partial 1951				
Rapides	Partial 1948	300		1,500	
La. College			50	Several hundred	
LSU/A			Yes		Some materials pre 1865, 1865-1947, 1948-date No count; no special strengths
Northwestern	Complete 1948			10,000	Education, agriculture Pre 1865; 1865-1947: Acts of the Legislature
Central					Items pertaining to mental illness
NORTHEAST REGION					
Ouachita	Partial 1948	400		2,000 3,000	Agriculture, wildlife, minerals education
Richland	Partial 1948				
Grambling	Partial 1950	779		4,210	Education
Tech	Complete 1955 Partial 1948	2,000	10	65,465	Current events, science/technology, political science, etc. Pre 1865: History 1865-1947: History and agriculture
Northeast	Complete 1966 Partial 1948			8,800	

(Louisiana Documents, continued)

	Type of depository; date so designated	Volumes per year	Number acquired by gift, exchange, and purchases	Total volumes in the collection	Noteworthy in the collection
NORTHWEST REGION					
Shreve	Partial 1948	900		5,000	Education, agriculture, wildlife and fisheries, petroleum, legal items
Centenary	Partial 1948		Yes		Education, geology, forestry 1865-1947: Education, geology
LSU/S	Partial 1965	125	20	600	
Southern/S	Partial				
SOUTH CENTRAL REGION					
Lafayette					History, travel, etc.
Vermilion				1,162	Economics, old age, education, race problems, description and travel
LSU/E	Partial 1966				
Nicholls	Complete 1960	2,500	100	24,838	Agriculture, civil service, education, fish and wil life, geological surveys, laws and state legislative action
USL	Complete 1948	550	50	20,000	All subjects Prior to 1865: Louisiana politics and government, 500 pieces 1865-1948: Louisiana politics and government, 500 pieces
SOUTHEAST REGION					
Jefferson	Partial 1950	1,000	50	17,000	1865-1974; Education, economics, botany
NOPL	Complete 1948		Yes		Material in all departments Prior to 1865: Legislative and legal (185 pieces) 1865-1947; Legislative and legal and all departments; a strong collection

(Louisiana Documents, Continued)

	Type of depository; date so designated	Volumes per year	Number acquired by gift, exchange, and purchases	Total volumes in the collection	Noteworthy in the collection
St. Bernard	Partial 1964	600		3,618	
Dillard	Partial 1948	50		2,000	
LSU/NO	Complete 1959				
Loyola	Partial 1948				Education, commerce
Dominican	Partial 1948				
Southern/NO	Partial 1963				
Tulane	Complete 1948-1962 Partial 1962	1,200	600		
Xavier					Education
Deutsch					Acts of the Legislature; Attorney General's reports Prior to 1865: Civil Code (3 pieces or volumes) 1865-1947: Civil Code
EFOC					
LSU Med.	Partial 1948				
Loyola Law	Partial 1951				
Ochsner					Some statistical items
Tulane Med.			100	2,000	Public health 1865-1948: 100 pieces, state institutions reports

(Louisiana Documents, continued)

	Type of depository: date so designated	Volumes per year	Number acquired by gift, exchange, and purchase	Total volumes in the collection	Noteworthy in the collection
Tulane Business		20			
Tulane Law	Partial 1955				
SOUTHWEST REGION					
Calcasieu	Partial 1967	600		1,200	Items pertaining to the local area (Lake Charles), conservation, agency annual reports
Lake Charles	Partial 1948				
McNeese	Complete 1948	2,360	25	17,166	Agriculture, education, legislative proceedings and acts, labor, education institutional publications, welfare, health, wildlife and fisheries, commerce, executive publications, annual reports of various agencies, commissions and departments 1865-1948: Agriculture, education, legislative proceedings and acts, 300 items

Parish and City Documents

STATE AGENCIES		Pieces
LSL	East Baton Rouge: Capital improvements, 1955-1959; family court records, 1955-date. Orleans Parish: Coroner's reports, 1955-date. Baton Rouge: Report of the mayor, 1951-date. New Orleans: Codes, 1956-date. Shreveport: Code, report of the mayor, 1955-date.	
CAPITAL REGION		
Audubon	St. Helena, E. and W. Feliciana Parishes: Economic development	
E. Baton Rouge	East Baton Rouge Parish: Annual reports, 1950-date. Special reports of the Planning Commission, 1956-date	
LSU/BR	East Baton Rouge Parish; Orleans Parish; New Orleans; Baton Rouge: Chamber of Commerce, various publications	
CENTRAL REGION		
Rapides	Rapides Parish, early 1940's to date: Ordiance, local history, government, Other parishes: Chamber of Commerce publications. Alexandria, Pineville: Community surveys	Under 500 parish Under 500 cities
Northwestern	Natchitoches Parish: Proceedings of the police jury as reported in local newspapers, 1874-date Various other parishes: Proceedings of police juries as reported in newspapers Coushatta: Criminal Code, 1965 Natchitoches (city): Occasional ordinances	
NORTHEAST (Monroe)	Ouachita Parish: Government, roads, urban development, statistics, city planning, 1938-date. Jefferson Parish: Annual report, 1968 Monroe: Government, roads, urban development, statistics, city planning, 1938-date	
Grambling	Parish publications, 1948-1965; approximate number of out-of-state city publications 28	100 parish 50 city
Tech	Lincoln Parish: Official, historical, civic, educational records; 1877-1884, 1930-date Bienville Parish: Court records, 1866-1874, 1911 Ruston: Civic and educational, 1930-date	120 parish 50 city

Parish and City Documents

STATE AGENCIES		Pieces
	Grambling (city): Civic and Educational, 1950-date Vienna: Official records, 1877-1884	
NORTHWEST REGION		
Shreve	Shreveport: Business, various directories, government, Chamber of Commerce. Years covered: 1-5	6 types of city pubs.
Centenary	Caddo: Education, recent years. Shreveport, recent years	
Norton Art	Shreveport: Chamber of Commerce publications and periodicals, 1947-date	
SOUTH CENTRAL REGION		
Lafayette	Lafayette Parish, 1946-1955	
Vermilion	Vermilion Parish: History, education, description, 1900-date Abbeville: History Gueydon: History Kaplan: History	
SOUTHEAST REGION		
Jefferson	Jefferson Parish: Yearly Review, 1935-date	
NOPL	Orleans Parish, 1858-date; St. Bernard Parish, 1965-date; Jefferson Parish, 1960-date; New Orleans, 1853-date: All subjects	29 parish 2,700 city
St. Bernard	St. Bernard Parish: Planning, economics, government	76 parish 10 city
Dillard	Orleans Parish: Annual Reports, 1967-date	
Southern/NO	Orleans Parish, 1964; Jefferson Parish, 1967-1969: Government	15 parish
Tulane	Orleans Parish; Jefferson Parish; New Orleans	
Deutsch	Orleans Parish: Building Code, code or ordinances, zoning ordinance, etc.; current. Jefferson Parish: Code of ordinances, building code, zoning, first parish court rules; current Houma: Code of ordinances New Orleans: Traffic court rules, first city court rules, clerk's fee bill and rules; current	

Parish and City Documents

STATE AGENCIES		Pieces
Tulane Business	Orleans Parish: Business; current	25 parish
SOUTHWEST REGION		
Calcasieu	Lake Charles: Government and other areas	

Out-of-state Documents

STATE AGENCIES	
La. Leg. Council	Other legislative councils and council-type agencies
La. St. Dept. of Public Works	Water resources (Mississippi, Arkansas, Texas)
LSU Law	Judicial Council; legislative research (N.Y., California)
CAPITAL REGION	
PAR	Education, finance, highways, health services, legislature: "A number of reports from other states."
CENTRAL REGION	
Northwestern	Agriculture: Arkansas, Mississippi, Texas, and other states Education: Arkansas, Mississippi, Texas, and other states
NORTHWEST REGION	
Centenary	Geology: Alabama, Mississippi, Arkansas, and other states
Norton Art	Colonial history: Virginia
SOUTH CENTRAL REGION	
Nicholls	Agriculture: Florida, Texas, Illinois, and other states: 300 pieces per year
USL	Geology: All southern states, many western states, Hawaii Agriculture: All southern states, many western states, Hawaii
SOUTHEAST REGION	
Tulane Med	Board of Health Reports: New York, 1840-60; New Jersey, 1840-60; Massachusetts, 1840-60. Pieces and volumes pre 1865: 1,500
Tulane Business	Statistics: Various states, regularly received, 50 per year; total 300
BGR	Government research: State groups, also university and local groups
EEOC	Employment data: All data for all states

Out-of-state Documents

STATE AGENCIES

McNeese

DeQuincy

Geology: 9 states, 1,946 items

Rehabilitation: Texas, Tennessee

Foreign Documents

STATE AGENCIES	
LSU Law	France, Germany
CAPITAL REGION	
Iberville	On the mailing list of several foreign embassies
LSU/BR	Agriculture
CENTRAL REGION	
Northwestern	Minimal collection: education, the sciences
NORTHEAST REGION	
Ouachita	South Africa, Canada, Australia: Minimal, yearbooks 1964-67
NORTHWEST REGION	
Centenary	Various countries, minimal
SOUTHEAST REGION	
Dillard	Israel (minimal, 1966) India (minimal, 1969)
LSU/NO	Israel, Middle East, India, Pakistan, Nepal, Indonesia, Ceylon
BGR	Tokyo: Municipal News
Deutsch	Great Britian: Law Reports; comprehensive, 1865-date
Tulane Business	Various countries: Business, 1965-date, minimal
Tulane Law	France: Regulations South America (various countries): Regulations
SOUTHWEST REGION	
McNeese	Pakistan, Saudi Arabia, Vietnam 1968-1969, minimal

International Organizations

STATE AGENCIES	
LSL	United Nations: A few documents
LSU Law	United Nations: A partial depository; Legal Series; UNESCO
CAPITAL REGION	
Washington	NASA
LSU/BR	United Nations: Full depository from 1946; documents from allied agencies through a variety of arrangements (ILC, FAO, UNESCO, WHO, IBRD, ICAO, GATT, etc.)
Carville	World Health Organization United Nations: Medical surveys, statistics
CENTRAL REGION	
Northwestern	Items in education (some in the sciences) purchased occasionally
NORTHEAST REGION	
Tech	United Nations: Many subjects, several organizations; included in the cataloged book collection
Northeast	United Nations, UNESCO, International Labor Office, International Atomic Energy Agency: Selected items
NORTHWEST REGION	
Centenary	United Nations: Selected items purchased
SOUTH CENTRAL REGION	
Nicholls	United Nations: Education, 1950-date
SOUTHEAST REGION	
NOPL	Standing order for most important documents, statistical yearbook, U.N. yearbook, demographic yearbook, certain economic surveys
LSU/NO	League of Nations: A collection
Tulane	Organization of American States, full depository 1960 - (Microtext publications)

International Organizations

Deutsch	International Commission of Jurists: Partial depository, Journal, Review, Bulletin Internation Law Commission: Partial depository, Proceedings 63/64 - 67/68 United Nations: Partial depository; Treaty Series, 1946-47
EEOC	United Nations: Employment data
Ochsner	World Health Organization: Monographs
Tulane Law	A few
Tulane Med	World Health Organization: Partial depository; public health, 1945-date; 2,200 pieces
Tulane Business	United Nations Statistical Office: Business, 1950-date; 100 pieces
SOUTHWEST REGION	
Calcasieu	UNESCO: A few publications

SUBJECTS REPRESENTED IN DOCUMENTS HOLDINGS

In most instances the subject is given here as it appears in the library's report of holdings and in some instances - to conform to general usage - it is a variation of the subject as used as a subject heading by Library of Congress. Some holdings are included in the report's "Subject Strengths, Subject Emphases, and Special Collections", In many instances documents holdings are implicit in a strength or emphasis which a library claims.

The regional relationship of each library is indicated:

(cap)	Capital region	(sc)	South Central
(c)	Central region	(se)	Southeast region
(ne)	Northeast region	(sw)	Southwest region
(nw)	Northwest region		

(sa) State agency; not identified with a region

Symbols are used to indicate the kind of document to which reference is made:

US	U.S. documents	PC	Parish and city documents
LA	Louisiana documents	F	Foreign documents
OS	Out-of-state documents	IO	International organization documents

Within the entry representing a subject, libraries are listed alphabetically.

The shortened or abbreviated from of the name of the library is used. For help in identifying the library, if help is needed, consult the inclusive listing beginning on

SUBJECTS REPRESENTED IN DOCUMENTS HOLDINGS

(For explanation of symbols and arrangement, see the preceding page.)

Abbeville	Vermilion (sc) PC
Aeronautics	LSU/BR (cap) US
Agriculture	Evangeline (sc) US; Jefferson (se) US; LSU/BR (cap) US, LA. F; Loyola (se) US; McNeese (sw) US, LA; Nichols (sc) US, LA, OS; Northwestern (c) US, LA, OS; Ouachita (ne) LA; Richland (ne) US; Shreve (nw) US, LA; Tech (ne) LA; USL (sc) OS
Alexandria	Rapides (c) PC
Archaeology	Northwestern (c) US
Attorney General's reports	Deutsch (se) LA
Australia	Ouachita (ne) F
Baton Rouge	LSL (sa) PC; LSU/BR (cap) PC
Bienville Parish	Tech (ne) PC
Biology	McNeese (sw) US
Botany	Jefferson (se) LA
Business	E. Baton Rouge (cap) US; Tulane (se) US; Tulane Business (se) US, F
Caddo Parish	Shreve (nw) PC
Canada	Ouachita (ne) F
Census	Carville (cap) US; La. Leg. Council (sa) US; LSU/BR (cap) US; McNeese (sw) US; Nicholls (sc) US; Ouachita (ne) US; Shreve (nw) US; Tech (ne) US; Tulane (se) US
Ceylon	LSU/NO (se) F
Chemistry	Gulf (sc) US
Child care	Vermilion (sc) US
Civil Code	Deutsch (se) LA
Civil service	Deutsch (se) LA; Nicholls (sc) LA
Code of Federal Regulations	Deutsch (se) US; NOPL (se) US
Commerce	Loyola (se) US, LA; McNeese (sw) US, LA; Nicholls (sc) US
Communism	Vermilion (sc) US
Congress	E. Carroll (ne) US; Grambling (ne) US; McNeese (sw) US; NOPL (se) US; Nicholls (sc) US; Ouachita (ne) US; Shreve (nw) US; Richland (ne) US
Congressional hearings	LSU/BR (cap) US
Courts - U.S.	Deutsch (se) US; Southern Law (cap) US
Coushatta	Northwestern (c) PC
Diplomatic service	NOPL (se) US
Diseases	Calcasieu (sw) US
East Baton Rouge Parish	E. Baton Rouge (cap) PC; LSL (sa) PC; LSU/BR (cap) PC
East Feliciana Parish	Audubon (cap) PC
Economics	E. Baton Rouge (cap) US; Jefferson (se) LA; LSU/S (nw) US; McNeese (sw) US; Tulane Business (se) US; Vermilion (sc) US, LA

Subjects Represented in Documents Holdings - continued

Education	Centenary (nw) LA; E. Baton Rouge (cap) LA; Grambling (ne) LA; Jefferson (se) LA; La. College (c) US; LSU/S (nw) US; Loyola (se) LA; McNeese (sw) US, LA; Nicholls (sc) US, LA; Northwestern (c) US, LA, OS, F, IO; Ouachita (ne) LA; PAR (cap) OS; Shreve (nw) LA; Tulane (se) US; Vermilion (sc) US, LA; Xavier (se) US, LA
Employment	EEOC (se) US, LA, OS
Engineering	McNeese (sw) US
Ethnology	LSU/BR (cap) US
Federal Register	Deutsch (se) US
Finance	PAR (cap) OS
Fisheries	McNeese (sw) LA; Nicholls (sc) US; Shreve (nw) LA
Fishes	Nicholls (sc) LA
Food and Agriculture Organization	LSU/BR (cap) IO
Foreign relations	McNeese (sw) US; Nicholls (sc) US
Forests and forestry	Centenary (nw) LA; LSU/BR (cap) US
France	LSU Law (sa) F; Tulane Law (se) F
Geography	E. Baton Rouge (cap) US
Geology	Centenary (nw) LA, OS, E. Baton Rouge (cap) LA; LSU/BR (cap) US; McNeese (sw) US, OS; Nicholls (sc) US, LA; Northeast (ne) OS; Northwestern (c) US; Shreve (nw) US; USL (sc) OS
Germany	LSU Law (sa) F
Grambling (town)	Tech (ne) PC
Great Britain	Deutsch (se) F
Gueydan	Vermilion (sc) PC
Health	E. Baton Rouge (cap) LA; McNeese (sw) US, LA; Tulane (se) US; Tulane Med (se) OS
Health Public	Carville (cap) LA; Nicholls (sc) US; PAR (cap) OS; Tulane Med (se) US, LA
HEW	La. College (c) US; Loyola (se) US; Shreve (nw) US
India	Dillard (se) US, F; LSU/NO (se) F
Indonesia	LSU/NO (se) F
International Atomic Energy Agency	Northeast (ne) IO
International Civil Aviation Organization	LSU/BR (cap) IO
International Commission of Jurists	Deutsch (se) IO
International Labor Organization	LSU/BR (cap) IO; Northeast (ne) IO
International Law Commission	Deutsch (se) IO
Israel	Dillard (se) F; LSU/NO (se) F
Jefferson Parish	Deutsch (se) PC; Jefferson (se) PS; NOPL (se) PC; Ouachita (ne) PC; Southern /NO (se) PC; Tulane (se) PC
Judicial councils	LSU Law (sa) OS
Juvenile delinquency	Vermilion (sc) US

Kaplan	Vermilion (sc) PC
Labor	LSU/BR (cap) US; Loyola (se) US; McNeese (sw) LA; Nicholls (sc) US; Shreve (nw) US; Tulane (se) US
Lafayette Parish	Lafayette (sc) PC
Lake Charles	Calcasieu (sw) PC
Law	Shreve (nw) LA; NOPL (se) LA; Tulane (se) US
League of Nations	LSU/NO (se) IO
Legislation	Deutsch (se) LA; LSL (sa) LA; McNeese (sw) LA; NOPL (se) LA; Nicholls (sc) LA; Northwestern (c) LA
Legislative bodies	La. Leg. Council (sa) OS; LSU (sa) OS; PAR (cap) OS
Legislative councils	La. Leg. Council (sa) OS
Legislative journals	LSL (sa) LA: LSU/BR (cap) LA
Legislative research	LSU Law (sa) OS
Lincoln Parish	Tech (ne) PC
Louisiana State Agencies	Calcasieu (sw) LA; La. Leg. Council (sa) LA; LSL (sa) LA; LSU/BR (cap) LA; McNeese (sw) LA; NOPL (se) LA; PAR (cap) LA
Marine Science	Gulf (sc) US
Medicine	Carville (cap) US; Ochsner (se) US; Tulane Med (se) US
Mental illness	Central (c) US, LA
Middle East	LSU/NO (se) F
Mineralogy	Ouachita (ne) LA
Monroe	Ouachita (ne) PC
Narcotic habit	Vermilion (sc) US
Natchitoches (city)	Northwestern (c) PC
National Parks	Shreve (nw) US
Natural resources	Calcasieu (sw) LA; E. Baton Rouge (cap) LA; Evangeline (sc) US
Nepal	LSU/NO (se) F
New Orleans	Deutsch (se) PC; LSL (sa) PC; LSU/BR (cap) PC; NOPL (se) PC; Tulane (se) PC
Nuclear science	LSU/BR (cap) US
Nurses and nursing	Northwestern-N (nw) US
Old Age	Vermilion (sc) US, LA
Organization of American States	Tulane (se) IO
Orleans Parish	Deutsch (se) PC; Dillard (se) PC; LSL (sa) PC; LSU/BR (cap) PC; NOPL (se) PC; Southern/NO (se) PS; Tulane (se) PC; Tulane Business (se) PC
Ouachita Parish	Ouachita (ne) PC
Outer space	Evangeline (sc) US
Pakistan	LSU/NO (se) F; McNeese (sw) F
Petroleum	Shreve (nw) LA
Pineville	Rapides (c) PC
Political science	BGR (se) OS; Calcasieu (sw) US; Jefferson (se) US; Northwestern (c) US; USL (sc) US, LA
Population	Vermilion (sc) US
Presidential publications	McNeese (sw) US
Public works	La. St. Dept. of Public Works (sa) US, LA
Rapides Parish	Rapides (c) PC
Race problems	Vermilion (sc) US, LA
Recreation areas	Calcasieu (sw) US
Roads	PAR (cap) OS
Ruston	Tech (ne) PC
St. Bernard Parish	NOPL (se) PC; St. Bernard (se) PC
St. Helena Parish	Audubon (cap) PC
Saudi Arabia	McNeese (sw) F

Subjects Represented in Documents Holdings - continued

Science	Gulf (sc) US; LSU/S (nw) US; Northwestern (c) F,IO; Southern/NO (se) US; Tulane (se) US
Shreveport	Centenary (nw) PC; LSL (sa) PC; Norton Art (nw) PC; Shreve (nw) PC
Social sciences	Southern/NO (se) US
Sociology	Jefferson (se) US
Soil-surveys	Shreve (nw) US
South Africa	Ouachita (ne) F
South America	Tulane Law (se) F
Specifications	NOPL (se) US
State papers	NOPL (se) US
Statutes	NOPL (se) US
Statistics	Audubon (cap) US; Carville (cap) US; E. Carroll (ne) US; Ochsner (se) LA; Ouachita (ne) US; Richland (ne) US; Tulane Business (se) OS
Territorial papers	Ouachita (ne) US
Travel	Lafayette (sc) LA; Vermilion (sc) US, LA
Toxicology	Gulf (sc) US
Tokyo	BGR (se) F
UNESCO	Calcasieu (sw) IO; LSU/BR (cap) IO; Northeast (ne) IO
United Nations	Carville (cap); Centenary (nw) IO; Deutsch (se) IO; EBOC (se) IO; LSL (sa) IO; LSU/BR (cap) IO; LSU Law (sa) IO; Nicholls (sc) IO; Northeast (ne) IO; NOPL (se) IO; Tech (ne) IO; Tulane Business (se) IO
United States Code	NOPL (se) US
Vermilion Parish	Vermilion (sc) PC
Vienna, Louisiana	Tech (ne) PC
Vietnam	McNeese (sw) F
Vocational guidance	Jefferson (se) US
Water resources	La. Dept. of Public Works (sa) OS
Welfare economics	McNeese (sw) LA; Nicholls (sc) US
West Feliciana Parish	Audubon (cap) PC
Wild life, Conservation of	McNeese (sw) LA; Nicholls (sc) LA; Ouachita (ne) LA; Shreve (nw) LA
World Bank International Monetary Fund	LSU/BR (cap) IO
World Health Organization	Carville (cap) IO; LSU/BR (cap) IO; Ochsner (se) IO; Tulane Med (se) IO

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Depositories with regional, historical, complete (or full) collections. For a definition of terms see page

LSL (sa) Historical LA
LSU/BR (cap) Regional US; complete, historical LA
LSU/NO (se) Complete LA
McNeese (sw) Complete LA
Nicholls (sc) Complete LA
NOPL (se) Complete LA
Northeast (ne) Complete LA
Northwestern (c) Complete LA
Southeastern (cap) Full US
Tech (ne) Regional US; complete LA
USL (sc) Complete LA

Subjects Represented in Documents Holdings - continued

Tech (ne) Regional US; complete LA
USL (sc) Complete LA

LOUISIANA. STATE LIBRARY. RESOURCES IN LOUISIANA LIBRARIES. 1971.

Addresses, services, etc. for libraries in documents section.

STATE AGENCIES

In the Humphry report the authors call attention to "the library information services of all departments of state government."[1] This establishes a category which this survey recognizes. In their nature libraries and services maintained by state agencies have their commission to serve statewide and therefore it seems inappropriate to identify them with any of the regions which are contemplated for Louisiana. In the following notations in regard to these libraries and services, portions quoted are from the Humphry report unless they may be attributed to another source.

LOUISIANA STATE LIBRARY (LSL)

P. O. Box 131, Baton Rouge 70821 Phone: 504-389-6651 Monday-Friday 8 - 4:30
Request for information addressed to the head of the appropriate department: Reference; Louisiana; Films Recordings; Blind and Physically Handicapped. Established 1925. Volume count 172,000 with 24,400 items not cataloged but organized for use. General periodicals titles currently received 896; approximately 700 volumes in general bibliography. A complete and historical depository for Louisiana documents with a total collection of 100,000 (20,000 pre-1948). Microfilm; readers; reader-printer.

RECORDER OF DOCUMENTS, OFFICE OF THE SECRETARY OF STATE

P. O. Box 44125, Baton Rouge 70805 Phone: 504-389-7000
"It is the responsibility of the office of the Recorder of Documents to assemble, record, and distribute Louisiana State documents to depository libraries throughout the State."

STATE ARCHIVES AND RECORDS COMMISSION

P. O. Box 42222, Capitol Station, Baton Rouge 70804 Phone: 504-389-5256
"The Archival functions of the State of Louisiana are administered by the State Archives and Records Commission, created in 1956 to provide centralized control and a source of aid in the disposal, preservation, reproduction, management, storage, and transfer of governmental records and certain other materials of historical or other value." Louisiana Legislative Council. The History and the Government of Louisiana. 1967, as quoted in the Humphry Report.

LAW LIBRARY OF LOUISIANA

301 Loyola Avenue, New Orleans 70112 Phone: 504-527-8268
"The Law Library of Louisiana is under the direct control and supervision of the Supreme Court of Louisiana. The collection numbers 102,500 volumes and serves all attorneys and judges in the state."

LONG (HUEY P.) MEMORIAL LAW LIBRARY

State Capitol, Baton Rouge 70804 Phone: 504-389-5264
The library is under the supervision of the Attorney General. It includes 8,655 volumes and the public has access to its collection.

[1]Humphry, Library Service in Louisiana, Chapter II.

LOUISIANA ART COMMISSION

Second floor, Old State Capitol, Baton Rouge 70801 Phone: 504-389-6964
"The collection of art books, catalogues, and other documents all related to the field and study of fine arts is used mainly by the staff. Approximately 10 volumes of one sort or another added each year. We do not consider this a valid library." The director of the commission.

LOUISIANA COMMISSION ON LAW ENFORCEMENT AND ADMINISTRATION OF CRIMINAL JUSTICE. LIBRARY

P. O. Box 44337, Baton Rouge 70804 Phone: 504-389-5918 8 - 4:30
Established 1969. Volume count not given; 58 journals.

LOUISIANA LEGISLATIVE COUNCIL. LIBRARY

P. O. Box 44012, State Capitol, Baton Rouge 70804 Phone: 504-389-6141 Monday-Friday 8 - 5
"The Louisiana Legislative Council maintains a law and documents library for its use as the legal and governmental research, bill drafting, and general service agency of the State Legislature. Its facilities are available to members of the State Legislature, legislative committees and other legislative personnel." Established 1952.
Volume count 3,000; perhaps 15,000 vertical file items; material in memorandum or clipping files cannot be estimated.

LOUISIANA STATE DEPARTMENT OF COMMERCE AND INDUSTRY. LIBRARY

P. O. Box 44185, Capitol Station, Baton Rouge 70804 Phone: 504-389-5371
The primary intent of service is to support all phases of industrial development.

LOUISIANA STATE DEPARTMENT OF EDUCATION

P. O. Box 44064, Capitol Station, Baton Rouge 70804
A collection of unsolicited publishers samples Phone 504-389-5760
A professional library which houses Department archival material Phone: 504-389-6504
Louisiana Arts Slide-lending Library Phone: 504-389-5265
Materials Center Phone: 504-389-6719 A collection of 400 16mm films all related to vocational education
16mm film-lending libraries maintained in various locations in the State.
ERIC/CRIER microfiche service available in the Department

LOUISIANA STATE DEPARTMENT OF HEALTH. LIBRARY

325 Loyola Avenue, New Orleans 70112 Phone: 504-527-5021 40 hours
Established 1946. Volume count 17,500; 5 drawers vertical file material; 130 Princeton files.

LOUISIANA STATE DEPARTMENT OF HIGHWAYS. LIBRARY (The library is inactive)

P. O. Box 4245, Capitol Station, Baton Rouge 70821

LOUISIANA STATE DEPARTMENT OF PUBLIC WORKS. LIBRARY

P. O. Box 4155, Capitol Station, Baton Rouge 70804 Phone: 504-389-6124
Established 1941. Volume count 15,500, items not fully cataloged but organized for use 10,000.

LOUISIANA STATE MUSEUM LIBRARY

751 Chartres Street, New Orleans 70116 Phone: 504-529-2113 x 3
Tuesday-Saturday 8:30 - 5
The library was developed primarily by gifts, bequests, and indefinite loan. Volume count 15,000; items not fully cataloged but organized for use 10,000.

LOUISIANA STATE UNIVERSITY. LAW LIBRARY

Baton Rouge 70803 Phone: 504-388-8802
"Designated by statute as a depository of records and briefs of the Louisiana courts of appeal. Its resources and services are available to state officials and state agency personnel and by law to the Louisian Legislative Council." Established 1906. Volume count 160,000.

CAPITAL REGION

Public Libraries

ASCENSION PARISH LIBRARY (Ascension)

218 Railroad Avenue, P. O. Box 588, Donaldsonville 70346 Phone: 504-473-8052
Monday-Friday 9 - 6; Saturday 9 - 1
Established 1960. Volume count 26,000, of which 8,717 is adult nonfiction; 59 periodicals subscriptions; a four-drawer cabinet of material not cataloged; 73 microfilms (local newspapers). Interlibrary loans; copying.

ASSUMPTION PARISH LIBRARY (Assumption)

Drawer A, Napoleonville 70390 Phone: 504-369-7070 Monday-Saturday 8:30 - 5:30
Established 1968. Volume count 14,950, of which 3,971 is adult nonfiction. Interlibrary loans; copier to be purchased.

AUDUBON REGIONAL LIBRARY (Audubon)

P. O. Box 565A, Clinton Phone: 504-683-8753 40 hours
Established 1961, serves East Feliciana, St. Helena, and West Feliciana Parishes. Volume count 28,100, of which 9,122 is adult nonfiction; 2,500 items not fully cataloged but organized for use; 161 periodicals subscriptions. Interlibrary loans; copying.

EAST BATON ROUGE PARISH LIBRARY (E. Baton Rouge)

700 Laurel Street, Baton Rouge 70802 Phone: 504-344-5291 Monday-Thursday 9 - 9;
Friday-Saturday 9 - 6
Established 1939. Volume count 237,700, of which 104,150 is adult nonfiction; 338 current periodicals subscriptions; 65 volumes in general bibliography; 713 microfilm reels (periodicals), reader, reader-printer; 116 reels in popular titles for use with the overhead projector for the bed-bound. Interlibrary loans; copying.

IBERVILLE PARISH LIBRARY (Iberville)

P. O. Box 736, Plaquemine 70764 Phone: 504-687-4397 Monday, Wednesday 8:30 - 8;
Tuesday, Thursday-Saturday 8:30 - 5
Established 1951; memorial name within the system: E. B. Schwing Memorial Library. Volume count 29,100, of which 13,060 is juvenile; 12,169 pamphlets and clippings; 3,023 photos and pictures; 181 maps; microfilm, reader. The library operates the Carriage House Museum. Interlibrary loans; copying.

LIVINGSTON PARISH LIBRARY (Livingston)

Livingston Court House, Livingston Phone: 504-686-2436 40 hours
Established 1946. Volume count 34,045. Vertical file material, clippings, pamphlets, etc. constitute an important part of library resources. Interlibrary loans.

POINTE COUPEE PARISH LIBRARY. New Roads No response

ST. TAMMANY PARISH LIBRARY (St. Tammany)

P. O. Box 1000, Covington 70433 Phone: 504-892-0812 40 hours

Established 1950; memorial names within the system: I. Thomas Memorial and J. S. Clark Memorial. Volume count 88,700, of which 35,476 is juvenile. Interlibrary loans; copying.

TANGIPAHOA PARISH LIBRARY (Tangipahoa)

P. O. Box 578, Amite 70422 Phone: 504-748-9387 Monday-Saturday 8:30 - 5:30
Established 1944; memorial name within the system: Miller Memorial Library. Volume count 89,100, of which 29,153 is adult nonfiction; microfilm, reader. Interlibrary loans; copying.

WASHINGTON PARISH LIBRARY (Washington)

825 Free Street, Franklinton 70438 Phone: 504-839-3649 45 hours
Established 1946. Volume count 51,600 (Humphry report) Interlibrary loans; copying.

WEST BATON ROUGE PARISH LIBRARY (W. Baton Rouge)

201 N. Jefferson, Port Allen 70767 Phone: 504-343-8014 Monday-Friday 9:30 - 6; Saturday 9 - 1
Established 1965, Volume count 17,000 of which 4,748 is adult nonfiction; 85 periodicals subscriptions; 850 pieces of uncataloged material. Interlibrary loans; copying.

Academic Libraries

LOUISIANA STATE UNIVERSITY. LIBRARY (LSU/BR)

Baton Rouge 70803 Phone: 504-388-2217 Monday-Friday 7:15 a.m. - midnight; Saturday 7:15 - 5; Sunday 2 p.m. - midnight
Established 1860. Volume count 1,085,200; general serials titles 16,187; 141 newspapers preserved on microfilm; 7,500 volumes in bibliography excluding those in subject areas; 70,000 bound pieces or volumes, U. S. government publication (unknown number of unbound pieces); "a tremendous amount" of vertical file materials, clippings, etc., microfilm, 15 readers; microcard, 3 readers; microfiche; 4 readers; reader printers. Interlibrary loans; copying.

MOUNT CARMEL JUNIOR COLLEGE. LIBRARY. Lacombe No response

REGINA COELI COLLEGE. LIBRARY. Covington No response

SOUTHEASTERN LOUISIANA UNIVERSITY. LINUS A. SIMS MEMORIAL LIBRARY (Southeastern)

P. O. Box 896, College Station, Hammond 70401 Phone: 504-345-1400 x 258 Monday-Friday 7:30 a.m. - 10 p.m. ; Saturday 8 - 12 noon; Sunday 2 - 10 p.m.
Established 1925. Volume count 134,400; periodicals subscriptions 1,117; 2 newspapers preserved on microfilm; volumes in bibliography excluding those in subject areas 600; microfilm 3,473, microcard 6,735, microfiche 8,753 (all in serials); readers are accessible. Interlibrary loans; copying.

SOUTHERN UNIVERSITY. LIBRARY (Southern/BR)

Southern Branch Post Office, Baton Rouge 70813 Phone 504-771-4990 Monday-Thursday 8 a.m. - 12 midnight; Friday 8 - 5; Saturday 9 - 5; Sunday 2 - 12 midnight
Established 1928. Volume count more than 217,200; 2,000 pieces of uncataloged material; microfilm, 5 readers; microfiche, 1 reader; 2 reader printers. Interlibrary loans; copying.

Capital

TRINITY CHRISTIAN COLLEGE LIBRARY. Baton Rouge — No response

Special Libraries

THE DOW CHEMICAL CO., LOUISIANA DIVISION. LIBRARY (Dow)

P. O. Box 150, Plaquemine
Established 1957. The company's concern is the manufacture of chemicals and compounds and this is the nature of library holdings. Not a lending library.

EAST LOUISIANA STATE HOSPITAL. LIBRARY. Jackson — No response

ESSO RESEARCH LABORATORIES. LIBRARY. Baton Rouge — No response

ETHYL CORPORATION. CHEMICAL DEVELOPMENT LIBRARY (Ethyl)

P. O. Box 2246, Baton Rouge 70821 Monday-Friday 7:30 - 4
Established about 1944. The collection is primarily in chemistry. Volume count 24,000; microfilm, 3 readers; reader printer; 8 file drawers of uncataloged material. Interlibrary loans, copying.

OUR LADY OF THE LAKE HOSPITAL. DOCTOR'S LIBRARY (OLOL-D)

1600 N. Third Street, Baton Rouge 70802 Monday-Friday 7 - 3
Established 1950. Volume count 1,200. On premises use with permission; no interlibrary loans. Copying.

PUBLIC AFFAIRS RESEARCH COUNCIL OF LOUISIANA INC. LIBRARY (PAR)

P. O. Box 3118, Baton Rouge 70821 Phone: 504-343-7020 Monday-Friday 8 - 5
Established 1951. The Council is a private, nonprofit research agency devoted to improving Louisiana state and local government and the library's holdings are restricted to material in this field. Volume count, about 6,000; periodicals subscriptions 91; 4 file drawers of uncataloged material. Materials are rarely loaned but the research director will consider requests; on premises use by the individual. Copying.

ST. JOSEPH SEMINARY. LIBRARY. St. Benedict — No response

SOUTHERN UNIVERSITY. LAW SCHOOL. LIBRARY (Southern Law)

Baton Rouge 70813 Interlibrary loans; on premises use by the individual; copying available.

STATE-TIMES AND MORNING ADVOCATE LIBRARY (State-Times)

525 Lafayette Street, Baton Rouge 70821 Phone: 504-348-0151 6 a.m. - 9 p.m.
Christmas Day is the only official holiday. Volume count approximately 600 volumes organized for use but not catalcged; 200 pamphlets; 110,000 photographs; 55,000 metal engravings; 2,000,000 clippings; microfilm, 2 readers (the two newspapers are on microfilm); microfiche, 1 reader; reader-printer. Interlibrary loan not encouraged; on premises use of the newspaper files; photographs rarely loaned. Limited copying.

UNITED STATES PUBLIC HEALTH SERVICE HOSPITAL. MEDICAL LIBRARY (Carville)

Carville 70721 Phone: 504-642-5421 Monday-Friday 7:45 - 4:30

Capital

Established 1921. This hospital is the only institution in the continental U. S. devoted entirely to the treatment of leprosy and to world-wide education about the disease. Volume count 3,800; periodicals subscriptions 103; more than 5,000 reprints and photocopies. Interlibrary loans; on premises use. Copying.

CENTRAL REGION

Public Libraries

AVOYELLES PARISH LIBRARY (Avoyelles)

202 South Main, Marksville 71351 Phone: 318-253-9504 Monday-Friday 8 - 7
Established 1949. Volume count 35,000, of which 12,497 is adult nonfiction. Interlibrary loans; copying.

CATAHOULA PARISH LIBRARY. Harrisonburg — No response

GRANT PARISH LIBRARY (Grant)

300 Main Street, Colfax 71417 Phone: 318-627-3920 Monday-Friday 8 - 5; Saturday 8 - 1
Established 1959. Volume count 18,600, of which 5,570 is adult nonfiction; 7 file drawers of material uncataloged but organized for use. Interlibrary loans; copying.

LASALLE PARISH LIBRARY (LaSalle)

Jena 71342 Phone: 318-992-5675 Monday-Friday 8 - 5; Saturday 8:30 - 1
Established 1952. Volume count 31,000, of which 7,000 is adult nonfiction; 1,389 pieces not cataloged but organized for use. Interlibrary loans.

NATCHITOCHES PARISH LIBRARY (Natchitoches)

431 Jefferson Street, Natchitoches 71475 Phone: 318-352-2415
Established 1939. Volume count 50,800, of which 12,463 is adult nonfiction; 1,000 pieces not cataloged but organized for use. Interlibrary loans; copying.

RAPIDES PARISH LIBRARY (Rapides)

411 Washington Street, Alexandria 71301 Phone: 318-445-2411 Monday-Wednesday, Friday-Saturday 9 - 6; Thursday 9 - 8
Established 1942. Volume count 94,200, of which 38,929 is adult nonfiction; 231 periodicals subscriptions; microfilm 140 rolls (local newspaper), reader, reader-printer. Interlibrary loans; copying.

VERNON PARISH LIBRARY (Vernon)

P. O. Box 310, Leesville 71446 Phone: 318-239-2027 6 days a week 8 - 5:30
Established 1956; memorial name in the system: Paul Laurence Dunbar Branch Library. Volume count 39,900, of which 13,100 is adult nonfiction; 1,500 pieces uncataloged but organized for use; microfilm, reader. Interlibrary loans; copying.

WINN PARISH LIBRARY (Winn)

204 West Main Street, Winnfield 71483 Phone: 318-628-4478 Monday-Friday 8:30 - 5; Saturday 8:30 - noon
Established 1937. Volume count 37,000, of which 13,957 is juvenile; periodicals subscriptions 94. Interlibrary loans; copying.

Academic Libraries

LOUISIANA COLLEGE. RICHARD W. NORTON MEMORIAL LIBRARY (La. College)

Pineville 71360 Phone: 318-445-2485 x 16 Monday-Thursday 7:15 a.m. - 10 p.m.; Friday 7:15 - 5; Saturday 8:30 - 4
Established 1906; affiliated with the Louisiana Baptist Convention. Volume count 64,000; general periodicals titles 545; 850 bound volumes of newspapers; 3 newspapers preserved on film; 500 volumes in bibliography, excluding subject bibliographies; microfilm and microcard, readers. Interlibrary loans; copying.

LOUISIANA STATE UNIVERSITY AT ALEXANDRIA. LIBRARY (LSU/A)

Alexandria 71301 Phone: 318-445-3672 x 46 Monday-Friday 8 - 5
Established 1959/60; a two-year college with a liberal arts program. Volume count 65,900; title count 50,900; 3,500 pieces not cataloged but organized for use; 800 current periodicals subscriptions; 5 current newspapers on microfilm and 8 early titles; 106 18th and 19th century periodical titles; 12,000 microfilm reels (Newspaper, Periodicals, Census), 8 readers, a reader-printer. Interlibrary loans; copying.

NORTHWESTERN STATE UNIVERSITY. SHARLIE E. RUSSEL LIBRARY (Northwestern)

Natchitoches 71457 Phone: 318-357-6471 Monday-Thursday 8 a.m. - 10:30 p.m.; Friday-Saturday 8 - 5; Sunday 6:30 - 10:30 p.m.
Established 1885; originally Louisiana State Normal College. There has always been strong emphasis on teacher training. Volume count 168,500; bound volumes of newspapers 100; approximately 35 Louisiana newspapers preserved on microfilm; microfilm and 7 readers; microcard and 4 readers; microfiche and 2 readers; reader-printer; these representing the entire U. S. on microfilm. Interlibrary loans; copying.

Special Libraries

BAPTIST HOSPITAL. MEDICAL LIBRARY

327 Third Street, Alexandria 71301
Title count 1300 - 1400; subscription to 54 medical journals. Interlibrary loans.

CENTRAL LOUISIANA ELECTRIC CO., INC. TECHNICAL LIBRARY (CLECO)

415 Main Street, Pineville 71360; mailing address P. O. Box 111, Alexandria 71301 Phone 318-445-8211 8 - 5
Established 1965. Volume count 2,500 file drawers of material not cataloged but organized for use; periodicals subscriptions 125. Interlibrary loans; copying.

CENTRAL LOUISIANA STATE HOSPITAL. FOREST GLEN LIBRARY

Pineville 71360 Phone: 318-445-2421 x 550 Monday, Wednesday, Friday 8 - 5; Tuesday, Thursday 8 - 8; Saturday, Sunday 1 - 5
Established 1970;this library serves a psychiatric hospital which recognized the value of library materials in the rehabilitation of mental patients. Volume count 4,200; periodicals subscriptions 128. Interlibrary loans.

CENTRAL LOUISIANA STATE HOSPITAL. MEDICAL LIBRARY (Central)

P. O. Box 31, Pineville 71360 Phone: 318-455-2421 x 429 Monday-Thursday 8 a.m. -

9 p.m.; Friday 8 a.m. - 8:30 p.m.
Established 1954; since this is a psychiatric hospital the collection consists of materials related to treatment, technique, and research in fields related to mental illness. Volume count 3,100; items not cataloged but organized for use 3,400. Interlibrary loans; copying.

NATCHITOCHES PARISH LAW LIBRARY. Natchitoches No response

ST. FRANCES CABRINI HOSPITAL. DOCTORS LIBRARY (Cabrini)

3330 Masonic Drive, Alexandria Phone: 318-455-4501 Monday-Saturday 8 - 5:30
Volume count 2,300. Interlibrary loans.

SOUTHEAST LOUISIANA STATE HOSPITAL. MEDICAL LIBRARY. Mandeville No response

SOUTHEAST LOUISIANA STATE HOSPITAL. PATIENTS LIBRARY

P. O. Box 3850, Madeville 70448
Popular reading with general coverage. Volume count 3,075.

NORTHEAST REGION

Public Libraries

(All public libraries in the region are members of the Trail Blazer Pilot Library System of Northeast Louisiana)

CALDWELL PARISH LIBRARY (Caldwell)

P. O. Box 828, Columbia 71418 Phone: 318-649-2259
Established 1953. Volume count 17,900 of which 8,152 is juvenile; periodicals subscriptions 53. Interlibrary loans.

CONCORDIA PARISH LIBRARY (Concordia)

709 North Third Street, Ferriday 71334 Phone: 318-757-3550 Monday-Friday 8:30 - 5; Saturday 8:30 - noon
Established 1928. Volume count 53,700. Interlibrary loans; copying.

EAST CARROLL PARISH LIBRARY (E. Carroll)

316 Lake Street, Lake Providence 71254 Phone: 867 40 hours
Established 1954. Volume count 20,300; periodicals subscriptions 115. Interlibrary loans; copying.

FRANKLIN PARISH LIBRARY (Franklin)

209 Main Street, Winnsboro 71295 Phone: 318-435-4336 Monday-Friday 8 - 5; Saturday 8 - noon
Established 1950. Volume count 26,300, of which 10,648 is juvenile; 84 periodicals subscriptions; 2 file drawers of material not fully cataloged but organized for use. Interlibrary loans; copying.

JACKSON PARISH LIBRARY (Jackson)

Polk at Sixth Street, Jonesboro 71251 Phone: 318-259-2069 Monday-Friday 8 - 5; Saturday 8 - noon
Established 1960. Volume count 25,300 of which 10,016 is juvenile. Interlibrary loans; copying facilities planned.

LINCOLN PARISH LIBRARY (Lincoln)

P. O. Box 637, Ruston 71270 Phone: 318-255-1920 Monday-Saturday 10 - 6
Established 1962. Volume count 26,200 of which 8,806 is adult nonfiction. Interlibrary loans; copying.

MADISON PARISH LIBRARY (Madison)

402 E. Green Street, Tallulah 71282 Phone: 372 Monday-Saturday 8 - 5
Established 1945. Volume count 21,300; periodicals subscriptions 80. Interlibrary loans.

MOREHOUSE PARISH LIBRARY (Morehouse)

P. O. Box 232, Bastrop 71220 Phone: 318-281-3683 Monday-Saturday 9 - 5:30

Established 1940. Volume count 41,200 of which 20,100 is juvenile; items organized for use but not cataloged 1,500; periodicals subscriptions 100; microfilm reels 384 (census, parish newspapers; history), reader. Interlibrary loans; copying.

OUACHITA PARISH PUBLIC LIBRARY (Ouachita)

1800 Stubbs Avenue, Monroe 71201 Phone: 318-323-6647 Monday-Thursday 9 - 9; Friday 9 - 6; Saturday 9 - 5; Sunday 2 - 5
Established 1916. Memorial names within the system: Anna Meyer Branch Library; Joseph McGuire Genealogy Room. Volume count 135,400 of which 41,247 is juvenile; 11 five-drawer legal size filing cabinets and 209 pamphlet boxes holding material organized for use but not cataloged; periodicals subscriptions 310; bound volumes of newspapers being preserved on microfilm; volumes in general bibliography 78; 1381 microfilm reels(magazines, newspapers, census, books), 4 readers, reader-printer. Interlibrary loans; copying.

RICHLAND PARISH LIBRARY (Richland)

203 Louisa, Rayville 71269 Phone: 318-728-2512 Monday-Saturday 8:30 - 5
Established 1926. Volume count 45,100 of which 17,570 is juvenile; vertical file folders 562; local paper preserved on microfilm; periodicals subscriptions 103; microfilm, 1 reader. Interlibrary loans.

TENSAS PARISH LIBRARY (Tensas)

P. O. Box 228, St. Joseph 71366 Phone: 318-766-3781 Monday-Friday 8 - 5; Saturday 9 - noon
Established 1951. Volume count 17,200, of which 7,614 is juvenile; periodicals subscriptions 44. Interlibrary loans.

UNION PARISH LIBRARY (Union)

202 W. Jackson, Farmerville 71241 Phone: 318-368-9226 Monday-Friday 8 - 5; Saturday 8 - noon
Established 1956. Volume count 29,500, of which 17,370 is juvenile; 500 pieces organized for use but not cataloged; periodicals subscriptions 75. Interlibrary loans; copying.

WEST CARROLL PARISH LIBRARY (W. Carroll)

P. O. Box 598, Oakgrove 71263 Phone: 318-428-2697 Monday-Friday 8 - 6; Saturday 9 - 5
Established 1967. Volume count 13,800 of which 4,123 is adult nonfiction; 162 uncataloged pamphlets, 86 vertical file subjects; periodicals subscriptions 82. Interlibrary loans; copying.

Academic Libraries

(The academic libraries in the region are members of the Trail Blazer Pilot Library System of Northeast Louisiana)

GRAMBLING COLLEGE OF LOUISIANA. A. C. LEWIS MEMORIAL LIBRARY (Grambling)

P. O. Box 3, Grambling 71245 Phone: 318-247-3761 x 3 Monday-Friday 8 a.m. - 10 p.m

Saturday 8 - 4; Sunday 2 - 5
For many years Grambling College was concerned primarily with teacher education; since 1958 it has become a multi-purpose institution. Established 1901. Volume count 82,400; items not fully cataloged but organized for use 3,353; periodicals subscriptions 1,365; microfilm reels 3,082, readers 3, reader-printer. Interlibrary loans; copying.

LOUISIANA TECH UNIVERSITY. PRESCOTT MEMORIAL LIBRARY (Tech)

Ruston 71270 Phone: 318-257-3555 Monday-Friday 7 a.m. - 10 p.m.; Saturday 7 - 5; Sunday 5 - 10
Traditionally Tech has been science-technology oriented; now it is university oriented. Established 1894. Volume count 678,800; periodicals subscriptions 1901; bound volumes of newspapers 188; volumes in bibliography 743; newspapers being preserved on microfilm 24; microfilm reels 6,845, readers 4; microcard 59,672, readers 2; microfiche 25,899, readers 2; reader-printer. The microforms are in various areas. Interlibrary loans; copying.

NORTHEAST LOUISIANA UNIVERSITY. SANDEL LIBRARY (Northeast)

4001 DeSiard Road, Monroe 71201 Phone: 318-372-2195 Monday-Friday 7:50 a.m. - 10 p.m.; Saturday 8 - noon; Sunday 6 p.m. - 10 p.m.
Established 1931. Volume count 131,100; 4 newspapers being preserved on microfilm, 8 early titles; microfilm, 6 readers; microcard, 5 readers; microfiche, 4 readers; reader-printer. Interlibrary loans; copying.

NORTHWEST REGION

Public Libraries

BIENVILLE PARISH LIBRARY (Bienville)

P. O. Box 699, Arcadia 71001 Phone: 318-263-2930 Monday-Friday 9 - 5; Saturday 9 - noon
Established 1965. Volume count 25,500, of which 7,930 is adult nonfiction; uncataloged but organized material 500; periodicals subscriptions 87. Interlibrary loans; copying.

BOSSIER PARISH LIBRARY (Bossier)

P. O. Box 638, Benton 71006
Volume count 35,700; periodicals subscriptions 118.

CLAIBORNE PARISH LIBRARY (Claiborne)

512 North Main Street, Homer 71040 Phone: 318-927-3845 Monday-Saturday 9 - 5
Established 1951. Volume count 39,400, of which 21,700 is juvenile; material uncataloged but organized for use 500; periodicals subscriptions 70. Interlibrary loans; copying.

DESOTO PARISH LIBRARY. Mansfield No response

RED RIVER PARISH LIBRARY (Red River)

P. O. Drawer H, Coushatta 71019
Volume count 11,846 (Humphry Report); periodicals subscriptions 56.

SABINE PARISH LIBRARY (Sabine)

750 E. Main Street, Many 71449 Phone: 318-256-2212 49 hours weekly
Established 1933. Volume count 46,100 of which 13,640 is adult nonfiction; 1,444 pieces organized for use but not fully cataloged; microfilm, 1 reader. Interlibrary loans; copying.

SHREVE MEMORIAL LIBRARY (Shreve)

P. O. Box 1523, Shreveport 71102 Phone: 318-423-2614 September - May: Monday-Friday 9 - 9; Saturday 9 - 6. June - August: Monday-Thursday 9 - 7; Friday Saturday 9 - 6
Established 1923. Volume count 217,900, of which 79,980 is juvenile; periodicals subscriptions 400; 3 newspapers being preserved on microfilm; 70 volumes in general bibliography; microfilm 7,810 (newspapers, genealogy), 6 readers, reader-printer. Interlibrary loans; copying.

WEBSTER PARISH LIBRARY (Webster)

521 East and West Street, Minden 71055 Phone: 318-377-1411 60 hours per week
Established 1929. Memorial name within the system: Jones Memorial Library. Volume count 66,600, of which 23,914 is juvenile; 5 vertical files of material; 76 periodicals subscriptions; 65 bound volumes of newspapers. Interlibrary loans; copying.

Academic Libraries

AIRLINE COMMUNITY COLLEGE. LIBRARY (Airline)

2801 Airline Drive North, Bossier City 71010 Phone: 318-746-9851 Monday-Friday 7:30 - 3:30
Established 1967; the Bossier Parish School Board is the governing body for this two-year college. Volume count 7,400. Interlibrary loans; copying.

BAPTIST CHRISTIAN COLLEGE. LIBRARY. Shreveport No response

CENTENARY COLLEGE. LIBRARY (Centenary)

P. O. Box 4188, Shreveport 71104 Phone: 318-861-2436 School in session: Monday - Thursday 8 a.m. - 12 p.m.; Friday 8 - 5; Saturday 9 - 5; Sunday 2 - 10. School in recess: Monday - Friday 8 - 4
Centenary College of Louisiana was established in 1825; the governing board is the Louisiana Conference of the United Methodist Church with a consequent development of religious and Methodist holdings within the broader general collection. The library also dates from 1825. The Pierce Cline Memorial Room holds the library's rare book collection. Volume count 91,700; files of material on local history, the College, and the United Methodist Church; current periodicals subscriptions 595; 10 newspapers preserved on microfilm (4 current); 131 bound volumes of newspapers (book review and magazine sections only); 127 volumes in general bibliography; 578 titles, microcard (literature), 1 reader; 3,504 units, 9 titles, microfiche (periodicals), 1 reader. Interlibrary loans; copying.

LOUISIANA STATE UNIVERSITY IN SHREVEPORT. LIBRARY (LSU/S)

8515 Youree Drive, Shreveport 71105 Phone: 318-865-7121 x 203 Monday-Thursday 7:45 a.m. - 9:30 p.m.; Friday 7:45 - 5
Established 1965; LSU/S is a two-year institution. Volume count 26,000; 1,000 pieces organized for use but not cataloged; 692 periodicals subscriptions; 4 newspapers being preserved on microfilm; 50 volumes in general bibliography; 2,279 reels of microfilm (newspapers, journals), 4 readers; 561 sheets of microfiche, 1 title (journal) 1 reader; reader-printer, Interlibrary loans; copying.

SOUTHERN UNIVERSITY. SHREVEPORT-BOSSIER CAMPUS. LIBRARY (Southern/S

3050 Cooper Road, Shreveport 71107 Phone: 318-424-6552 Monday-Thursday 8 a.m. - 9 p.m.; Friday 8 - 5; Saturday 8 - noon
Established 1967; Southern/Shreveport is a two-year college. Volume count 17,900; periodicals 655; 16 volumes in general bibliography; microfilm. Interlibrary loans; copying.

Special Libraries

CONFEDERATE MEMORIAL MEDICAL CENTER. LIBRARY (Confederate)

1541 Kings Highway, Shreveport Phone: 318-861-7621 8 hours per day
The Center is affiliated with Louisiana State Hospital System. Volume count 15,000. Interlibrary loans; copying.

LOUISIANA STATE UNIVERSITY MEDICAL SCHOOL IN SHREVEPORT. LIBRARY (LSU Med/S)

510 E. Stoner, Shreveport 71101 Phone: 318-423-8411 x 672 Monday-Thursday 8 a.m. 10 p.m.; Friday 8 - 6; Saturday 9 - 1; Sunday 2 - 6
Established 1968; proximity to LSU/S permits concentration on a specialized collection. Volume count 40,000; periodicals subscriptions 950; a few microforms. Interlibrary loans; copying.

NORTHWESTERN STATE UNIVERSITY. SCHOOL OF NURSING. LIBRARY (Northwestern-N)

1800 Warrington Place, Shreveport 71101 Phone: 318-424-8175 x 38 Monday-Thursday 8 a.m. - 9:30 p.m.; Friday 8 - 4; Saturday 9 - 1; Sunday 5 - 9
Volume count 2,600; 700 pieces organized for use but not cataloged; 44 current periodicals subscriptions. Microfilm, reader (by 1971). Interlibrary loans; copying.

NORTON (R. W.) ART GALLERY. ART REFERENCE LIBRARY (Norton Art)

4700 Block of Creswell Avenue, Shreveport 71106 Phone: 318-865-4201 Wednesday, Saturday 1 - 5
Governing body: Board of Control, the R. W. Norton Art Foundation. The Foundation was established in 1946 as a nonprofit educational and literary trust for several specific purposes, one of which was to acquire a library of rare books and particularly reference books and monographs relating to art, the appreciation of art, science, history, and religion. The library dates from 1946 also. Volume count approximately 5,000; title count 2,800; approximately 2,000 pieces uncataloged but organized for use. 65 periodicals subscriptions; 800 volumes in general bibliography. Interlibrary loans; copying.

SOUTH CENTRAL REGION

Public Libraries

ACADIA PARISH LIBRARY (Acadia)

P. O. Box 1509, Crowley 70526 Phone: 318-783-2085 50 hours weekly
Established 1945. Volume count 73,300, of which 17027 is adult nonfiction; four 4-drawer files; 61 periodicals subscriptions; 45 bound volumes of newspapers. Interlibrary loans; copying.

EVANGELINE PARISH PUBLIC LIBRARY (Evangeline)

P. O. Box 491, Ville Platte 70586 Phone: 318-363-1369 Monday-Friday 8 - 5; Saturday 8 - noon
Established 1948. Volume count 40,100, of which 8,000 is adult nonfiction; 2,000 pamphlets and clippings; 90 periodicals subscriptions. Interlibrary loans; copying.

IBERIA PARISH LIBRARY (Iberia)

P. O. Box 1089, Civic Center, New Iberia 70560 Phone: 318-369-6321 8:30 - 4:30
Established 1947. Volume count 77,200, of which 23,701 is adult nonfiction; periodicals subscriptions 91; 143 reels microfilm (local newspapers, census, miscellaneous), 2 readers; reader-printer. Interlibrary loans; copying.

LAFAYETTE PARISH PUBLIC LIBRARY (Lafayette)

P. O. Box 3417, Lafayette Phone: 318-233-0587 Monday-Thursday 9 - 9; Friday-Saturday 9 - 6
Established 1946. Volume count 101,400, of which 36,428 is adult nonfiction; 2,000 pamphlets and 4,000 mounted prints and clippings; 254 periodicals subscriptions; microfilm; reader-printer. Interlibrary loans; copying.

LAFOURCHE PARISH LIBRARY. Thibodaux No response

MORGAN CITY PUBLIC LIBRARY (Morgan City)

P. O. Box 988, Morgan City 70380 Phone: 504-459-9055 32 hours weekly
Established 1924. Volume count 20,000. Interlibrary loans; copying.

OPELOUSAS - EUNICE PUBLIC LIBRARY (Opelousas - Eunice)

P. O. Box 249, Opelousas 70570 Phone: 318-948-3693
Established 1967; the Eunice Woman's Club library books were donated to the Eunice Public Library. Volume count 20,000; microfilm, 2 readers. Interlibrary loans; copying.

ST. MARTIN PARISH LIBRARY (St. Martin)

P. O. Box 107, St. Martinville 70582 Phone: 318-394-4080 Monday-Friday 8 - 5; Saturday 9 - 1
Established 1955. Volume count 53,700, of which 18,326 is adult nonfiction; 2,000 pieces not cataloged but organized for use; 109 periodicals subscriptions; 258 reels of microfilm (official documents, church and public records, newspapers, miscellaneous), 3 readers; microcard, 1 reader; microfiche, 1 reader; reader-printer. Interlibrary

ST. MARY PARISH LIBRARY (St. Mary)

206 Iberia Street, Franklin 70538 Phone: 318-828-3850 Monday, Thursday 8 - 8; Tuesday-Wednesday, Friday 8 - 6; Saturday 9 - noon
Established 1953. Memorial name within the system: Bunche Branch Library. Volume count 87,800, of which 25,711 is adult nonfiction; 1,500 pieces not cataloged but organized for use; 110 periodicals subscriptions; microfilm, 1 reader. Interlibrary loans; copying.

TERREBONNE PARISH LIBRARY (Terrebonne)

P. O. Box 510, Houma 70360 Phone: 504-872-5027 Monday-Thursday 8:30 - 9 p.m.; Friday-Saturday 8:30 - 5:30
Established 1939. Volume count 86,300, of which 39,306 is juvenile; 275 periodicals subscriptions; 336 microfilm (Louisiana census and newspapers), 2 readers. Interlibrary loans; copying.

VERMILION PARISH LIBRARY (Vermilion)

P. O. Box 640, Abbeville 70510 Phone: 318-893-2655 Monday-Saturday 8:30 - 5:30
Established 1941. Volume count 55,600, of which 19,793 is adult nonfiction; 140 periodicals subscriptions; microfilm, 1 reader; reader-printer. Interlibrary loans; copying.

Academic Libraries

LOUISIANA STATE UNIVERSITY AT EUNICE. ARNOLD LEDOUX LIBRARY (LSU/E)

Eunice 70535 Phone: 318-457-7311 Monday-Friday 7:30 - 5
Established 1966; a two-year institution. Volume count 20,000; pieces not cataloged but organized for use 2,000; periodicals subscriptions 700; reels of microfilm 1,755 (newspapers), 2 readers. Interlibrary loans; copying.

NICHOLLS STATE UNIVERSITY. LEONIDAS POLK LIBRARY (Nicholls)

Thibodaux 70301 Phone: 504-446-8111 x 401, 402 Monday-Thursday 7:30 - 10 p.m.; Friday 7:30 - 4:30; Saturday 8 - noon; Sunday 5 - 9
Established 1948. Volume count 98,800, excluding state and federal documents; 10,608 pieces not cataloged but organized for use; 1,200 periodicals subscriptions; 5 newspapers being preserved on microfilm; 1,913 microfilm reels (newspapers, serials, documents, dissertations), 2 readers; microcard, 1 reader; 69,975 microfiche (ERIC, dissertations, serials), 2 readers; reader-printer; 50 volumes in general bibliography. Interlibrary loans; copying.

SISTERS OF THE MOST HOLY SACRAMENT JUNIOR COLLEGE. Lafayette No response

UNIVERSITY OF SOUTHWESTERN LOUISIANA. UNIVERSITY LIBRARIES (USL)

Lafayette 70501 Phone: 318-233-3850 x 378 Monday-Thursday 7:30 a.m. - 10 p.m.; Friday 7:30 - 4:30; Saturday 8 - 1; Sunday 6 - 10 p.m.
Established 1901. Memorial names within the system: Dupre Library (main library), Horticulture Library in the Nelson Horticulture Center and the French House Collection. Volume count 274,900; uncataloged documents 60,680; general periodicals titles 2,800;

bound volumes of newspapers 90; newspapers preserved on microfilm and bound 12; microfilm (serials and manuscripts) 10,000 reels. 10 readers; microprint (documents and books) 6,000 volumes, 1 reader; microfiche (books and serials) 2,000 titles, 4 readers; reader-printer. Interlibrary loans; copying.

Special Libraries

GULF SOUTH RESEARCH INSTITUTE. LIBRARY (Gulf)

P. O. Box 1177, New Iberia 70560
The library functions to supply the Institute's scientific personnel with materials needed in chemistry, marine sciences, related scientific areas. It operates on a part time basis and is not set up to lend; on premises use by appointment.

Media Centers

NOTE: Materials and services funded under Title 1, ESSEA, are for use in Title 1 programs and activities, only. For an explanation of terms, see page vi.

(ACADIA) ESSEA INSTRUCTIONAL MATERIALS CENTER

704 N. Parkerson Avenue, Crowley 70526 Phone: 318-783-7618

SOUTHEAST REGION

Public Libraries

JEFFERSON PARISH RECREATION DEPARTMENT. LIBRARY DIVISION (Jefferson)

P. O. Box 7608, Lakeside Station, Metairie 70002 Phone: 504-834-5850 Monday-Friday 8:30 - 4:30
Established 1949. Volume count 305,800, of which 134,530 is adult nonfiction; estimated title count 62,000; 8,500 pieces not cataloged but organized for use; 210 periodicals subscriptions; 30 volumes in general bibliography; 6 newspapers preserved on microfilm; microfilm, 6 readers; microfiche, 1 reader (staff use); reader-printer (staff use); 650 16mm films. Interlibrary loans; copying.

NEW ORLEANS PUBLIC LIBRARY (NOPL)

219 Loyola Avenue, New Orleans 70140 Phone: 504-523-4602 Monday-Friday 9 - 9; Saturday 9 - 5:30
Established 1896. Memorial names within the system: Simon Hernsheim and Fisk Libraries. Volume count 630,900, of which 147,336 is juvenile; 500,000 pieces not cataloged but organized for use; 1,728 periodicals subscriptions; 3,192 bound volumes of newspapers; 200 volumes in general bibliography; 8 contemporary newspapers preserved on microfilm; microfilm reels 22,634 (Louisiana Division) and 1,572 (Business and Science Division), 13 readers; microfiche 100 (Louisiana Division), 1 reader; microcards 1,087 (Louisiana Division), 1 reader; reader-printer. Interlibrary loans; copying.

PLAQUEMINES PARISH LIBRARY (Plaquemines)

203 Highway 23 South, Buras 70041 Phone: 504-657-7121 44 hours weekly
Established 1959. Volume count 23,997. The library is being re-established after being washed away by Camille. After the disaster, gifts of books came from publishers and 4,000 came from state and parish libraries. Holdings statistics at the present time are not significant. Interlibrary loans; copying.

ST. BERNARD PARISH LIBRARY (St. Bernard)

P. O. Box 1068, Chalmette 70043 Phone: 504-279-0448 Monday-Friday 10 - 8; Saturday 10 - 2
Established 1957. Volume count 55,550, of which 22,835 is adult nonfiction; general periodicals 215. Interlibrary loans; copying.

ST. CHARLES PARISH LIBRARY (St. Charles)

P. O. Box 454, Hahville 70057 Phone: 504-783-2341 Monday-Friday 7:45 - 5:30
Established 1955. Volume count 35,100, of which 8,418 is adult nonfiction; 2,522 pieces not cataloged but organized for use; 150 periodicals subscriptions. Interlibrary loans.

ST. JAMES PARISH LIBRARY (St. James)

Rt. 1, Box 32C, Lutcher 70071 Phone: 504-869-3618 Monday, Friday 9 - 5:30; Tuesday Thursday 9 - 7; Saturday 9 - 1

Established 1966. Volume count 20,100 of which 10,430 is juvenile; 94 periodicals subscriptions; 21 rolls microfilm (newspapers) and 23 rolls (periodicals), reader; reader-printer. Interlibrary loans.

ST. JOHN THE BAPTIST PARISH LIBRARY (St. John)

P. O. Box 490, La Place 70068 Phone: 504-652-6857 49 hours weekly
Established 1966. Volume count 19,200, of which 6,200 is adult nonfiction; 1,200 pieces not cataloged but organized for use. Interlibrary loans.

Academic Libraries

CURTIS (JOHN) CHRISTIAN SCHOOL AND JUNIOR COLLEGE LIBRARY. New Orleans No response

DELGADO VOCATIONAL-TECHNICAL JUNIOR COLLEGE. New Orleans No response

DILLARD UNIVERSITY. WILL W. ALEXANDER LIBRARY (Dillard)

2601 Gentilly Boulevard, New Orleans 70122 Phone: 504-943-8861 x 14 79 hours weekly
Affiliated with the United Methodist Church. Volume count 87,600; microfilm, 3 readers; microcard, 1 reader; reader-printer. Interlibrary loans; copying.

LOUISIANA STATE UNIVERSITY IN NEW ORLEANS. EARL K. LONG LIBRARY (LSU/NO

The Lake Front, New Orleans 70122 Phone: 504-288-3161 Monday-Thursday 7:45 - 12 p.m.; Friday 7:45 a.m. - 10 p.m.; Saturday and eves of holidays 8 - 5; Sunday 2 - 10
Established 1958. Volume count 190,000; foreign papers, major U. S. papers, 3 local papers filmed; microfilm, 8 readers; microcard, 3 readers; microfiche, 4 readers; reader-printer. Interlibrary loans; copying.

LOYOLA UNIVERSITY. LIBRARY (Loyola)

6363 St. Charles Avenue, New Orleans 70118 Phone: 504-866-5471 Monday-Friday 7:30 a.m. - 11 p.m.; Saturday 8 - 5; Sunday 2 - 9. Summer: Monday-Friday 8 a.m. - 10 p.m.; Saturday 8 - 5
Established 1912, the University is a Roman Catholic institution, affiliated with New Orleans Province, Society of Jesus. Volume count not given; 1668 periodicals subscriptions; 794 volumes in general bibliography; microfilm 787 (N. Y. Times, Spanish documents, and miscellaneous), 5 readers; microcard 455 (serials and music), Interlibrary loans; copying.

OUR LADY OF HOLY CROSS COLLEGE. LIBRARY. New Orleans No response

ST. MARY'S DOMINICAN COLLEGE. THE JOHN XXIII LIBRARY (Dominican)

550 Pine Street, New Orleans 70118 Phone: 504-865-7761 x 234 Monday-Thursday 8 a.m.- 10 p.m.; Friday 8 - 5; Saturday 9 - 5; Sunday 2 - 9
Established 1910, Dominican is a church-related college. Volume count 67,200; microfilm, 2 readers; microcard, 1 reader; microfiche, 1 reader; reader-printer. Interlibrary loans; copying.

SOUTHERN UNIVERSITY IN NEW ORLEANS. LIBRARY (Southern/NO)

6400 Press Drive, New Orleans 70126 Phone: 504-282-4401
Established 1959, this branch of Southern/BR was orginally a liberal arts college with the Education Department added in September 1969. Volume count 89,600; general periodicals 933; 18 volumes in general bibliography; 25 newspapers preserved on microfilm; microfilm, 3 readers; microcard, 1 reader; reader-printer. Interlibrary loans; copying.

TULANE UNIVERSITY OF LOUISIANA. TULANE UNIVERSITY LIBRARY (Tulane)

New Orleans 70118 Phone 504-865-7711 Monday-Friday 8 a.m. - 10:45 p.m.; Saturday 8 - 4:45; Sunday 2 - 10:45
The governing body of the University is the Board of Administrators of the Tulane Educational Fund. Established 1884. The present library was formed in 1938 by consolidation of a puclic library (Howard) and two academic libraries (Tilton and Newcomb). Memorial names within the system: Howard-Tilton Memorial Library (main library); Meade Natural History Library (science); Leon Ryder Maxwell Music Library (music). Volume count 1,027,700; serials subscriptions 12,779; newspapers being preserved on microfilm 10, plus many Latin American newspapers; volumes in general bibliography 1850; all microforms 571,570; microfilm, 20 readers; microcard, 8 readers; microfiche, 11 readers; reader-printer. Interlibrary loans; copying.

XAVIER UNIVERSITY OF LOUISIANA. LIBRARY (Xavier)

7325 Palmetto Street, New Orleans 70125 Phone: 504-486-7411 x 310 Monday-Thursday 8 a.m. - 10 p.m.; Friday 8 - 8; Saturday 8 - 5; Sunday 2 - 10
Xavier University, founded to promote the higher learning of Negroes (now a 10% Caucasian student body), is related to the Catholic Church and is the only private institution of higher learning serving predominately black students that has a College of Pharmacy. Established 1915. Volume count 102,900; volumes in general bibliography 550; N. Y. times preserved on microfilm as are 14 early titles; microfilm, 4 readers; microfiche, 1 reader; reader-printer. Interlibrary loans; copying.

Special Libraries

AMISTAD RESEARCH CENTER (Amistad)

Dillard University, 2601 Gentilly Boulevard, New Orleans 70122 Phone: 504-944-0129 Monday-Friday
Established 1966; moved to New Orleans 1970. Volume count 5,000; items in manuscripts, papers, etc., 3,000,000. A descriptive brochure available upon request. Interlibrary loans; copying.

BOEING COMPANY. LIBRARY. New Orleans No response

BUREAU OF GOVERNMENTAL RESEARCH. LIBRARY (BGR)

1308 Richard Building, New Orleans 70112 Phone: 504-525-4152 Monday-Friday 8:30 - 5
BGR has private membership. "Interest in good government focused on a local level has determined the nature of library holdings." Volume count is estimated at 4,000. On premises use.

CHARITY HOSPITAL OF LOUISIANA AT NEW ORLEANS. MEDICAL AND PATIENTS LIBRARY (Charity)

1532 Tulane Avenue, New Orleans 70140 Phone: 504-523-2311 x 2139
Established 1945. Volume count about 10,000; magazines and paperbacks not cataloged, are supplied in quanity for patients. On premises use.

CHARITY HOSPITAL OF LOUISIANA AT NEW ORLEANS. SCHOOL OF NURSING. LIBRARY (Charity-N)

450 S. Claiborne Avenue, New Orleans 70112 Phone: 504-524-1781 Monday-Thursday 7 a.m. - 8 p.m.; Friday 7 - 5
Established 1895. Volume count 6,100; title count 5,406; 25 ft. of vertical file material; 60 periodicals subscriptions. Interlibrary loans; copying.

CHEVRON OIL COMPANY, CALIFORNIA COMPANY DIVISION. PETROLEUM TECHNOLOGY LIBRARY
New Orleans No response

CHRYSLER CORPORATION. SPACE DIVISION. TECHNICAL INFORMATION CENTER (Chrysler)

P. O. Box 29200, New Orleans 70129 Phone: 504-255-2255
Established 1962. Microfilm, 1 reader; microfiche, 1 reader; reader-printer. Interlibrary loans; copying.

DELGADO (ISAAC) MUSEUM OF ART. LIBRARY (Delgado Art)

Lelong Avenue, City Park, New Orleans 70119
"A small library used for staff research. Assistance is provided to members who wish to use the library on an appointment basis; ...with construction of new facilities in the near future, we hope to see growth in the number of volumes and in general use." On premises use.

DEUTSCH KERRIGAN AND STILES LAW LIBRARY (Deutsch)

Hibernia Bank Building, New Orleans 70112 Phone: 504-524-1221 Daily except Sunday 8:45 - 5:20
Use by firm personnel only.

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION. NEW ORLEANS AREA OFFICE. LIBRARY (EEOC)

Suite 1711, Masonic Temple Building, 333 St. Charles Avenue, New Orleans 70130
Phone 504-527-2727 8 - 4:30
Established 1966; a federal agency. Microfilm, reader, reader-printer. Interlibrary loans; copying.

HOTEL DIEU. SCHOOL OF NURSING. LIBRARY. New Orleans No response

INTERNATIONAL HOUSE. THOMAS E. CUNNINGHAM LIBRARY. New Orleans No response

LOUISIANA STATE UNIVERSITY. MEDICAL CENTER LIBRARY (LSU Med/NO)

1542 Tulane Avenue, New Orleans 70112 Phone: 504-527-5131
Established 1931. Volume count 77,400; microfilm, 2 readers; microcard, 1 reader; reader-printer. Interlibrary loans; copying.

LOYOLA UNIVERSITY. LAW LIBRARY (Loyola Law)

6363 St. Charles Avenue, New Orleans 70118 Phone: 504-855-5471 x 530 Monday-Friday 9 a.m. - 11:30 p.m.; Saturday 9 - 6; Sunday 1 - 11:30
Established 1914. Volume count 36,000. Interlibrary loans; copying.

OCHSNER (ALTON) MEDICAL FOUNDATION. LIBRARY (Ochsner)

1514 Jefferson Highway, New Orleans 70121 Phone: 504-834-7070 Monday-Friday 8:30 - 5:05
Established 1944, the Foundation is a private institution. Volume count approximately 10,000; periodicals subscriptions 275. Interlibrary loans; copying available in the building.

SOUTHERN BAPTIST HOSPITAL. WILLIAM CAREY COLLEGE SCHOOL OF NURSING. HARRIET MATHER LIBRARY (Southern Baptist)

2700 Napoleon Avenue, New Orleans 70115 Phone: 504-899-9311 Monday-Thursday 8 - 4:30, 6 - 10; Friday 8 - 4:30; Saturday 1:30 - 4:30
Volume count 2,600. On premises use.

SOUTHERN FOREST PRODUCTS ASSOCIATION. LIBRARY (S. Forest Products)

520 National Bank of Commerce Building, New Orleans 70112
Formerly Southern Pine Association. Not a volume-lending library, but technical information will be shared with other libraries if it can be done by corresponsence and not necessitate research. Noncurrent material are transferred to LSU archives where they are available solely for reference and research.

TOURO INFIRMARY. HOSPITAL LIBRARY (Touro)

1400 Foucher Street, New Orleans 70115 Phone: 504-897-3311 x 372 Open 24 hours a day every day of the year.
Established 1947. Volume count 2,000. Interlibrary loans; copying by users at the library.

TOURO INFIRMARY. NURSING SCHOOL LIBRARY (Touro-N)

3450 Chestnut, New Orleans 70115
The same librarian serves the two Touro libraries. Interlibrary loan; copying.

TULANE UNIVERSITY OF LOUISIANA. RUDOLPH MATAS MEDICAL LIBRARY (Tulane Med.)

1430 Tulane Avenue, New Orleans 70112 Phone: 504-523-3381
Library holdings have been affected by the broadening aspects of medicine. Volume count 109,100; pictures 4,038; pamphlets 10,000; vertical file 3,637; periodicals subscriptions 1,662; volumes in general bibliography 2,500; 75,000 microfilm in serials, 35,000 in books. Interlibrary loans; copying.

TULANE UNIVERSITY OF LOUISIANA. GRADUATE SCHOOL OF BUSINESS ADMINISTRATION. NORMAN MAYER LIBRARY. (Tulane Business)

New Orleans 70118 Phone: 504-865-7711 Monday-Thursday 8 a.m. - 11 p.m.; Friday 8 - 8; Saturday 9 - 6; Sunday 1 - 11; between semesters and during vacation periods, week days 8 - 5.

Established 1926. Volume count 21,000; pamphlets, government documents, research reports 50,000; 1,000 serials; 200 volumes in bibliography; microfilm and microfiche to be acquired in 1970-71. Interlibrary loans; copying.

TULANE UNIVERSITY OF LOUISIANA. TULANE LAW LIBRARY (Tulane Law)

St. Charles Avenue, New Orleans 70118 Phone: 504-865-7711 x 321 Monday-Friday 8 a.m. - 12 p.m.; Saturday 8 - 5; Sunday 1 - 12 p.m. Summer schedule: Monday - Friday 8 - 5
Established 1847. Volume count 131,000; microcard, 1 reader. Interlibrary loans; copying.

U. S. COURT OF APPEALS. FIFTH CIRCUIT. LIBRARY

418 Royal Street, Room 415-C, New Orleans 70130 Phone: 504-527-6510
Established in its present form 1960. Volume count 30,000; microforms to be added by 1971. On premises use only; copying.

U. S. DEPARTMENT OF AGRICULTURE. S.U.R.D.D. LIBRARY. New Orleans No response

U. S. DEPARTMENT OF AGRICULTURE. FOREST SERVICE. SOUTHERN FOREST EXPERIMENT STATION LIBRARY (S. Forest Exp. Station)

Room T-10210 Federal Office Building, 701 Loyola Avenue, New Orleans 70113 Phone: 504-527-6798 Monday-Friday 8 - 4:30
Established 1921; Volume count 8,800; pamphlets 27,250; periodicals subscriptions 325; translations 1,198; reels microfilms (author and subject bibliographies) 85, reader, reader-printer. Interlibrary loans; copying.

U. S. DEPARTMENT OF COMMERCE. OFFICE OF FIELD SERVICES. NEW ORLEANS FIELD OFFICE LIBRARY. New Orleans No response

U. S. PUBLIC HEALTH SERVICE HOSPITAL. HEALTH SCIENCE LIBRARY (USPHS/NO)

210 State Street, New Orleans 70118 Phone: 504-899-3441
Established 1957. Volume count 4,000. Interlibrary loans.

U. S. VETERANS ADMINISTRATION HOSPITAL LIBRARY. New Orleans No response

SOUTHWEST REGION

Public Libraries

ALLEN PARISH LIBRARY (Allen)

P. O. Box 400, Oberlin 70655 Phone: 318-639-4338 8 - 5 five days a week
Established 1957. Volume count 45,820, of which 21,561 is juvenile; 98 periodicals subscriptions. Interlibrary loans.

BEAUREGARD PARISH LIBRARY (Beauregard)

P. O. Box 647, DeRidder 70634 Phone: 318-463-7623 Monday-Friday 8:30 - 5:30; Saturday 8:30 - 5
Established 1947. Volume count 53,500, of which 33,543 is juvenile; 500 pieces not cataloged but usuable. Interlibrary loans; copying.

CALCASIEU PARISH LIBRARY (Calcasieu)

700 East Prien Lake Road, Lake Charles 70601 Phone: 318-477-1334 Monday-Saturday 9 - 5:30
Established 1944. Memorial name within the system; Fontenot Memorial Branch Library. Volume count 101,650, of which 36,737 is adult nonfiction; 10,000 pamphlets, etc. Interlibrary loans; copying.

CAMERON PARISH LIBRARY. Cameron No response

JEFFERSON DAVIS PARISH LIBRARY (Jeff Davis)

P. O. Box 356, Jennings 70546 Phone: 318-824-1210
Established 1968. Volume count 24,850, of which 5,685 is adult nonfiction; 702 uncataloged pieces. Interlibrary loans; copying.

JENNINGS PUBLIC LIBRARY (Jennings)

303 Cary Avenue, Jennings 70546 Phone: 318-824-4367 Monday-Tuesday, Thursday 12 noon - 8 p.m.; Wednesday, Friday - Saturday 10 - 5
Established 1898. Volume count 18,950, of which 6,301 is juvenile; 5,000 or 6,000 uncataloged pieces. Microfilm, reader; reader-printer. Interlibrary loans; copying.

LAKE CHARLES PUBLIC LIBRARY (Lake Charles)

P. O. Box 2857, 411 Pujo Street, Lake Charles 70601 Monday-Thursday 9 - 8; Friday Saturday 9 - 5:30; Sunday 2 - 5
Established 1904. Volume count 60,100, of which 38,440 is adult nonfiction; 8,300 pieces not cataloged but organized for use; 249 periodicals subscriptions; 720 microfilm reels (U. S. and Louisiana census), 615 (newspapers), 1600 (periodicals); 4 readers; reader-printer. Interlibrary loans; copying.

Academic Library

MCNEESE STATE UNIVERSITY. LETHER E. FRAZAR MEMORIAL LIBRARY (McNeese)

Lake Charles 70601 Phone: 318-477-2520

Established 1939. Volume count 120,900; 3 newspapers being preserved on microfilm; general periodicals approximately 1,000, including American learned society publications; microfilm, 3 readers; microcard, 2 readers. Interlibrary loans; copying.

Special Libraries

COLUMBIAN CARBON COMPANY. LAKE CHARLES RESEARCH CENTER. Lake Charles No response

LOUISIANA CORRECTIONAL AND INSUSTRIAL SCHOOL. LIBRARY (DeQuincy)

P. O. Box 1056, DeQuincy 70633 Phone: 318-789-1563 40 hours a week
Established 1969; the governing body is the Louisiana State Department of Correction. LCIS is a first offenders correctional school; library materials emphasize rehabilitation. Title count 4,500; periodicals 94. Interlibrary loans.

Media Centers

NOTE: Materials and services funded under Title I, ESEA, are for use in Title I programs and activities, only. For an explanation of terms, see page vi.

BEAUREGARD PARISH MEDIA CENTER

Third Street, DeRidder 70634 8 - 4
Inquiry addressed to: Director, Libraries and Instructional Media. Established 1966. Professional library 500 volumes; textbook samples; periodicals; official documents; Louisiana items; nonbook materials and equipment. Primarily for teachers and administrators in the school system. Copying.

CALCASIEU PARISH SCHOOL BOARD SUPPLEMENTARY RESOURCE CNETER

1732 Kirkman Street, Lake Charles 70601 Phone: 318-433-6321 Monday, Friday 8 - 5; Tuesday-Thursday 8 a.m. - 9 p.m. When schools are not in session: Monday-Friday 8 - 5
Inquiry addressed to: Director. Established 1967. Professional library 942 volumes; publishers samples; official documents; nonbook materials and equipment. Primarily for teachers in target area schools.

Selected special depository libraries in H. E. W. Region

HUD "701" Depository Libraries

Tulane (?) in Louisiana
There is a list in Appendices to HUD Handbook 6042. 1 Rev., titled Managing a Grant, Comprehensive Planning Assistance, July 1973. (p. 323, Illinois Libraries, April (1974)

Patent Depositories in Region____

There are none in Louisiana.

U.S.G.S. Map Depositories in Region_____

L.S.U. Geoscience School Map Room - Baton Rouge
313 Geology Building
(Partial Depository)

Census Depository Libraries

Business Administration Dept. of Louisiana Tech has census tapes.

No.	LIBRARY	DOCUMENTS LIBRARIAN
1.	Delagado Jr. College - Moss Memorial Library	Solange Lucas
2.	Lether E. Frazar Memorial Library - McNeese State University	R. B. Cagle
3.	Louisiana College - Richard W. Norton Memorial Library	Georgia J. Cavanaugh
4.	Louisiana State Library	
5.	Louisiana State University Library	Jimmie H. Hoover
6.	Louisiana State University in Eunice - Ledoux Library	Janet W. White
7.	Louisiana State University Law Library	Peggy Harper
8.	Louisiana State University in Shreveport Library	William McCleary
9.	Louisiana Tech University Library	Portia Stokes
10.	New Orleans Public Library	Lucy Carriger
11.	Nicholls State University Library	Edith P. Taylor
12.	Northwestern State University Library	Joseph Rubino
13.	Shreve Memorial Library	Wrenette Whartenby
14.	Southeastern Louisiana University - Sims Memorial Library	Janice M. Riggs
15.	Southern University Library - Baton Rouge	
16.	Tulane University Library	Dorothy Whittemore
17.	University of New Orleans Library	Francis W. Skiffington
18.	University of Southwestern Louisiana Libraries	

Librarians responding to survey

Numbers indicate librarians response

	Owns*	Has Ordered	Plans to Order this Year	Will Not Order	Has Not Made Decisions On
American Statistic Index (Congressional Information Service)	3, 16 17, 18	10	4, 5 12	1, 6, 13, 14	9
Checklist of U. S. Public Documents, 1789-1970 5 index vols. (Carrollton Press)	5, 7, 10, 16, 17			1, 3, 4, 6, 13, 14	12
CIS Index (Congressional Information Service)	5, 9, 12, 16, 17, 18	2, 15	10	1, 4, 6, 13, 14	3
Cumulative Subject Index to the Monthly Catalog of the U. S. Government Publications, 1900-1971 (Carrollton Press)	5, 9, 12, 13, 16, 17, 18	2, 11		1, 3, 4, 6, 10, 14	
Index to U. S. Government Periodicals (Information International Inc.)	10, 16, 18	13	6	1, 6, 14	3, 4, 5, 9, 12, 17
Monthly Catalog of U. S. Government Publications, 1895-1924 with Sup't of Docs. Nos. added (Carrollton Press	5, 9	16		1, 3, 4, 6, 10, 13, 14	12, 17
National Union Catalog of U. S. Government Puclications Received by Depository Libraries (Carrollton Press)				4, 6, 10, 12, 13, 14, 16, 17	1, 3, 5, 9
Witness Index	5			3, 4, 6, 10, 13, 14, 16	9, 12
Guide to U. S. Government Publications (Andriot)	2,3,5,8,9, 10,11,12, 13,14,15, 16,17,18			6, 14	1

*In some instances holdings may not be complete

ME

B. Letters and commentaries

H. Manuals

J. Gary Nichols
Librarian

Maine State Library
Augusta, Maine 04330
Tel. 207-289-3561

January 17, 1974

Mr. V. Lloyd Jameson, Coordinator
Government Documents, Newspapers, Microtext
Boston Public Library
P. O. Box 286
Boston, Massachusetts 02117

Dear Mr. Jameson:

Enclosed are copies of our documents law, a documents classification scheme, our Quarterly Checklist, and cataloging procedures from our classification manual.

The classification scheme is used by Bowdoin College and the University of Maine at Orono. The enclosed procedures from our manual explain the classification system used at the Maine State Library. I hope to have a classification scheme for the documents here in approximately two years.

We have no regulations for our depository libraries in the state. At the present time, they may do what they want with the State Documents which they receive.

Legislation concerning the distribution of State Documents is being revised and should be in effect shortly after the end of the Special Session of the Legislature. There are no major changes involved however.

Very truly yours,

David L. Rabasca

DAVID L. RABASCA
DOCUMENTS LIBRARIAN
MAINE STATE LIBRARY

DLR:pam
Encl.

MAINE DOCUMENTS

Maine State Documents make up one of the most important collections in the Library. To make it as complete as possible anything that can be considered a publication of a Department of the State Government is to be cataloged under the name of the Department and shelved in the Maine Document Section.

This applies to reports and studies made by companies or individuals for a State Department. Also, anything published by a Department in connection with U.S. Agencies or other organizations should be cataloged as a publication of the Maine Department, even though it is not listed first on the title-page.

Maine Documents are classified with M (only) and are shelved alphabetically by department and then by title used on the catalog cards and indicated on title page. (..under first letter of title)

~~The first copy is shelved with the Maine Documents collection in the Safe. Second and third copies are in the main library. When there is only one copy, this always is shelved in the safe.~~

The Documents Librarian receives the publications and makes a note of them in the Documents Check-List which is the only Shelf-List record for Maine Documents. It is not complete for older publications received before 1957.

They are then brought to the Catalog Dept. to be embossed with the Maine State Library stamp, dated, and counted.

If they are continuations the new information is added to the main entry card, in pencil. Tracings are open entries and need not be changed. They have stamp:

FOR FULL INFORMATION SEE MAIN ENTRY CARD

This stamp also shows on the back of the main entry card and is the clue that this type of tracing has been made. This type of entry should be made whenever possible.

Publications which are not continuations are cataloged separately, with subject cards, title card, and individual author if it would be useful. Added entries are made for companies or other agencies responsible for the publication.

The number of copies is written in pencil on the catalog cards, except for title cards and the tracings for continuations.

The title page should be marked to show the author entry used and the title.

Example:

Maine. Forest Service.

Forest pest notes.

If the title-page doesn't show the form of the author entry used on the catalog cards, it should be written on the title-page in pencil.

If there is no publication date use the approximate date with a question mark, in brackets [1966?] The Cataloger types the main entry card, lists the tracings, on the back, and gives it to the Assistant to complete the typing. The publication is placed on Document Librarian's shelf.

Samples:

Author entries:

Maine. Agriculture Department.

Maine. Health and Welfare, Department of. Bureau of Health.

(The wording of the name of the department is inverted to assist in using the catalog. This is done only for the first division. Check the NAME AUTHORITY FILE for the form used.

Subject entry:
MAINE - AGRICULTURE

M Maine. Agriculture Department.

Arbor day in Maine; last Friday in April. [Prepared by Maine Department of Agriculture, Maine Department of Education, Maine Department of Forestry. Augusta, Maine;
folder (6p.) 23cm.

1. ARBOR DAY.
I. Maine. Education Department.
II. Maine. Forest Service.

M Maine. Arts and the Humanities, State Commission on.

Report, 1st - [illegible] [Augusta]
1967 - [illegible]

FOR COMPLETE HOLDINGS, SEE DOCUMENTS CHECK LIST

M Maine. Board of Examiners of Funeral Directors and Embalmers.

Registered funeral homes, July 1, 1962.
16p. 23cm.

I. Title
II. Title: Funeral homes

M Maine. Taxation, Bureau of. Property Division.

Property tax bulletin. No.1-?
March 17, 1960-
[Augusta, Maine,
v. 28cm.

First title should be Type in publication after it is a copy of the other form. Law on open entry card is used with detailed information left by Document Librarian. Add: Each bulletin considered.

M

New England Educational Assessment Project.

A guide to assessment and evaluation procedures; a cooperative regional project. Providence, R.I., 1967.
28p. folded chart (in pocket) 28cm.

These publications are to be cataloged with M. and shelved with Me. Educ. Dept.
Note on cat. cds. and on pub.

Maine School Administrative District, no.41.

Annual report, 1965

Organized, June 21, 1965.
Included are: Atkinson, Lake View Plantation, Milo.

M

Maine. Constitutional Commission.

Second report of Maine Constitutional Commission to the Legislature of the State of Maine. [January 23, 1963]
32. 36x22cm.

M Maine. Legislature.

Report to the 101st Legislature by the Legislative Committee to Plan for an Institution Serving as a Reception and Treatment Center. January 1963.
76p. illus. 26x39cm.

I. Mental Health and Corrections, Dept. of
II. Title: Reception and treatment center.

x Maine. Legislative Committee to Plan for an Institution Serving as a Reception and Treatment Center.

... to the Legislature of the State of Maine.

... to the 101st Legislature.

Capitalize Legislature. Many cards in catalog each way.

M Maine. State Highway Commission.

Maps of various communities.

One copy of each to be kept in Safe.

Copy 2 (lending copy)-discard older edition when revision is received.

MAINE PERIODICALS

Periodicals published by various state departments have catalog cards with open entries and are checked in by the Documents Librarian. The catalog cards have stamp:

FOR COMPLETE HOLDINGS, SEE DOCUMENTS CHECK LIST

A list of the periodicals cataloged in this manner is kept at the Cataloging Assistant's desk.

M

Maine. Agriculture, Department of.
Division of Markets.

Maine markets, Nov.8,1944 - date.

FOR COMPLETE HOLDINGS, SEE DOCUMENTS CHECK LIST

Tracings on reverse of card.
1. MARKETING.
I. Title.

MD

B. Letters and commentaries

maryla MD:B

NELSON J. MOLTER
DIRECTOR

STATE LIBRARY
COURTS OF APPEAL BUILDING
361 ROWE BOULEVARD
ANNAPOLIS, MARYLAND 21401

TELEPHONE
(301) 267-5395

March 29, 1973

Miss Beverly Railsback
Department of Education
New Jersey State Library
185 W. State Street
Trenton, New Jersey 08625

Dear Miss Railsback:

Your letter of March 19th addressed to Dr. Morris L. Radoff, Hall of Records Commission has been forwarded to this agency. Unfortunately, we are unable to give you the full information you requested, for the simple reason that this State has no central distribution center or agency for Maryland State Documents. At the present time there are four Statutes in our Annotated Code of Maryland requiring all state agencies, boards, commissions, ect. to file copies of their publications with the State Library, Hall of Records and Department of Legislative Reference. This, however, has not proven to be 100% effective. For example if a board or commission is not aware of this requirement, and by the same token, if we are not aware of their publication we simply do not get it. We have, however, solved this to some extent, whereby the Hall of Records sends us a list of all publications received by them during the past month. We check this list against our own list of received material during the same time period. It is then possible to supplement our collection with the missing material and then send a list of any publications to the Hall of Records which we have received but do not appear on their list.

No legislation is, at this time, pending on this subject. I am enclosing one copy of each of the sections of our Code as referred to above. We will be happy to furnish additional copies if you think they will be of any assistance to you in this project.

I am sorry I cannot be of more help at this time, but please feel free to call on me if you need additional information.

Very truly yours,

Nelson J. Molter,
Director

785

MA

B. Letters and commentaries

JAN 26 1973

CABLE ADDRESS, "DARTMOUTH BOSTON"

Ma MA:B

Boston Public Library

Boston, Massachusetts 02117

January 22, 1973

Ms. Margaret T. Lane
1515A Choctaw Drive
Baton Rouge, Louisiana 70805

Dear Ms. Lane:

In response to your request for information about state documents, we are enclosing copies of relevant legislation from the Massachusetts General Laws, as well as sample copies of Commonwealth of Massachusetts Publications Received at Massachusetts State Library During the Month, and Massachusetts Material. As far as we can determine, there are no existing state regulations, manuals, brochures or classification schemes regarding state documents.

We hope this material reaches you in time for the Midwinter meeting.

Sincerely Yours,

V. Lloyd Jameson

V. Lloyd Jameson
Curator
Government Documents

VLJ:sj
enclosures

787

MI

A. Bibliographies

B. Letters and commentaries

D. Forms and form letters

M. Studies, surveys and workshops

Bibliography of Michigan Documents Bibliographies

I. Catalogue of the Michigan State Library Law Department. Lansing, Mich. 1896.

II. Documentary Catalogue of the Michigan State Library 1828 to June 1, 1898. Lansing, Mich. 1898.

III. Michigan Documents. July 1952-
(1952-1966 Selective list)
(1967-comprehensive list of Michigan Documents received at the Michigan State Library)

IV. National Association of State Libraries
Check-list of Legislative Journal of States of the United States of America. Compiled by Grace E. Macdonald, Providence, Oxford Press 1938, pp 102-107.

V. National Associations of State Libraries
Check-list of Session laws. Compiled by Grace E. Macdonald. New York. H. W. Wilson Co. 1936, pp 111-114.

VI. National Association of State Libraries
Check-list of Statutes of States of the United States of America. Compiled by Grace E. Macdonald. Providence. Oxford Press. 1937. pp 59-60.

VII. Pullen, William R.
A check-list of Legislative Journals. Issued since 1937 by the States of the United States of America. Chicago. American Library Association 1955.

VIII. Report of the State Librarian of the State of Michigan for the years June 30, 1892 to July 1, 1894. Lansing. 1894. pp 63-70.

IX. State Publications: A provisional list of the official publications of the Several States of the United States. Part II North Central States, Ed. by R. R. Bowker. New York, Office of the Publishers Weekly. 1902, pp 250-264.

X. Streeter, Floyd Benjamin
Michigan Bibliography: A partial catalogue of Books, Maps... from the earliest time to July 1, 1917... . Lansing, Michigan. Historical Commission. 1921. 2 vols.

Michigan - B
p 1/2 MI:B

Dear Librarian:

The Documents on Documents Committee of the State Documents Task Force, Government Documents Round Table, is collecting publications on state documents programs. The committee's goal is to make information on the administration of documents programs more easily and more widely available. Publications which are collected will be deposited at the Library of the Council of State Governments which will make these collections available on loan.

The committee would like to deposit five identical sets of publications in the C.S.G. Library. Will you please help in this endeavor by sending to me six copies of each of the following publications (the sixth copy will be kept here in my library as a control copy for our region). Please send copies of:

(1) Legislation establishing your state documents distribution or depository program.

(2) Rules and regulations established pursuant to this legislation.

(3) Informational brochures prepared to secure passage of legislation, to explain the program to state agencies, and to publicize documents in the libraries in the state.

(4) Manuals, either for the use of the administrator of the program (which might be an excerpt from your library staff manual) and manuals prepared for the depository libraries.

(5) Selection lists, address labels, designation of depository library forms and other forms which depository libraries might receive.

(6) Self-addressed labels, "thank yous" to state agencies, report forms for state agencies, etc.

(7) Shipping lists (sample only), "basic" lists, disposal instruction lists, etc.

(8) Questionnaires on state documents problems and their tabulation.

(9) In addition, will you please prepare a brief commentary on your state's depository library legislation indicating strengths, weaknesses, proposed amendments, etc.

Please send the six copies of each of these types of publications or a note that your state does not publish certain of the items to me by April 15 at the following address: State Historical Society Library, 816 State Street, Madison, Wisconsin, 53706

Your cooperation in forwarding this material will be appreciated and I trust that you will borrow it and use it after it has been deposited at the Council on State Governments Library. Announcement of the availability of the collections will be made in Documents to the People.

MI-B
8/2

1. None, other than the law 24.20 requiring State departments to send copies of their publications to the State Library. + See enclosed.

2. None, original law passed 1899.

3. None.

4. Enclosed is a copy of the Michigan Documents Classification Scheme, the Departments of the State, Form numbers, and Office Subdivions.

5. Enclosed are two letters which were used to develop our current Michigan Documents Depository Libraries.

6. Not in use.

7. In letter to all Depository libraries.

8. Not in use.

9. At the present time the only legal bases for the depository mailings in the law requiring all state publications, reports, documents, be sent to the state library and disposed as the state librarian deems necessary.

MI:D

STATE OF MICHIGAN

DEPARTMENT OF EDUCATION

BUREAU OF LIBRARY SERVICES

735 E. Michigan Ave., Lansing, Michigan 48913

JOHN W. PORTER
Acting Superintendent of Public Instruction

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EDWIN L. NOVAK
GOV. WILLIAM G. MILLIKEN
Ex-Officio

June 19, 1970

To all libraries on mailing list to receive State documents.

During the past few years the State Library has distributed publications of the nineteen departments of State government. There have been two types of distribution:

1. All materials published by the State of Michigan.

2. Selected publications of State departments as requested by school, college and university libraries and public libraries.

As a result of a recent survey the State Library will transfer responsibility for mailing partial or selective publications to the departments responsible for their printing. The effective date: June 30, 1970. If you desire to continue receiving selected State of Michigan publications, please write directly to the department concerned listing titles or reports desired. If there is any delay as a result of the revised procedure, please feel free to contact the Michigan Unit of the State Library for assistance.

Libraries interested in being added to the list to receive all publications of the nineteen departments of State government should notify the Michigan Unit of the State Library. Your library will then be considered for depository status. Total depositories now receive about 2,000 pieces a year. Libraries now receiving all publications need take no action, since materials will continue to arrive in the usual manner, via the State Library.

Sincerely yours,

Francis X. Scannell

Francis X. Scannell
Michigan State Librarian

FXS:ec

MICHIGAN
THE GREAT LAKE STATE

MI:D17

STATE OF MICHIGAN

DEPARTMENT OF EDUCATION

BUREAU OF LIBRARY SERVICES

735 E. Michigan Ave., Lansing, Michigan 48913

JOHN W. PORTER
Acting Superintendent of Public Instruction

STATE BOARD OF EDUCATION
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CHARLES E. MORTON
MARILYN JEAN KELLY
EDWIN L. NOVAK
GOV. WILLIAM G. MILLIKEN
Ex-Officio

To: All Depository Libraries

From: Richard J Hathaway, Head, Michigan Unit
Michigan Department of Education,
Bureau of Library Services

Re: Depository Status

As a part of our continuing effort to expand the use of Michigan documents, your library has been designated a depository to receive all State documents as published. The length of time these publications remain in your library will be determined by policies formulated by you. You are, however, urged to make maximum use of these publications and to use our publication Michigan Documents as a reference and classification guide.

The mailing label will read as follows:

Please indicate any changes or corrections in your address. If we have erred in designating your library a Michigan documents depository, please inform us immediately.

Please address correspondence to:

Mr. Richard J Hathaway, Head
Michigan Unit
Bureau of Library Services
735 East Michigan Avenue
Lansing, Michigan 48913

MICHIGAN
THE GREAT LAKE STATE

Conference Committee

Elizabeth Lindsey, Specialist in Continuing Education
Richard Lucas, State Documents Librarian
Richard J Hathaway, Head, Michigan Unit

Francis X. Scannell
State Librarian

Dr. John Porter
Superintendent of Public Instruction

A WORKSHOP
ON
STATE DOCUMENTS

A WORKSHOP
ON
STATE DOCUMENTS

May 29, 1975

Sheraton Motor Inn, Flint
Interstate 75 & Pierson Rd.

Sponsored by
Michigan Department of Education
State Library Services
735 East Michigan Avenue
Lansing 48913

MI:M

M - Mich

A WORKSHOP ON STATE DOCUMENTS

Chairman: Richard J Hathaway
Head, Michigan Unit
State Library Services

May 29, 1975
Sheraton Motor Inn, Flint

PROGRAM

8:30 a.m.-9:30 a.m. Registration

9:30 a.m.-10:45 a.m. *State Documents and the Library of Congress*

- Agnes Ferruso, Head
  State Documents Section
  Exchange and Gifts Division
  Library of Congress

10:45 a.m.-11:00 a.m. Break

11:00 a.m.-11:45 a.m. *Reference Value of State Documents*

- Jennie Cross, Acting Branch Chief
  Classification and Cataloging Branch
  General Printing Office
  (On leave from Oakland University)

12:00 noon-1:00 p.m. Luncheon

1:15 p.m.-1:30 p.m. *State Document Collection - Origins*

- Francis X. Scannell
  State Librarian

1:30 p.m.-2:20 p.m. *State Document Collection - Current Program*

- Richard Lucas
  State Documents Librarian
  State Library Services

2:30 p.m.-3:30 p.m. *Handling of Documents - Group Discussions*

Leaders:

Carolyn Baker
Documents Librarian
Central Michigan University

James Doyle
Head, Reference Department
University of Detroit Library

Francis Buckley
Government Documents
Detroit Public Library

Tom Genson, Head
Michigan Room
Grand Rapids Public Library

Gail Landy
Local History Librarian
Kalamazoo Public Library

3:30 p.m.-4:00 p.m. *Questions, Discussion and Wrap-Up*

- Richard J Hathaway

MN

B. Letters and commentaries

F. Legislation and legal materials

G. Mailing lists

J. Promotional materials

AUG 22 1974
AUG 22 1974

State of Minnesota

Department of Education
Capitol Square, 550 Cedar Street
St. Paul, Minnesota 55101

Library MN:B

July 31, 1974

Margaret T. Lane
Recorder of Documents
1515A Chactaw Drive
Baton Rough, LA 70805

Dear Mrs. Lane:

Thank you for your most helpful letter. As you say, I was already aware of the work done by Casey and Fry. I called Mr. Adamovich yesterday, and he agreed to send a copy of the paper he delivered in New York. We are already on the waiting list for the "documents on documents" collection.

I am enclosing copies of some of the materials requested in the "Request for Publications on State Documents Program", specifically:

1. Copies of the most important statutes.
2. Chapter 456, 1974 Session Laws, and the Commissioner of Administration's intepretation.
3. The first two copies of the new Monthly Checklist of Minnesota State Publications called for in Chapter 456.
4. My notes on the responsibilities of various agencies and people for Minnesota documents.
5. A description of the Documents Section (part of Administration).
6. The Documents Section's list of depository libraries.
7. A copy of the first draft of a bill to be introduced in the Minnesota Senate in early 1975. (This draft was written without much input from librarians, a situation which I hope to help correct. It seems likely that it will be discussed at the Minnesota Library Association meeting in October.)

I'll forward your request to Eda Staudenmaier, Chief of the Documents Section, 140 Centennial Office Building, 658 Cedar Street, St. Paul, 55155, but I am not at all certain that you will receive a reply. In the future, I think that Stephen Plumb, now the Acting Director of the Legislative Reference Library, 111 Capitol Building, St. Paul, 55155, will be your best contact for information on the documents situation in Minnesota. My personal assessment of the situation will be available by early October, and I'll be happy to provide you with a copy.

Sincerely,

S. Duffy

Shawn Duffy

SD:lb
enclosures

#4

Minn - R

MN:B1

Legal Documents Responsibility

1. State Library (Supreme Court) - must be maintained in the Capitol Building and need purchase only such "books, pamphlets and documents" as the justices of the court direct. (480.09, subd. 1). However, any department, agency, or official of the state, issuing for public distribution any "book, document, journal, map, pamphlet or report," must deliver two copies to the State Library, and as many more as the State Library deems necessary for exchange purposes (15.18). In addition, "All official publications of the United States and of other states and countries, which are received for the use of this state by any office thereof, shall be sent to the state library forthwith" (480.09, subd. 6). See Constitution, Art. VI, section 2.

2. Legislative Reference Library (Joint Coordinating Committee)

   "shall maintain an adequate collection of public documents of Minnesota and other states and may enter into loan agreements with other libraries." (3.302, subd. 2)

   "is a depository of all documents published by the state" (3.302, subd. 3)

   But the Legislative Reference Library is not named in section 15.18, which describes the distribution of state documents.

   The Legislative Reference Library is also empowered to prepare studies and reports for the legislature and to publish them if warranted.
   See Chapt 456, 1974 Session Laws

3. Minnesota State Historical Society -

   As of 1973, seven copies of each "book, document, journal, map, pamphlet, or report," including Minnesota Statutes and Session Laws, must be delivered to the Historical Society, five copies to be preserved by the Society and two copies to be sent to the Library of Congress. (138.03, subd. 1 [1973]) (However, Section 15.18 was not similarly amended in 1973 and calls for the delivery of only four copies to the Society.)

   Any annual or biennial report issued for public distribution (unless it appears in a newspaper) by any county, city, or village, must be sent to the Historical Society upon request. (471.68, subd. 1, 2)

   The State Archives were transferred to the Historical Society in 1971 (138.161)

   "Those records preserved or appropriate for preservation as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of government or because of the value of the information contained therein, when determined to have sufficient historical or other value to warrant continued preservation by the State of Minnesota and accepted for deposit in the collections of the Minnesota Historical Society, shall be known as the state archives." (138.17, subd. 1, (5) [1973])

Minn.-B, p. 2/3

4. University of Minnesota Library -

"The general library of the University of Minnesota is a depository of all books, pamphlets, maps and other works published by or under the authority of the State of Minnesota.". (137.04)

5. State College Libraries -

Must receive one copy of any "book, document, journal, map, pamphlet, or report" issued for public distribution by any "department, agency, or official of the state". (15.18) The State colleges are designated:

Winona State College
Mankato State College
St. Cloud State College
Moorhead State College
Bemidji State College
Southwest State College (Marshall)
(136.01)

6. Commissioner of Administration -

Has the following duties:

"To provide for the printing and distribution of the capitol guidebook, official reports, and other publications of all kinds, and to supervise and control the form of such reports and publications, and make them useful and informative to the public." (16.02, subd. 13)

"To sell all public books and documents which are subject to sale." (16.02, subd. 17)

"The commissioner of administration shall supervise and control the making and distribution of publications of all kinds issued by the State of Minnesota and the departments and agencies thereof when not otherwise prescribed by law." (16.026, subd. 2)

7. Chief administrative offices of public agencies -

Are responsible for "preservation and care of the agency's public records, which shall include written or printed books, papers, letters, contracts, documents, maps, plans, and other records made or received pursuant to law or in connection with the transaction of public business." (15.17, subd. 2)

Further: "Every custodian of public records shall keep them in such arrangement and condition as to make them easily accessible for convenient use." "Except as otherwise provided by law, he shall permit all public records in his custody to be inspected, examined, abstracted, or copied at reasonable time and under his supervision and regulation by any person..." (15.17, subd. 4 [1973])

Minn-B, p. 313

8. Public libraries in cities of the first class -

Must receive one copy of any "book, document, journal, map, pamphlet, or report" issued for public distribution by any "department, agency, or official of the state". (15.18) Libraries presently located in cities of the first class are:

Minneapolis Public Library
St. Paul Public Library
Duluth Public Library

(for definition of "city of the first class" see 410.01)

9. Secretary of State -

Is to keep "all records and documents of the state not expressly required by law to be kept by other state officials." (5.01)

10. Commissioner of Economic Development -

"shall have authority to sell, at their approximate cost to the state, such publications of the department as in his judgment should not be supplied gratis to those who wish to employ them in the conduct of their business."

STATE OF MINNESOTA

DEPARTMENT of Administration

Office Memorandum

MN:F

TO : ALL DEPARTMENT HEADS

DATE: May 17, 1974

FROM : RICHARD BRUBACHER
Commissioner of Administration

SUBJECT: PUBLICATIONS SENT TO LEGISLATORS

Chapt. 456, 1974 Session

The 1974 Legislature passed the enclosed law concerning the distribution of reports and publications to the Legislature. Many legislators had expressed concern over the volume of printed material that they have been receiving from state agencies. Most of them do not have the time to review all of these publications and feel that costs could be reduced and time saved by receiving a summary of each publication instead of the publication itself. If it appeared from the summary as if they would like a copy of the publication, they could request it. As a result of the hearings and of discussions conducted between a Subcommittee of the Government Advisory Committee and the Joint Legislative Co-ordinating Committee and both Rules Committees, the enclosed law concerning publications sent to legislators should be interpreted as follows:

1. Ten copies of any one time publication and any periodical publication issued less than twice a year should be sent to the Legislative Reference Library (Room 111, State Capitol, extension 3398). If the other law requires that a publication be sent to the legislature or to legislators (such as biennial reports to the Legislature), in addition to the ten copies, one copy each should be also sent to the Secretary of the Senate and Chief Clerk of the House.

2. Ten copies of any publication issued more than twice a year particularly newsletters of any nature, should be sent to the Legislative Reference Library.

   Any department head, at its discretion, may notify the legislators directly of the existence of a given periodical and request an indication whether the legislator would like to receive the publication for a given period of time, usually one year. Departments may send the publication directly to those legislators from whom they receive a positive reply. No publications should be sent to any legislator unless a specific request has been made by the legislator or unless requested to do so by Legislative Research. Any current mailing list should be reviewed to delete any legislator who has not specifically requested the publication.

3. Every publication sent to the Legislative Reference Library

except newsletters, must be accompanied by a synopsis of its contents which can be copied on an index card (that is not more than three inches in length). The actual form of synopsis will be furnished to you in the near future.

4. The Legislative Reference Library will copy this synopsis on a listing containing all publications it received in the past month (or probably weekly during legislative sessions). This list will be given to all legislators and staff. Should any legislator or staff desire a mentioned publication, he or she will request it from the Legislative Reference Library. The Library will order more copies from the department if needed. In addition to the synopsis, if applicable, each publication sent to the Legislative Reference Library must be accompanied by the name and phone number of the person from whom more copies may be ordered.

The new procedure is intended to curb the flow of literature to Legislators. It is not intended to be, nor should it be interpreted as, justification for non-compliance with a specific request of individual Legislators. Such requests should be honored as before.

Legislators have voiced concern about the use of United States mail within the Capitol complex. You are encouraged to utilize interoffice mail as much as possible. The use of United States mail for transmitting material within the Capitol complex should be discontinued.

The rules enumerated above concerning publications sent to Legislators do not apply to notices of hearing. Based on comments of Legislators, however, I would encourage you to use discretion in mailing notices of hearing to only those Legislators who you know may have an interest in the hearing.

#2

MN: F I
P. 313
H.F. No. 3571
CHAPTER No. 456
1974 Session Laws

AN ACT

relating to the legislature; providing for the filing of reports with the legislature; amending Minnesota Statutes 1971, Chapter 3, by adding a section.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

Section 1. Minnesota Statutes 1971, Chapter 3, is amended by adding a section to read:

[3.195] [REPORTS TO THE LEGISLATURE.] Whenever a report to the legislature is required of a department or agency of government, it shall be made, unless otherwise specifically required by law, by the filing of one copy with the secretary of the senate, one copy with the chief clerk of the house of representatives, and ten copies with the legislative reference library. The same distribution procedure shall be followed for other reports and publications unless otherwise requested by a legislator or the legislative reference library. The legislative reference library shall monthly give notice to each legislator of each publication filed pursuant to this act,

(7)

This bill originated in the administration and is too full of the details of production. The Capital Area Librarians' Council (CALCO), with the U.S.M. Govt. Docs. Division, is working on alternative legislation to be presented to the MLA at the October meeting. The legislative session begins in January.

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Thanks for your effort to review this matter!

Draft #2

Dennis Frederick 296-3801

Bill for an act

Relating to facilitating the production and availability of state publications originating with the executive branch; assigning duties to the Department of Administration; clarifying a role for departmental libraries; amending M.S. 1971, Section 16.02, Subdivisions 13 and 16; and Section 16.026; and repealing M.S. 1971, Sections 15.046; 15.047; 15.048; 15.049; 15.18; 16.02, Subdivision 17; 16.51; 16.52; 16.53; 16.81; and 16.811.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

Section 1. [FINDINGS AND PURPOSE.] The legislature finds and declares; That there is a high level of interest among state government and the public to facilitate the awareness of, and access to, governmentally produced information and that such interest would be aided by amending and consolidating statutory duties as they pertain to the production, listing, distribution, and sale of state publications and forms.

In addition, the legislature finds that the public interest would be further aided by assigning the following additional duties to the commissioner of the Department of Administration: (1) To provide a mechanism whereby all state publications and forms originating with the executive branch, are reviewed prior to approval for production; (2) to provide for the preparation, production, and distribution within government and to the public, of a complete checklist of all state publications produced; and (3) to provide coordination for the role of departmental libraries or information officers in assisting availability of information among governmental units and to the public.

The added and consolidated duties of the commissioner, as proposed, are entered in Section 3 of this act.

Sec. 2. [DEFINITIONS.] For the purposes of this act, the following terms shall have the following meaning: Subdivision 1. "Commissioner" means the commissioner of the Department of Administration

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Subd. 2. "Department" includes, but is not limited to, any department, division, agency, bureau, board, commission, or committee of the executive branch of state government.

Subd. 3. "Publication" means one of the mechanically "duplicated" or printed materials or one of the non-printed, audiovisual materials, and their accompanying technology, for communication as prepared for production by a department. Printed publications shall include, but not be limited to, reports, documents, journals, books, booklets, monographs, periodicals, pamphlets, brochures and maps. Non-printed audiovisual publications shall include; but not be limited to, films, film strips, microfilm and slides. Publications shall not include letters and inter-office and intra-office memoranda.

Subd. 4. "Draft Publication" means the printed or non-printed materials as supplied to the commissioner by a "requesting department" for the purposes of review by the commissioner and for its "production" or "final production" into a publication.

Subd. 5. "Form" means any publication which is intended for utilization by a department in the requesting and gathering of information. For the purpose of this act, letterheads and other stationery items shall be "forms". Business calling cards, when authorized, shall not be considered forms or publications.

Subd. 6. "Production" means the preparation of a publication or form for "final production" and may include, but is not limited to, providing artistic design; layouts; and determination of appropriate size. "Production" shall not include that part of publication preparation which determines contents.

Subd. 7. "Final Production" means the last activity in producing a finished publication or form and shall include printing; duplicating; and the making of a non-printed audiovisual material.

Subd. 8. "Duplicating" has the meaning as defined in M.S. 1971, Section 16.02, Subd. 16.

Subd. 9. "Producer" means the state printer, state duplicator, private printing firm, or any other person preparing the final production of a publication as requested by the Commissioner.

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Subd. 10. "Requesting Department" means the department which submits a draft publication to the commissioner so he may review the draft, assist production and request its final production by a producer.

Subd. 11. "Research" means the activities involved in gathering, analyzing, and writing information useful in decision-making.

Subd. 12. "Researcher" means any employee of a department engaged in research.

Subd. 13. "Research Director" means an employee of the state responsible for coordinating researchers, and their research activities, within a department.

Subd. 14. "Research Report" means any typed, duplicated, or printed materials which contain the results of research done by or the request of a department; a "research report" shall not be any matter which a department designates for use only within the department.

Subd. 15. "Data Base" means statistical data or other numerical information obtained, recorded and stored by a department or at the request of a department.

Sec. 3. Minnesota Statutes 1971, Section 16.026, is amended to read:

16.026 [DUTIES OF THE COMMISSIONER IN THE PRODUCTION, DISTRIBUTION, AND FACILITATION, OF PUBLIC AWARENESS OF PUBLICATIONS.] Subdivision 1. The commissioner of administration shall supervise and control the production and distribution of all (strike the remainder of 16.026, all through Subd. 7 -- note Subd. 5 is used below in its present form) publications and forms originating from any department of the executive branch as specified in subdivisions 1 through 14 of this section. The commissioner shall be accountable for the most efficient economic use of funds spent on the production and final production of publications and shall have the authority to make such regulations as he deems necessary to enforce the provisions of this act

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Subd. 2. [DEPARTMENTS SHALL FURNISH INFORMATION TO THE COMMISSIONER.] Drafts of any publication or form which a department submits to the commissioner for production and/or final production shall be submitted, together with information, in the form and manner as the commissioner may require, concerning: (1) The purpose for which the item is being prepared; this shall include the intended clientele and their numbers and whether the publication is required by law; (2) a summary of the draft publication including; title, chief author, co-author, and an abstract of its contents; (3) the quantity to be prepared during final production of the publication; (4) the date when the final production is to be complete; (5) technical and financial data relating to production and final production, and (6) identity of the person coordinating preparation of the publication for the requesting department.

Subd. 3. [COMMISSIONER TO CONDUCT REVIEW AND MAKE FINAL DECISIONS PRIOR TO GIVING HIS APPROVAL FOR FINAL PRODUCTION.] In consultation with the requesting department, the commissioner shall, prior to giving his approval for final production, review the draft publications and related information submitted to him, according to the provisions of Subdivision 2 of this section. The commissioner shall inform requesting departments of the date and place for review of their draft publications, and shall allow requesting departments to participate in the review. Reviews shall not be conducted for the purpose of causing change in the content of draft publications; specifically review shall be conducted for the purpose of facilitating production and enabling the commissioner to make his final decisions providing for the following: (1) A determination whether production should employ state operated facilities of other public or private vendors; (2) A determination whether production should involve printing or merely duplication; (3) A determination of the appropriate number of copies to be produced with consideration given to the items purpose; (4) A determination of an appropriate lay-out and composition, this should include (a) what materials the item should be produced on (b) the

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appropriate size and shape, and (c) what specific printing techniques should be used; (5) A determination whether a department, or departments, should combine certain of its publications or forms; (6) A determination of an appropriate frequency and size for periodical publications; (7) Assurance that a uniform format for letterheads is used by the departments. Every departmental letterhead shall, among other inscriptions, show the seal of the state and the words "STATE OF MINNESOTA"; (8) Assurance that, with the exception of the five constitutional officers in the executive branch, no personal names shall be used on any letterhead of any department; however, the commissioner may authorize the printing of titles or positions on departmental letterheads; and (9) To assure that there is no misuse of state publications for personal gain the commissioner shall enforce the following: (a) Pictures, language, or any other device shall be excluded from publications and forms when they tend to attribute the item to an elected or appointed official instead of a department of the executive branch; (b) Any form, periodical or publication issued by a department in the executive branch shall carry the imprimatur "STATE OF MINNESOTA", followed by the name of the department and the subdivision if applicable, but it shall not carry the name of an

official except where personal certification of the form or publication by an official is specifically required by law; (c) No employee in the executive branch, appointed or elected, shall cause to be made and distributed, nor shall the commissioner authorize the making or distribution of any publication or form except those authorized by law or included in the intent of the appropriation from which the publication or form will be financed.

Subd. 4. The commissioner shall prepare; publish; and distribute, to all departments, guidelines concerning how draft publications are to be submitted; the guidelines shall include but not be limited to specifications for the manner in which bibliographic information shall appear on the draft publications. Within the publication containing the guidelines, the commissioner shall also explain the purpose and manner of his review as provided in Section 3,

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subdivision 3, of this act, and how decisions are to be made regarding production.

Subd. 5. [RELEASE WITHOUT COMMISSIONER'S APPROVAL.] In the event that a department refuses to accept any final decision of the commissioner under the provisions of subdivision 3, the commissioner shall release the form or publication for final production and distribution in the form desired by the requesting department; in such event the commissioner shall report in writing to the legislative audit commission the circumstances of the case and the reasons for his decision of disapproval.

Subd. 6. [RELEASE OF DRAFT PUBLICATIONS AND FORMS FOR FINAL PRODUCTION.] Once the commissioner has approved a form or publication for final production and distribution, he shall so inform the requesting department and shall issue a permit number. Permit numbers shall be unique for each publication or form and shall be affixed to all documents concerning the form or publication. The commissioner shall also assure that the cost of final production and his statement of approval appear in a prominent place on the form or publication;

the statement of approval shall include the words, "APPROVED BY COMMISSIONER OF ADMINISTRATION"; the issued permit number; and the date the permit number was issued. In the event that a draft publication or form is released under provisions of Subdivision 5, then the commissioner shall assign an identification number to be utilized in the manner specified for permit numbers.

Subd. 7. [OFFICIAL CHECKLIST OF PUBLICATIONS.] The commissioner shall prepare, publish, and distribute a monthly checklist of publications released for final production; the checklists shall provide the publications permit number or identification number; author; department; title; and where the publication can be viewed and purchased.

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Subd. 8. [DISTRIBUTION OF PUBLICATIONS AND PUBLICATION SUMMARIES.] The commissioner shall be accountable for [assuring that copies of publications and the official publications checklists are distributed efficiently to destinations required by law] and also to depositories as follows: (1) Three copies to the Legislative Reference Library; (2) Two copies to the Minnesota Historical Society; (3) One copy to the (general library) of the University of Minnesota; (4) One copy each to the libraries of every state college; (5) One copy to every public library of any city of the first class. The commissioner may require distribution of an additional number of copies as he deems necessary. [The commissioner may further require that departments which are the first to receive publications from a producer shall be responsible for distribution as required under this subdivision.] [The cost of the copies and their distribution shall be borne by the issuing department.]

In addition, the commissioner shall distribute the publication checklist to departments in amounts he deems necessary and shall further forward a copy of each publication summary to the Legislative Reference Library as soon as the draft publication is released for final production. In addition to the infomation received in summaries as provided by departments, the publication summary sent to the Legislative Reference Library shall include the permit number or the identification number and the forseen date of distribution.

Subd. 9. [SALES.] The commissioner shall arrange for the sale of publications by establishing a central facility therefor ~~anywhere~~ within the state service or by ~~delegating the sale thereof to departments~~.

Subd. 10. [ROLE OF COMMISSIONER, DEPARTMENTAL LIBRARIES, AND INFORMATION OFFICERS IN IDENTIFYING STATE RESEARCH PERSONNEL, DATA BASES AND RESEARCH IN PROGRESS.] To enable identification of, and accessibility to, departmental research personnel, research reports, and data bases, the commissioner shall act to assure that directors of each departmental library, or a designated information officer of each department, shall: (1) maintain regularly updated records in their department to include: (a) Identification of personnel involved in

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research including their name, location, and areas of expertise; (b) Identification of topics currently being followed by each research person; and (c) Identification of research projects in progres the chief researcher of each project, the nature and intent of the research, and the date set for project completion; and (d) Identificati of data bases stored within, or at the request of the department; and shall further, (2) obtain and store copies of research reports prepared within their department.

The departmental librarian or designated information officer shall furnish the legislative reference library with information maintained in records as required in this subdivision; they shall also serve to respond to inquiries from other departments and from the public regarding departmental research reports. The commissioner shall supply the departments with official forms for use in maintaining the records as required in this subdivision. In addition, the commissioner shall supply the departments and each of the depositories designated in Subdivision 8, with a continually updated listing of departmental research directors and library directors or information officers employed by departments for the purpose of fulfilling duties provided in this subdivision.

Subd. 11. [APPOINTMENT OF A COMMITTEE.] The commissioner may appoint a committee of state officials, or their designees, to advise him in all matters concerning forms and publications.

Subd. 12. [PRODUCTION EXPERTS.] Subject to appropriations, the commissioner may employ technical experts to assist departments in the planning and production of forms and publications. Such personnel shall serve in the classified civil service.

Subd. 13. [USE OF FEES.] All fees prescribed by Laws 1955, Chapter 847, and other provisions of the law not inconsistent therewith for the rendering of the services herein provided shall be deposited in the state treasury by the collecting department or agency and the amounts thereof are hereby appropriated to the commissioner of administration for the purposes of Laws 1955, Chapter 847.

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Subd. 14. [EXCEPTIONS.] None of the provisions of this section shall apply to publications issued under the provisions of sections 5.08; 16.02, Subdivision 24; or 648.39, nor shall they apply to the University of Minnesota or the Minnesota Agriculture Society, nor to any agency outside the executive branch.

Provisions of this section shall not interfere with the duties of departments to prepare and distribute publications as required by law nor shall they allow the commissioner to control the information produced within publications or forms; informative content shall be decided upon solely by the department requesting production.

Section 4. M.S. 1971, Section 16.02, Subd. 13., is amended to read: "To provide for the printing and distribution of the capitol . . . . . and make them useful, informative, and available to the public as provided in section 16.026 as amended by this act.

Sec. 5. M.S. 1971, Section 16.02, Subdivision 16, is amended to read: (strike all of the second paragraph of clause d) -- (Note: also need to check if the term "duplicating" is current.)

Sec. 6. (Check if M.S. 1971, Section 16.80 needs to be amended in any way -- i.e. should "$17,500 by Laws 1957, Chapter 929, Section 17 (6) and fees of the commissioner of administration for copies of documents and records appropriated by Minnesota Statutes, Section 16.026." be amended?

Sec. 7. [VIOLATIONS.] Following 90 days after the effective date of this act, any department producing a publication or form in a manner other than provided for in this act shall be deemed in violation of Minn. Stat. 1969, Section 16.16, Subdivision 3 or any act amendatory thereof.

Sec. 8. [APPROPRIATIONS.] (Note: Possibly none may be necessary.)

Sec. 9. [EFFECTIVE DATE.] This act shall take affect on July , 1974 (should any parts of this act go into effect upon enactment?)

Sec. 10. [REPEALERS.] The following sections and subdivisions of N.S. 1971 are repealed: Sections 15.046; 15.047; 15.048; 15.049; 15.18; 16.02, Subd. 17; 16.51; 16.52; 16.53; 16.81; and 16.811.

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1976 SESSION LAWS
H.F. No. 369
CHAPTER NO.
30

AN ACT

relating to the legislature; providing for the filing of state documents with the legislature; establishing duties of legislative reference library; amending Minnesota Statutes 1974, Sections 3.195; and 3.302, Subdivision 3.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

Section 1. Minnesota Statutes 1974, Section 3.195, is amended to read:

3.195 [REPORTS TO THE LEGISLATURE.] Whenever a report to the legislature is required of a department or agency of government, it shall be made, unless otherwise specifically required by law, by the filing of one copy with the secretary of the senate, one copy with the chief clerk of the house of representatives, and ten copies with the legislative reference library. The same distribution procedure shall be followed for other reports and publications unless otherwise requested by a legislator or the legislative reference library. The legislative reference library shall monthly ~~give notice to each legislator of each publication filed pursuant to this section~~ publish and distribute to legislators a checklist of state documents. Additional copies of the checklist sufficient for distribution to all state agencies, public, university and college libraries shall be provided by the documents section, department of administration.

Sec. 2. Minnesota Statutes 1974, Section 3.302, Subdivision 3, is amended to read:

Subd. 3. The legislative reference library is a depository of all documents published by the state and shall receive such materials automatically without cost ~~in the same manner as other depositories~~. As used in this chapter, "document" shall include any publication issued by the state, constitutional officers, departments, commissions, councils, bureaus, research centers, societies, or other agencies supported by state funds, or any publication prepared for the state by private individuals or organizations and issued in print, including all forms of duplicating other than by the use of carbon paper, considered to be of interest or value to the legislative reference library. Intraoffice or interoffice memos and forms and information concerning only the internal operation of the agency are not included.

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Martin O. Sabo

Martin O. Sabo

Speaker of the House of Representatives.

Alec G. Olson

President of the Senate.

Passed the House of Representatives this 6th day of May in the year of Our Lord one thousand nine hundred and seventy-five.

Edward A. Burdick

Edward A. Burdick

Chief Clerk, House of Representatives.

Passed the Senate this 23rd day of February in the year of Our Lord one thousand nine hundred and seventy-six.

Patrick E. Flahaven

Patrick E. Flahaven

Secretary of the Senate.

Approved March 5th, 1976

Wendell R. Anderson

Wendell R. Anderson

Governor of the State of Minnesota.

Filed March 5th, 1976

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Joan Anderson Growe

Joan Anderson Growe

Secretary of State.

#6 DEPOSITORY BOX LIST

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As Provided for in MinnesotaStatutes Chapter 15.18

LIBRARIES	COPIES
State Archives	1
Dep. of Education-117 University	1
Hill Reference Library	1
Historical Library	5 (they send to the Library of Congress)
State Law Library	2
Crookston branch University of Minnesota	1
Duluth Branch Univeristy of Minnesota	1
Morris Branch University of Minnesota	1
St. Paul Branch University of Minnesota	1
University of Minnesota Library	1
University of Minnesota Law Library	2
Duluth Public Library	1
Minneapolis Public Library	1
St. Paul Public Library	1
Legislative Library	2 (and any extras)

STATE COLLEGES	
Bemidji State College	1
Mankato State College	1
Marshall Southwest State College	1
Moorhead State College	1
St. Cloud State College	1
Winona State College	1

JUNIOR COLLEGES	
Anoka Ramsey	1
Austin	1
Brainerd	1
Ely	1
Fergus Falls	1
Hibbing	1
Inver Grove Heights	1
Itasca	1
Lakewood Junior college	1
Mesabi	1
Metropolitan	1
Normandale	1
Rainy River	1
North Hennepin	1
Rochester	1
Thief River Falls	1
Willmar	1
Worthington	1

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total 45

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DOCUMENTS SECTION
140 Centennial Office Bldg.
Ext. 2874

DOCUMENTS

Not all Minnesota taxpayers need copies of each and every one of over 400 publications offered by the DOCUMENTS SECTION. It is this premise - *that only those persons who need a specific document should have to pay for it, or, to put it another way, that state printing should strive to become self-supporting rather than based upon Legislative appropriation* - which is the purpose of the Documents Section operation.

The various departments of our state government create exceptional teaching guides, conservation bulletins, public welfare aids and interesting factual information on crime and delinquency. Directories listing licensed physicians, hospitals and many important professional people, tradesmen and business in the state are compiled for use by state departments. These publications contain information needed by officials in state government by are also of value in certain fields not connected with the state. The Documents Section, under the Commissioner of Administration, makes them available to all at a nominal fee. Orders are shipped all over the United States and to many foreign countries.

This section also files new and revised Rules and Regulations on behalf of the Commissioner of Administration and has the responsibility of printing and selling such rules. All inquiries relating to the compilation for printing and the distribution of rules and regulations should be directed to the Documents Section.

Distribution of published Laws of Minnesota and Minnesota Statutes is another Documents function. The Slip Service Law, passed in 1965 providing photo-copies of the newly enrolled acts from the Legislature is administered by Documents and is available to all state agencies as well as the general public. The charges prescribed by law are 25 cents for the first two pages or less and 15 cents for each additional page.

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p. 2/2

A reproduction service for drawings, maps and charts up to 42" wide using Ozalid (white-printer) process may be obtained through this section. The only prerequisite is that the original must be on tracing paper or it's equivalent. This service also offers over 3000 contour lake maps for sale to the general public and state departments. The soundings and original maps are provided by the Department of Natural Resources and the Documents Section makes them available to all fishermen and boating enthusiasts at a reasonable price. Fire plan maps for hunters and hikers are also sold. The originals were drawn by the Division of Forestry for use by the rangers to control forest fires, however, the public demand by deer hunters created still another area of public and state service.

The Depository System as provided by law, Minnesota Statutes, Chapter 15.18, is also part of Documents responsibility. At the present time forty-five copies of each publication is required to supply the Historical Society, University and college libraries and others as specified.

Enclosed is a catalog of State of Minnesota Publications which are distributed by this section. State departments may receive copies for use in answering their own correspondence or request a supply of form letters directing inquiries for publications to Documents. All items shown in the catalog may be purchased by state employees as well as the general public.

For additional information, call the Document Section, 296-2874.

How to Order from Documents Section

1. Complete and send the Department Field Order (Adm. Form 558) to:

   Documents Section
   140 Centennial Office Building
   St. Paul, Minnesota 55155

2. In ordering Ozalid work, use a reproduction requisition (Adm. Form 619)
   Pads of requisition forms are available from Central Stores.

MS

C. Depository contracts

D. Forms and form letters

E. Labels

H. Manuals

J. Promotional materials

M. Studies, surveys and workshops

Designation of Depository for Public Documents

October __, 1966

Hon. Heber Ladner
Secretary of State
New Capitol
Jackson, Mississippi

Dear Mr. Ladner:

The Library designated hereunder, through its duly constituted Librarian, hereby request that said Library be constituted a _____(indicate complete or selective) Depository for _____(indicate one or two copies)of Public Documents in accordance with the provisions of H. B. 125 of the Regualr Session of the Legislature of 1966 in order that it may receive the Documents contemplated by said act.

_____
Library

By: _____
Librarian

APPROVED BY: _____
SECRETARY OF STATE

MS:E

State of Mississippi

PUBLIC DOCUMENTS

for the

Depository Libraries

(Chapter 555, Laws 1966)

POSTMASTER: Return Postage Guaranteed.
MERCHANDISE may be opened for postal inspection if necessary.

To

RECORDER OF DOCUMENTS

P. O. Box 136

Jackson, Mississippi 39205

From

HEBER LADNER

Secretary of State

Division of Public Documents

P. O. Box 136

Jackson, Mississippi 39205

Distributed to the Depository Libraries under Chapter 555, Laws 1966 (Public Documents Law)

POSTMASTER: Return Postage Guaranteed.
MERCHANDISE may be opened for postal inspection if necessary.

H, Miss MS:H

STATE DEPOSITORY FOR PUBLIC DOCUMENTS
HANDBOOK FOR STATE AGENCIES AND DEPOSITORY LIBRARIES

January, 1978

Prepared by
Gerald Buchanan
Assistant Director for Library Operations

Mississippi Library Commission
P.O. Box 3260
Jackson, Mississippi 39207

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PREFACE

This handbook is intended to aid state agencies, the Mississippi Library Commission, and the depository libraries in complying with the intent of the law setting up the depository system for state documents.

Its purpose is to answer as many questions as possible about the depository program: to define state documents, to describe the depository program, to detail the procedures of the depository program, to spell out the rules and regulations for depository libraries, and to fulfill the intent of the law by making the largest possible number of state publications available to all Mississippians.

The willing cooperation of both state agencies and depository libraries is essential to the success of the depository program. The Library Commission thus wishes to express its appreciation to all agencies that have contributed to the accomplishment of the goal of the program, to seek their continuing assistance in making vital information available through the depository libraries, and to solicit the support of additional agencies for the depository program.

Questions about the depository program should be directed to the Recorder of Documents at 354-6383.

INTRODUCTION

History

In 1966 the Mississippi Legislative established a depository system for state publications and created the position of Recorder of Documents in the office of the Secretary of State. The Recorder of Documents' responsibilities included the acquisition, distribution, and maintenance of an archival collection of publications by agencies of state government.

The legislation required state agencies to deposit with the Recorder of Documents sufficient copies of each publication for distribution to depository libraries and to provide at six months intervals a list of all agency publications.

In January, 1967, a list of publications arranged by agency was published. Subsequent editions were published every six months until December, 1974.

In 1975, the Legislature amended the depository program law to move the Recorder of Documents and the depository system to the Mississippi Library Commission. The transfer became effective on July 1, 1975.

Planning was begun at that time to: (1) secure sufficient copies of each publication for distribution to depository libraries, (2) provide a subject index to documents, (3) secure more publications from more agencies, (4) begin systematic microfilming of doucments, and (5) increase the frequency of mailing to depository libraries.

In 1977, the first edition of a Keyword-in-context index to state publications was published. This index is now on a regular monthly schedule of publication, with cumulation every six months. Documents are being mailed monthly.

Future plans call for retrospective KWIC indexing of all documents since July, 1966, contents indexing of selected state periodicals, and distribution of documents in microform.

Purpose

The purpose of the state documents depository program is to make available to students, researchers, and the general public the written results of state agencies' work or findings. It is an affirmation of the public's right to know how their government is being operated and how their tax dollars are being used. Almost all agencies are convinced of the value of the work they do or the services they offer and are thus eager to make the reports of this work or these services available for public use.

Frequently researchers investigating a particular topic or an individual pursuing a special interest can find the needed facts only in the publications of a government agency. The system of depository libraries is designed to make state government publications readily available to interested persons.

The philosophical basis for the depository program is that an informed citizen can make more intelligent decisions than one who is uniformed.

Copy of Law

CHAPTER 51

State Depository for Public Documents

25-51-1. Designation.

The Mississippi Library Commission shall be the state depository for the public records issued by any government agency for public distribution. The libraries of state agencies, public junior colleges, colleges, public universities and public libraries located in the state may also become depositories of these records, when designated as such by the director of the Mississippi Library Commission upon their written request to this effect.
SOURCES: Laws, 1975, ch. 347, par. 1, eff from and after July 1, 1975.

25-51-3. Agencies to furnish copies of documents.

All agencies of state government shall furnish to the director of the Mississippi Library Commission sufficient copies of each public document printed, and the director of the Mississippi Library Commission shall deliver to each depository as many as two (2) copies of each document requested. These records shall be made accessible by the depository receiving them to any person desiring to examine the same.
SOURCES: Laws, 1975, ch. 347, par. 2, eff from and after July 1, 1975.

25-51-5. Semiannual lists of public documents.

Each agency of state government shall furnish to the director of the Mississippi Library Commission semiannually a list of all its publications issued for public distribution, and the director of the Mississippi Library Commission shall make and furnish to each depository a duplicate copy of the same.
SOURCES: Laws, 1975, ch. 347, par. 3, eff from and after July 1, 1975.

25-51-7. Recorder of public documents.

A recorder of documents shall be appointed by the director for the Mississippi Library Commission in his office, whose functions shall be to administer the provisions of this chapter under the supervision of the director of the Mississippi Library Commission.
SOURCES: Laws, 1975, ch. 347, par. 4, eff from and after July 1, 1975.

STATE AGENCY RESPONSIBILITIES

The law states "All agencies of state government shall furnish to the director of the Mississippi Library Commission sufficient copies of each public document printed..."

Definition of Public Document

A public document (and thus a depository item) is:

> Any item published by the state government, for the state government, or at state government expense, and which would be available without charge upon request from any person other than the employees of the producing agency, and which bears the imprint of any state government agency.

An agency of state government is:

> Any part of the Legislative, Executive, or Judicial branches, or any educational, eleemosynary, or other institution for which any funds are appropriated by the state Legislature.

There are five broad groups of state publications: Items that

1. Result directly from the process of governing, e.g., legislative journals, committee reports, bills, acts, laws, statutes, codes, judicial decisions, administrative regulations and codes, research reports and annual reports.

2. Are created for operational purposes, e.g., rules and regulations, lists of library materials.

3. Result from an agency's work, e.g. directories, maps, research reports, statistical compilations.

4. Are designed primarily to help individuals or groups in their private or business lives, e.g., safetly bulletins, information sheets, farmer's or hobbyist's bulletins.

5. Are primarily for public relations purposes, e.g., newsletters, speeches, press releases.

Items that are produced for sale and whose continued publication depends upon revenue from subscription or sale are generally excluded from depository distribution. They are excluded even though they may be partially produced at state expense if a substantial source of their revenue is derived from subscription, membership dues, or advertising and if their continued existence depends upon this non-appropriated revenue. Examples of items excluded would be subscription journals, student newspapers, school yearbooks, etc. For archival purposes and future research, two copies of such publications should be deposited with the Recorder of Documents.

The per copy price of "for sale only" publications will be listed in the KWIC index.

Number of Copies

Please send 42 copies. Agencies are expected to send sufficient copies for distribution to all depository libraries plus two copies for the permanent collection of the Library Commission. Currently, there are 38 state depository libraries and two out-of-state depositories (Library of Congress and the Center for Research Libraries).

Time to Mail or Ship

Please send documents immediately upon publication. Much of the value of documents is the currency of their data. The statistical data in documents is usually the latest available in any form. For this reason, documents must reach the depository libraries while the information therin is still current.

The Library Commission indexes and ships items to depository libraries monthly (twice monthly if the number of documents received so indicates).

Waiting until once or twice a year to send documents to the Recorder causes a document to lose its currency and sometimes makes it useless for all except historical research.

Mailing Data

Address first class mail to:

Recorder of Documents
Mississippi Library Commission
P.O. Box 3260
Jackson, Mississippi 39207

Address bulky mail, packages, etc, to:

Recorder of Documents
Mississippi Library Commission
810 W. Capitol Street
Jackson, Mississippi 39203

Hand mail should be addressed to:

Recorder of Documents
Mississippi Library Commission
1100 Woolfolk State Office Building

When necessity dicates, the MLC courier can pick up documents at your office in the Jackson area. Call the Recorder of Documents at 354-6383 to arrange for this service.

Direct Distribution

With prior approval of the Recorder of Documents, agencies may choose to mail documents directly to depository libraries. Items so mailed must be designated as depository copies. Two copies must be sent to the Recorder of Documents.

Six-Months Checklist

The law requires agencies to send to the Library Commission semi-annually a list of documents published in the preceding six months. The Library Commission is required to furnish depository libraries with a list of these publications.

Letters requesting the semi-annual list will be mailed by June 15 and December 15 of each year. The letter will be accompanied by a form showing the titles of the documents received by the Library Commission and with space for additional titles published but not sent to the Recorder of Documents. These forms should be returned by January 15 and July 15 of each year.

The KWIC index may serve as the list for the depository libraries.

Claim Notice

Claim notices will be sent to agencies for documents not received by the Recorder of Documents or for documents received in insufficient quantity. A copy of the claim notice is in the appendix to this handbook.

The Recorder of Documents will check various lists, the newspapers, and other sources to be aware of documents published but not sent to the Recorder.

Requests from Non-depository Libraries

Because the Recorder of Documents receives only enough copies for distribution to depository libraries, requests for copies from non-depository libraries cannot be filled by the Recorder. Such requests will be referred to the publishing agency.

Some agencies may choose to send more than 42 copies of certain documents to the Recorder with a written request that the extra copies be used to fill requests from non-depository libraries. The Recorder reserves the right to dispose of extra copies after a reasonable time.

DEPOSITORY RESPONSIBILITIES

The depository law states: "The Libraries of State agencies, public junior colleges, colleges, public universities and public libraries located in the state may also become depositories of these records, when designated as such by the director of the Mississippi Library Commission upon their written request to this effect."

Criteria for Depository Designation

The purpose of the state documents depository program is to make available the publications of state government. This availability requires considerations of geographical location, population distribution, and physical resources.

In keeping with the Long-Range Program for Library Development in Mississippi, designation of depository libraries is based on these criteria:

Geographic location - At least one and preferably two depository libraries in each Planning and Development District. The Southern Mississippi Planning and Development District is divided into Southern and Gulf Coast districts, the latter consisting of the six southernmost counties. Whenever possible, the two depository libraries shall include one academic and one public library in each district. Except for other valid reason, no more than two depository libraries shall be designated within one PDD.

Population Distribution - When the population density so indicates, additional depositories may be designated in a PDD.

Physical Resources - The depository library shall have adequate space for the housing of the collection and the processing of new materials and sufficient personnel to assure organization and accessibility of the collection.

Standards for Depository Libraries

In addition to the above criteria for depository designations, depository libraries shall meet the following standards.

1. Space for the depository collection shall be of the same quality as other areas of the library, with acceptable levels of comfort, lighting, temperature, ventilation, and noise control.

2. Space shall be adequate for the housing of the collection. All parts of the collection shall be readily accessible, preferably on open shelves.

3. The library will record its accessions and provide at minimum a shelf list which shows the library's holdings and the call numbers on locations where they may be found.

4. The library will adopt a standard classification system for precise indentification and location of materials requested by library users. The classification system adopted shall be optional with the library. Any document shall be available for public use within 10 days after receipt.

5. Collections should be maintained in as good physical condition as other library materials.

6. The depository collections will be open to any user for free use of depository publications whenever the library is open for public service.

7. Depositories will establish circulation policies for use of materials outside the library, except that all items shall be available for interlibrary loan or for photocopy without charge to other depository libraries.

8. Depositories will retain all documents at least five years, except as specified below.

   a. Documents may be discarded when the information therin is obsolete and not needed for historical research (e.g., out-dated college catalogs; a new or revised edition)
   b. Documents may be discarded when the information is cumulated into a later document (e.g., monthly reports are merged into a quarterly, semi-annual, or annual report; bound volumes; or microfilm copies.)
   c. Documents over five years old may be discarded with discretion: that is, if the information is obsolete and if the document would be of no value to historical researchers or would be used so seldom that a copy borrowed on interlibrary loan would suffice. Permission to discard must be obtained from the Recorder, who may request that the documents be offered first to other depository libraries.

9. At least one staff member with professional library training should be assigned to duty as documents librarian, either part-time or full time depending on the size of the library and of the documents collection. Every staff member should be aware of the availability requirement in number 6 above.

10. Depository libraries are expected to respond promptly to surveys and other communications from the Recorder of Documents. The Recorder of Documents may make periodic visits to depository libraries to determine if standards are being met.

11. Depositories which cannot meet these criteria may choose to cease depository status. A written letter to that effect should be sent to the Recorder of Documents.

Selection of Depository Items

No selection of depository items is possible at this time. A depository must accept all items.

KWIC INDEX

The Keyword-in-contex (KWIC) index is a title index to state publications. It is also a subject index insofar as title keywords indicate the subject of a document.

Each keyword in a title is arranged alphabetically on a particular column with both preceding and following words in the title on the same line. Thus the keyword is presented within the context of the title. Alphabetization begins with the keyword and extend 40 spaces to the right following the rule that "nothing comes before something". Words preceding the keyword are not in alphabetical order.

Subjext terms may occasionally be added in parentheses if the title is not descriptive of the contents of the publication.

Certain words are not indexed: Two-letter words, names of the month, report, board, commission, Mississippi, and others.

To the right of each entry is a 12-digit code identifying the producing agency, the type of publication, the year received by the Recorder, and the accession number. This code is the MLC call number for the document.

The KWIC index is published monthly, with a semi-annual cumulation in December and a total cumulation in July. Volume I, Number I, presently covers July 1975-June 1977. The final cumulation of Volume I is projected to cover July 1975-June 1980. Monthly indexes are to be discarded upon receipt of cumulated issues.

Indexes are printed horizonally on 8½ x 14 paper. Monthly issues have yellow covers; cumulated issues have green covers. ONLY the annual cumulated issues contain instructions for use and agency codes so that the monthly issues and the six months cumulation must be used with the most recent annual cumulation.

Retrospective indexing is planned for all documents received from July 1966-June 1975. This index will be published in two retrospective volumes.

Further indexing is planned for the contents of selected documents, primarily periodicals.

RECORDER'S PROCEDURES

Receipt of Documents

As documents are received the Recorder:

1. Sorts into mailing bins by priority
2. Notes insufficient copies and files claim notices

Recording and Indexing

The following steps are taken after sorting of documents:

1. Documents are recorded in the Recorder's books
   a. By agency
   b. By monograph, serial, or series.
2. New entries are checked against the KWIC index to determine form of entry, classification, etc.
3. On the 15th of each month:
   a. Accession numbers are added
   b. Documents are labeled with the call number
   c. A shipping list, arranged by agency, is prepared
   d. Cards are keypunched from the Recorder's books
   e. Cards are proofread
4. On the 20th of each month:
   a. Cards are sent to the computer
   b. The shipping list is printed, collated, stapled
5. On the 25th of each month:
   a. Masters are prepared for the KWIC index
   b. The index is printed, collated, stapled
6. On the last day of the month, documents, index, and shipping list are packaged, labeled, and mailed.

Distribution

Distribution of documents is according to a set priority shown in the appendix.

If the number of documents received indicates, two shipments may be made monthly. When two shipments are made, two shipping lists will be prepared. The index, however, will be printed only once each month.

The U. S. Postal Service is used for shipping documents to libraries outside the Jackson area. Within the Jackson area, both Hand Mail for state agencies and infopass for other libraries are used instead of the postal service.

Filing

Documents are filed in the MLC collection by classification numbers .

One (or an only) copy is stamped "non-circulating" to indicate the archival copy, which may be photocopied or used in the library, but which may not be loaned. The other copy may be used for loan to individuals or other libraries.

Microfilming

Distribution of documents in microform is being held in abeyance. When funds and technology permit, the retrospective collection may be filmed and made available to all libraries. Monthly microform distribution is not deemed possible or desirable at this time.

Six-Month Checklist

In June and December, the Recorder is required to solicit from each state agency a list of publications during the preceding six months. The procedure for this is to send to each agency a letter and a form to be completed. Using the monthly check lists, the Recorder will prepare a list of publications received from each agency, list these on the form, and leave space for the agency to list additional publications.

These lists may be used to prepare an annual or semi-annual list by agency for distribution to depository libraries, although the KWIC index may also be used as the semi-annual list of publications.

APPENDIX I - CLAIM NOTICE

JOE B. FORSEE, DIRECTOR

MISSISSIPPI LIBRARY COMMISSION

P.O. BOX 3260
JACKSON, MISSISSIPPI 39207
TELEPHONE 601/354-6369

TO:

FROM: Barbara Smith, Recorder of Documents

RE: CLAIM NOTICE FOR STATE DOCUMENTS

The publication(s) of your agency listed below has/have not yet been received or have been received in insufficient quantity by the Recorder of Documents for distribution to the depository libraries.

Please send _____ copies to the Recorder of Documents, Mississippi Library Commission, 810 West Capitol Street, Jackson, MS 39203. Please send routinely to the same address 42 copies of each publication issued by your agency as published.

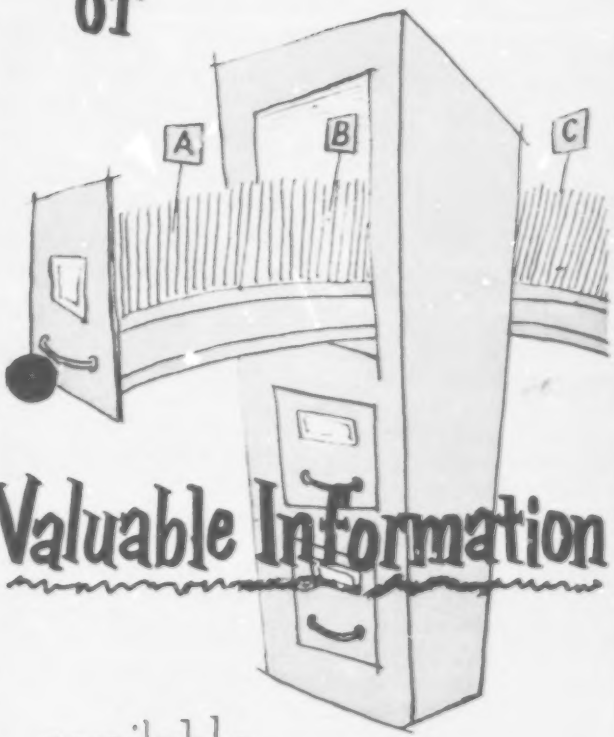
You may wish to refer to Title 25-51-5 of the Mississippi Code of 1972 as amended in Laws, 1975, ch. 347, section 2, as the authority for our request.

We appreciate your help in making the reports of the work of your agency available to the public through the depository program.

/sw

MS:J

There's no end of

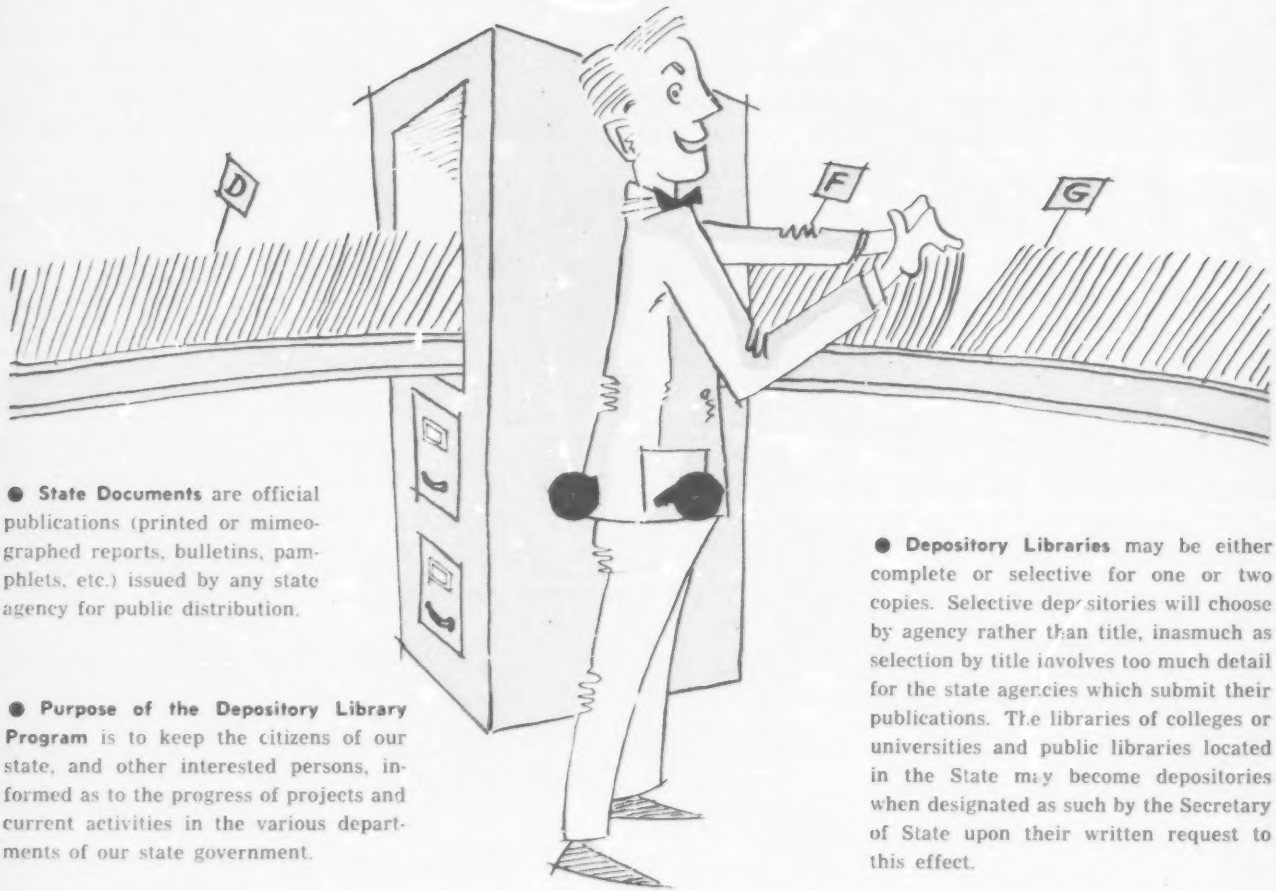


Valuable Information

available through the state documents in Mississippi's Depository Libraries

Issued By
HEBER LADNER
Secretary of State
State Capitol
Jackson, Mississippi

84.1



● **State Documents** are official publications (printed or mimeographed reports, bulletins, pamphlets, etc.) issued by any state agency for public distribution.

● **Purpose of the Depository Library Program** is to keep the citizens of our state, and other interested persons, informed as to the progress of projects and current activities in the various departments of our state government.

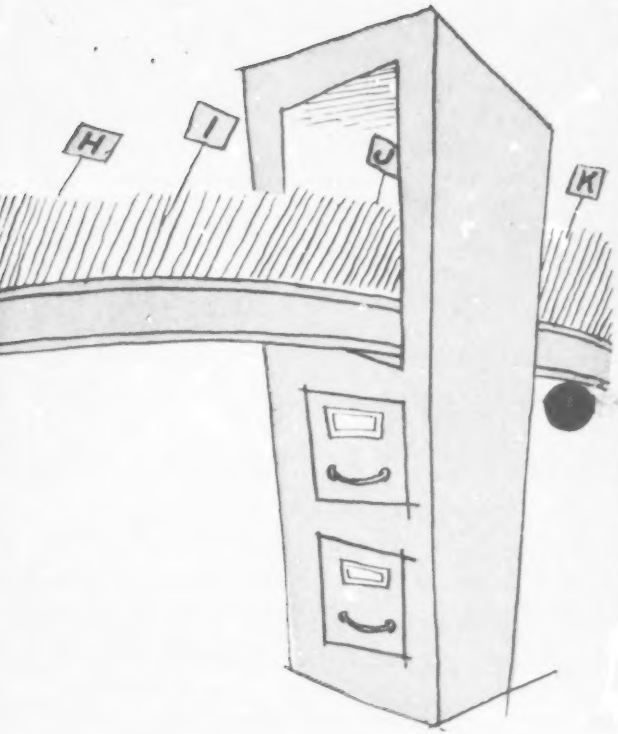
● **Depository Libraries** may be either complete or selective for one or two copies. Selective depositories will choose by agency rather than title, inasmuch as selection by title involves too much detail for the state agencies which submit their publications. The libraries of colleges or universities and public libraries located in the State may become depositories when designated as such by the Secretary of State upon their written request to this effect.

MISSISSIPPI'S DEPOSITORY LIBRARY PROGRAM

● **Mississippi's Recorder of Documents,** an office within the office of the Secretary of State, was established by the Legislature in 1966 to administer the depository library program. The Recorder receives the publications from over 100 state agencies and forwards them to Mississippi's depository libraries. An indispensable element of the program is interest and cooperation of the state agency heads in transmitting their publications to the Recorder.

● **The Recorder's Duties,** besides providing the depository libraries several hundred documents each month, are to prepare a 6[illegible]th check[illegible] of the publications, and to consult with the state agencies and depository librarians on their documents problems.

● **Non-Depository Libraries** — School, special and out-of-state libraries — could use six month listing of public documents for checking their collections and for ordering the documents they need. Non-depository libraries request documents (almost all are free) directly from the issuing agency; the Recorder of Documents serves only the depositories. The Official and Statistical Register, issued by Heber Ladner, Secretary of State, gives the name and domicle of most state agencies.



For further information, write:

HEBER LADNER

Secretary of State

Att'n.: Recorder of Documents

DIVISION OF PUBLIC DOCUMENTS

FLORA, MISSISSIPPI 39071

851

MS:M

MISSISSIPPI GOVERNMENT PUBLICATIONS: A SURVEY OF DEPOSITORIES

By Willie Dee Gharst

In 1966, Mississippi Library Association representatives worked hard to promote a state documents program, approved by the Legislature that same year.

Now after seven years, J. B. Howell, editor of **MISSISSIPPI LIBRARY NEWS**, has requested a progress report. The response to the questionnaire which was sent to 34 depository members, on the effectiveness of the program is tabulated as follows:

—Number of complete depositories: 19

—Number of partial depositories: 15

—Use of Recorder of Documents classification: 18 yes; 14 no; 2 no reply

—Documents checked in as received: 14 yes; 19 no

—Wait for semi-annual list before classifying: 10 yes; 21 no; 2 no reply

—Keep holdings list: 22 yes; 12 no

—Catalog some documents: 25 yes; 9 no

—Add some documents to Vertical File: 24 yes; 9 no; 1 no reply

—Circulate: 18 yes; 16 no

—Copy for circulation: 20 yes; 11 no; 3 no reply

—Subject list needed: 34 yes

—Recommend use of L. C. SUBJECT HEADINGS: 27 yes; 5 no; 2 no reply

The Recorder of Documents is therefore challenged (by 100 per cent depository members) to proceed with a subject list and (by 79 per cent of the depositories) to use LIBRARY OF CONGRESS SUBJECT HEADINGS.

One depository suggested that an annotated or descriptive listing similar to the Federal Documents monthly catalog would be helpful.

The survey showed that the types of documents most used are: Conservation and ecology, statistical publications, annual reports, university and college catalogs, welfare and health publications, employment, economic conditions, catfish farming, forestry, and water resources.

State document publications seem to be a major problem for most libraries. On our desk is an Indiana State Library study of state documents. If we substitute Mississippi for Indiana, the facts and problems are still the same —

*Not all state publications are sent to the Recorder of Documents (Limited distribution by the departments)

*Lack of adequate listing (frequently many different items in the semiannual list have the same number assigned to them — a fact which results in much confusion in locating items on the shelf)

*No subject list or index (or no subject approach)

*Documents received too late (many out of date by the time received)

*Semi-annual list too slow

*Lack of staff to handle

*Many agencies do not include much valuable and useful material in the document program (often necessary to write for the material)

One documents librarian gave us a happy note: "These are a few of the problems I have with state documents but I still feel that the value far outweighs problems." So, if you have not unpacked your recent shipment you have missed some "goodies" such as:

Wilbur, Leon A. MISSISSIPPI LOCAL GOVERNMENT, COUNTIES AND MUNICIPALITIES. Department of Political Science, University of Southern Mississippi, 1973.

Milam, Edward E. PUBLICATION ON THE ECOLOGY OF THE STATE OF MISSISSIPPI IN THE 1960's, A SELECTED BIBLIOGRAPHY, Bureau of Business and Economic Research. School of Business Administration. University of Mississippi. 1973

Mississippi State Department of Education. MISSISSIPPI STATE PLAN 1973 FOR THE ADMINISTRATION OF VOCATIONAL EDUCATION. . .

Mississippi State University. Cooperative Extension Service. (1) "Pecan production transporting trees" (2) "Spraying pecan trees"

As a result of our survey, we members of the Mississippi Library Association have a responsibility to help move the state documents program ahead by making recommendations. An Advisory Council of seven members could be appointed by the executive board of MLA to work with the Recorder of Documents in finding solutions to the aforementioned problems. This Advisory Council should consist of at least one member from the college and university libraries, the public libraries, and the special libraries.

Acknowledgments

Thanks to Barbara Smith and Martha Chunn for their help in compiling the results from the questionnaires and to the librarians of the 34 depository libraries for making a 100 per cent return on questionnaires.

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MAY 78

THE UNIVERSITY OF MISSISSIPPI
UNIVERSITY, MISSISSIPPI 38677

November 16, 1977

The Library
Archives and Special Collections

(601) 232-7408

Ms. Brenda Olds
Legislative Reference Librarian
P. O. Box 12488
Capitol Station
Austin, TX 78711

Dear Ms. Olds:

In the March 1977 issue of Documents To The People, there was a notice stating that Documents on Documents, a notebook of material about State Document Activities, was available for the asking. If there are copies left for distribution, I would like very much to have one.

I appreciate very much the useful information and referrals that you sent me concerning the promotion of State Documents. Our (first) Government Documents Workshop was, I feel, very successful. All three sections were well attended and a genuine interest in State Documents was depicted as many attendees responded with inquiries for additional information on the subjects discussed.

Enclosed are copies of our workshop advertisement brochure, a hand-out sheet that I used with my fifteen-minute presentation, and a County Data Bank brochure used by Elizabeth Bergin.

One of the results of the workshop is a strong interest by some forty Documents librarians to establish a Mississippi GODORT. Our first organizational meeting is tentatively set for November 22.

Thanks again for your assistance.

Sincerely yours,

Mary Chrestman

Mary Chrestman
Senior Library Assistant

MC:lwe

Enclosures

DOCUMENTS FOR LIBRARIES

A WORKSHOP ON GOVERNMENT PUBLICATIONS OF:
--The United States of America
--The State of Mississippi

* *

SPONSORED BY:
The Library Education Committee and
The Junior Members Roundtable of
The Mississippi Library Association

Friday, October 28, 1977
Ramada Inn Coliseum
Jackson, Mississippi

MS:ML-2

WORKSHOP PROGRAM

8:20-8:40 Welcome and Introduction of Speakers, June Dreland, Chairperson, MLA Library Education Committee

8:40-8.55 "Introduction to Federal Documents," Henry Stewart

8:55-9:10 "Introduction to the Federal Document Depository System," Norman Barbee

9:10-9:35 "Documents to the People, the American Library Association Government Documents Roundtable," Anthony Miele

9:35-9:45 "Introduction to the Document Depository System of Mississippi," Gerald Buchanan

9:45-10:00 INTERMISSION

* *

10:00-11:30 DISCUSSION GROUPS
The second part of the program will consist of three discussion groups held concurrently. Participants will select one to attend.

DISCUSSION GROUP 1
Federal Documents for Beginners

Discussion led by Henry Stewart. How to: find out what's available; acquire documents; use the Monthly Catalog, establish a "basic" collection, and other tricks of the trade.

DISCUSSION GROUP 2
GPO & You

Discussion led by Norman Barbee and Tony Miele. Includes a slide program on the depository system (How depositories are designated, duties of selective depositories, duties of regional depositories, etc.); a report from the Public Printer's Advisory Council for Depository Libraries, and more!

DISCUSSION GROUP 3
Documents of the State of Mississippi

Mississippi State Government Publications, a key-word-in-context index compiled by the Mississippi Library Commission. An explanation of the index and an exercise in its use. *Gerald Buchanan and Dennis Read.*

Mississippi County Data Bank, an information storage and retieval system available through the Mississippi R & D Center. *Elizabeth Bergin, Manager, Data Base Services Branch, Information Services Division, Mississippi R & D Center.*

Mississippi Courts Information System, an on-line data base administered by the Criminal Justice Planning Division of the Office of the Governor. *Jim Pierce, Criminal Justice Planning Div.*

Promotion of State Documents as Sources of Information. *Mary Chrestman, University of Mississippi, Mississippi Collection.*

Questions and Answers

This workshop is designed to help the participants better understand the processes involved in selection, acquisition, use and promotion of the publications of both the federal and the state governments. It is the aim of the workshop to meet the needs of librarians with differing levels of expertise in this field, from the novice to the experienced documents librarian, in school, public, academic and special library settings.

SPEAKERS:

Henry Stewart, *Assistant Director, Old Dominion Univ. Library, Norfolk, Va.*

Norman Barbee, *Administrative Librarian, Library Division, U. S. Government Printing Office*

Anthony Miele, *Director Alabama Public Library Service*

Gerald Buchanan, *Assistant Director for Library Operations, Mississippi Library Commission*

MISSISSIPPI

COUNTY DATA BANK

MISSISSIPPI RESEARCH
AND
DEVELOPMENT CENTER

June, 1977

Mississippi Research and Development Center
P.O. Drawer 2470 Jackson, Mississippi 39205

Address Correction Requested

MS:D

HEBER LADNER — SECRETARY OF STATE

Recorder of Documents Division — Jackson, Mississippi

We shall appreciate it if you will return the reply post card to us for our records.

REPLY POST CARD

RECORDER OF DOCUMENTS
P. O. BOX 136
JACKSON, MISSISSIPPI 39205

853

We would appreciate your sending us copies of the following for the depository libraries in accordance with Chapter 555, Laws 1966.

____We are sending____copies of the items listed above.
____We cannot send a full supply, but are sending____copies.
(Please try to send 35 copies or at the very least 5 copies).
____Supply exhausted. ____Never printed. ____Not yet issued.
____Ceased publication with v.____, no.____, date_____.
____Other reasons:_____

Date_____Name_____

860

MISSISSIPPI COUNTY DATA BANK

WHAT IS IT?

The County Data Bank is a computerized storage file of frequently used data items collected for Mississippi counties. Although the county is the basic geographic unit in the bank, the data items are also available for multi-county groups and the state.

WHAT DOES IT CONTAIN?

There are approximately 250 data items for each county, county group, and the state. The items are divided into 12 major categories:

POPULATION	EMPLOYMENT
INCOME	SALES
HOUSING	FEDERAL FUNDING
BANKING AND FINANCE	HEALTH
EDUCATION	FARM
NATURAL RESOURCES	MISCELLANEOUS

Examples of data items are:

population by age, race, and sex
employment, unemployment, and unemployment rates
income by sector
per capita income
wholesale and retail sales
educational attainment and school enrollment
junior and senior colleges
number of doctors, dentists, and nurses
hospitals
banking institutions

Sources for the material in the County Data Bank include the U.S. Bureau of the Census, Mississippi State Board of Health, Mississippi Employment Security Commission, Mississippi State Tax Commission, and the State Department of Education.

WHY WAS IT DEVELOPED?

The County Data Bank was created to give businesses, individuals, and government agencies access to a variety of information on Mississippi. Because this information is computerized, it greatly reduces research time, enabling the R & D Center staff to respond to requests quickly. This systematic approach of collecting and managing county data assures that the most current revisions or updates are available.

WHAT WILL IT DO?

Data can be obtained in two ways:

- Individual items can be requested for a county or counties, county groups, or state, by year (for example, 1975 Mississippi agricultural employment). The bank contains the most current data available for each item as well as information for past years.
- A listing of everything that is on the bank for a particular area may be requested (all 250 data items for that area).

WHAT ARE ITS SPECIAL FEATURES?

Arithmetic capabilities are also included in the County Data Bank. For example, a request could be made for just those counties whose per capita income is greater than $4,000 or for the percent employed in manufacturing for each county.

WHEN WILL IT BE AVAILABLE?

The Mississippi County Data Bank is immediately available to those who contact:

Information and Data Services
Mississippi Research and Development Center
Post Office Drawer 2470
Jackson, Mississippi 39205
Phone: (601) 982-6302

BEST COPY 861

J, Miss MS:MU-4

SUGGESTIONS FOR PROMOTING GREATER USER AWARENESS OF MISSISSIPPI DOCUMENTS

1. Well organized document collections accessed by every possible official and commercially published reference tools and administered by an interested, alert, resourceful staff. (The satisfied library user becomes an instant public relations advocate.)

2. Lectures may be offered to regularly scheduled classes. (Bibliographic access should be emphasized and lectures should be tailored to suit the subject and instructional level of the students.)

3. Short lectures prearranged with professors or teachers designed to fit a specific need; for example, an assignment on the latest employment statistics by occupation for a particular county or group of counties.

4. Library tours. (Include State Documents section in one stop.)

5. Reference staff development sessions between librarians and support staff members who give reference service in order that each will be aware of library resources in other departments, especially for those departments which refer library users.

6. Organize an exchange day between teachers and the librarians. (While the librarian in the classroom is giving information about access to government publications, the teacher is in the library gaining new insight on the use of the library.)

7. Large bulletin boards used for announcements, clippings, and special information such as how to write your congressman, and basic rules for citing documents in bibliographies.

8. Prepare handouts which may include subject bibliographies and one-page information sheets that give an overall view of the documents collection.

9. Compile selected accession list for distribution by hand or mail to branch libraries and individuals.

10. Provide publicity to the news media--campus and local newspaper, radio spot announcements, and the local T.V. station.

11. Offer to prepare an exhibit for the main lobby of the library.

12. List State Documents on the directory in the lobby of library. (If they are served by another division, show where to inquire for assistance in finding government publications.)

13. Invite professors, whose fields relate to state documents, to visit the documents section to see resources available to the campus community.

14. Scan issues of Library Literature under subject heading "publicity" for new ideas on publicizing the Documents collection.

15. Extra subscriptions of Monthly Checklist of State Publications and extra copies of other information retrieval sources for strategic locations such as the reference department or business library.

16. Enter titles of principal state government periodicals in the Mississippi Union List of Periodicals and in the library's serials data base.

17. Informal arrangement with some faculty members of Library Science Department to include in their library science courses the resources found in the State Documents Section.

18. Reference Department may include State Documents Section in their Library orientation slide presentations.

19. Enter separate listing for state depository library in local telephone directory.

20. Arrange for mini-workshops designed to assist individuals according to their special needs; for example, teaching the use and interpretation of information contained in the County Data Bank computer print-outs, as well as the use of the County Data Bank Dictionary.

21. Have a browsing shelf in which newly published documents may be examined by library users.

22. Write to ALA for ideas.
    Office for Research and Development
    50 E. Huron Street
    Chicago, ILL 60611

23. Visit professor's office whose field is pertinent to State Documents to learn of his speciality and what his professional interest will be. (Find out some specific needs and satisfy them promptly and thoroughly. Follow up later with pertinent mailings to him.)

Compiled by Mary Chrestman
University of Mississippi Library
Archives and Special Collections
(601) 232-7408

April, 1978

Mis MS:M2-1

Mississippi Library Association, Incorporated

Dear Documents Librarian:

At the Government Documents Workshop held in conjunction with the October 1977 MLA convention, some forty librarians signed a petition indicating their interest in establishing a Mississippi/Government Documents Roundtable (GODORT). Since that date the interest has been nurtured and organizational procedures for establishing the roundtable have been initiated by an ad hoc committee who wants to see it develop into a viable organization that: (1) can provide a forum for discussion of problems and an exchange of ideas by government documents librarians; (2) will be a force for initiating and supporting programs to increase availability, use, and bibliographic control of documents; (3) can contribute to the extension and improvement of education and training of documents librarians, and anyone interested in government documents.

The first step has been taken in organizing such a roundtable. At the December 1977 MLA executive board meeting the above mentioned petition was presented and unanimously approved by the board. A nominating committee is working on the second step -- an election for officers. The criteria for nominees are the following: present member of MLA; a genuine interest in and promotion of government documents as a vital means of communication between a nation, state, or local municipality and its citizens; a willingness to actively participate in the roundtable for the purpose of accomplishing goals established by such an organization.

We need your help to accomplish the second step. With the above mentioned criteria in mind, please use the enclosed form to nominate either yourself or another documents librarian as a potential candidate for one of the designated offices. If YOU meet the criteria, do not be hesitant about nominating yourself. The organization needs you!

An organizational meeting has been scheduled to be held on March 10 (10:30) at the Archives and History Department in Jackson. An election for officers will be held at this time. Additional nominations for candidates may also be made from the floor on the day of the meeting.

Nomination forms should be returned to Mollie Niemeyer, Law Library, Mississippi College, Clinton, Mississippi by February 22.

Your interest, attendance at the meeting, and support through membership in the roundtable are solicited.

Sincerely,

Mary Chrestman

Mary Chrestman
Acting Chairperson
Mississippi/GODORT

Archives and Special Collections
University of Mississippi Library

864

Enclosure

MS:M2-2

MISSISSIPPI GOVERNMENT DOCUMENTS

ROUNDTABLE

1978

(Please nominate one candidate for each office.)

CHAIRPERSON_____

VICE-CHAIRPERSON_____

SECRETARY_____

TREASURER_____

Membership interest in
Mississippi/GODORT (Name):_____

Please return form by February 22, 1978 to :

Mollie Niemeyer
Law Library
Mississippi College
Clinton, Mississippi 39056

MS:M2-3

New Round Table Organized; MLA Board Approves GODORT

The organizational meeting of the Mississippi Government Documents Roundtable (GODORT) was scheduled to be held March 10 at the Department of Archives and History in Jackson.

Mary Chrestman, acting chairperson for GODORT and a member of the staff at the University of Mississippi archives and special collections, said approximately 40 librarians attending the October 1977 MLA convention signed a petition indicating their interest in establishing a Mississippi/Government Documents Roundtable. Organization procedures for such a roundtable were initiated by an ad hoc committee consisting of Mary Chrestman, June Breland, Mollie Niemeyer and Barbara Smith. The petition for approval of the roundtable was presented to the MLA executive board in December and was unanimously approved.

Librarians whose names appeared on the petition and others who expressed an interest in GODORT were invited to attend the organizational meeting in Jackson.

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Nashville, Tennessee 37204

615-244-5045

A CERTIFIED LIBRARY BINDER

Salesman
Justus Mack Allen

MS:ML-4

GODORT Elects Officers

The Mississippi Library Association Government Documents Roundtable held its organizational meeting on March 10, 1978 at the Department of Archives and History, Jackson.

Twenty persons attended the meeting and elected the following officers: Robbie Jones of Mississippi State University, chairperson; Mary Marshall of the USDA Sedimentation Laboratory, Oxford, vice-chairperson; Rubye Sullivan of Jackson State University, secretary; and Marie Spivey of the Waterways Experiment Station, Vicksburg, treasurer. Carnette McMillan, June Breland and Mollie Niemeyer agreed to serve on the Constitution and Bylaws Committee.

The main purposes of GODORT were defined as follows: (1) To provide a forum for discussion of problems and concerns, and for the exchange of ideas by librarians working with documents; (2) To provide a force for initiating and supporting programs to increase the availability, use and bibliographic control of documents; (3) To contribute to the extension and improvement of education and training of documents librarians; (4) To increase communication between documents librarians and anyone interested in government documents.

GODORT Meets in Birmingham

Participants at the Government Documents Roundtable meeting on Thursday, April 13, split into two discussion groups to concentrate on either federal or state and local documents.

Resource people for the federal documents group were Robbie Jones of Mississippi State University, newly elected chairperson of MLA GODORT; Regina Allen, Delta State University; Claudine Penson, Tuskegee Institute; and Barbara Dekle, Auburn University.

Auburn University Library, which is a regional depository, is in the process of compiling a Union List of federal documents. Barbara Dekle briefly described the procedure, which involves preparation of a computerized list of item numbers and SuDocs numbers offered to depository libraries. They plan to send this list to libraries in the congressional districts which they serve; these libraries will then check the list against their holdings, adding older item numbers which are not on the list. The goal is to have as complete a listing as possible, showing the holdings of each library by item number and, hopefully later, by SuDocs number. Ultimately, they want to be able to extend coverage to the entire state of Alabama.

Other topics discussed included loan policies and procedures for libraries borrowing documents from regional depositories; the question of which documents to integrate into the general collection; and the use of commercial indexes as a supplement to the **Monthly Catalog**.

State and local documents panel discussion leaders were Gerald Buchanan, Mississippi Library Commission; Mary Chrestman, University of Mississippi; Mary Bess Kirksey, Birmingham Public Library; Eugenia Rankin, Alabama State Department of Archives and History; and Linda Cooper of the Alabama Development Office.

Gerald Buchanan described the depository system in Mississippi and told how the KWIC index for **Mississippi State Government Publications** was developed. Miss Rankin reported that an Ad Hoc Committee on Depositories for State Documents had been appointed by the Steering Committee of Alabama GODORT, and asked for advice and assistance from Alabama librarians with regard to the work of this committee.

My Miss MS:MB

Computer/Microform System For State Documents

By Calvin S. Carson and Dennis E. Read

The 1966 Legislature established the office of Recorder of Documents in the Secretary of State's office to acquire, distribute, and maintain a permanent collection of publications by state agencies. Before this act no provision had been made for retention or distribution of state government publications, although a few items were sent to the Department of Archives and History.

The documents act became effective July 1, 1966, and required state agencies to deposit with the Recorder of Documents a certain number of copies of each document produced for public distribution. The Recorder of Documents was required to retain two permanent copies and to distribute copies to depository libraries.

To facilitate the usage of the material, an index was begun in January 1967 covering July 1 - December 31, 1966. The Recorder established a numbering system that generally separated the agencies into seventeen areas of general purpose and functions, e.g. 050-099 Judiciary and Justice. These seventeen areas were further divided into operating functions of the agency, e.g. 051 Supreme Court, 071 Attorney General.

The next step in the system was to designate form division for the documents. The types of documents were divided into nine different general catagories. The nine are: reports; newsletters; handbooks, manuals and guides; regulations, rules, and instructions; directories; laws, statutes, etc; general publications; catalogs; and bulletins. This system continued until July 1, 1975, when the office was transferred to the Mississippi Library Commission and placed in Information Services Department. During the ensuing year the system was analyzed by a team of three individuals — Assistant Director of Library Operations, Department Head of Information Services, and the State Recorder of Documents. This analysis showed two glaring problems. One was that not enough copies of some documents were being received to distribute one copy to all depository libraries. Thus, the only complete collection was held by the Record of Documents. Secondly, the index was merely an alphabetical listing of documents with no subject access. In order to eliminate these two deficiences a new system would be necessary. A decision was made to move toward a keyword-in-context (KWIC) computer index coupled with the microfiche system.

On July 1, 1975, the Recorder of Documents office was transferred to the Mississippi Library Commission and assigned to the Information Services Department.

The first of these problems, insufficient copies for distribution, is expected to be

substantially resolved in late 1978 by microfilming publications and reproducing them for distribution on microfiche. The second problem is being approached through a key-word-in-context index (KWIC), the first issue of which has been published. When on schedule, the index will be published monthly on a checklist and will be cumulated at six month intervals.

The KWIC index uses all major words in the title of each document in a revolving mode. Additional subject words are added if the title is not distinctive. An asterisk (*) designates the last word in each title. Directly following the title is a sequence of twelve numbers/letters/spaces. This twelve bit code should be looked upon as two six bit codes. The first six bits designates the agency and type of document. In this number sequence the first three designate the specific agency. The next two are usually only spaces; however, alpha designations are sometimes used to designate a specific function within an agency. The last bit is the form division. These first six bits are taken directly from the old system. A list of the agencies by the Agency number is at the beginning of the index document. The code sequence is listed after the agency listing in the front of the document. The last six digits are an interface with the upcoming microfiche system. The first two digits designate the year the Recorder received the document; the last four designate the order in which the document will be filmed. Thus, this number will enable the user to find the specific document in the microfiche set.

Further KWIC indexing will include the retrospective items and will index the contents of some of the periodical publications.

The KWIC index and the microfilm program will make public access to the information in state publications easier and quicker than ever before.

MLA Committees Plan Convention Action

Dr. Leila Rhodes, chairman of the MLA Nominating Committee, announces the following slate of officers for 1978; vice president and president elect, Barbara P. Carroon and Madel Morgan; secretary, Mollie Niemeyer and Tommy T. Saunders; treasurer, Frances N. Coleman and Rush G. Miller, Jr. Biographical data on each is included in this issue.

The publicity committee met on July 22 to outline plans for the October convention. Meeting with the committee was David Juergens who is responsible for planning publicity for the Joint Convention of MLA and the Alabama Library Association in Birmingham in April, 1978. The publicity committee will man a booth during the MLA meeting in October to give information about the joint convention.

The Constitution and Bylaws Committee, chaired by Dr. Warren Tracy, has drafted several changes in the MLA Bylaws. All members are urged to read these proposed changes published in this issue and to be prepared to vote on the issues at the convention.

The Library Education Committee will participate in the CLENE monthly continuing education calendar. The Continuing Library Education Network and Exchange will compile contributions made by each state and issue a national calendar of workshops, seminars, and other types of continuing education activity. For your special event to be included in the CLENE calendar, contact the state coordinator Linda Gates, Mississippi Library Commission, P. O. Box 3260, Jackson, Ms. 39207.

1978 A
Inform

The 1978 ALA Yearbook is now
prepared and information for it is n
Robert Wedgeworth, editor in chi
asked Dr. George Lewis to p
another Mississippi report coverin
library activities for the period of J
1, 1977 through December 31, 197
reporting deadline is December 1.
with updates to be supplied in J
1978. As you can see, everyone s
already be collecting, preparing a
porting information for this library
cation.

Items of interest which should
ported include: (1) General trends. i
financial affairs, legislation, state
concerns. (2) State Association — c
ence programs, publications of spec

SERVIC
Sure, this is backed by G
also offer PICK UP and
offer CLASS A BINDINGS
REBINDINGS.
This all adds up to SERV
Having trouble with P
through us and receiving
Our salesmen will be gla
SOUTHERN L
295
Nashvil
615-244-504
A CERTIFIED LIBRAR
Salesman
Justus Mack Alle

MO

B. Letters and commentaries

C. Depository contracts

D. Forms and form letters

F. Legislation and legal materials

H. Manuals

K. Selection lists and basic lists

" We have no additional material for Missouri; in fact, I guess we have nothing at all when checklists and classifications are excluded."

Letter from Meryl Wold, Missouri State Library, June 15, 1973

MO:BI

THE DEPARTMENT OF HIGHER EDUCATION
MISSOURI STATE LIBRARY

MEMO

TO: Brenda Olds

FROM: Meryl Atterberry, Coordinator, Government Documents Division

SUBJECT: "Documents on Documents" Collection

DATE: January 24, 1977

Enclosed are six copies of each of the following materials for the "Documents on Documents" collection:

(1) State Documents Resolution, passed by Missouri Library Association membership;

(2) Missouri Documents to the People, background statement used in explaining bill to sponsor, Governor's staff, librarians, and others;

(3) Information to the People: The Better Way, brochure used with legislators, librarians, citizens, to explain bill;

(4) House Bill 1172, original bill drafted by MLA Government Documents Committee and passed by House of Representatives;

(5) House Bill 1021, sections 2-6: final bill as it was enacted into law;

(6) Proposed Rules relating to depository system: these were never filed in final form with Secretary of State due to some peculiarities of the board under which we function, but they have been used as the principles by which the system is being set up;

(7) Application for Designation as State Documents Depository Library.

As we develop more materials, I will forward them to you.

B2

Set 3

MO:B2

THE DEPARTMENT OF HIGHER EDUCATION
MISSOURI STATE LIBRARY
P.O. BOX 387, 308 EAST HIGH STREET
JEFFERSON CITY, MISSOURI 65101

CHARLES CROSS
COMMISSIONER OF HIGHER EDUCATION

CHARLES CHAUMBERS
STATE LIBRARIAN

Area Code 314
Phone: 751-4214
TWX 1-910-760-1589

MEMO

TO: Brenda Olds

FROM: Maggie Johnson, Coordinator, Government Documents Division

SUBJECT: "Documents on Documents" Collection

DATE: March 14, 1978

Enclosed are five copies of each of the following materials for the "Documents on Documents" collection:

(1) Packing Sheet: Missouri State Depository Documents

(2) Depository Selections: Missouri State Government Documents, 1977-1978

(3) Missouri State Publications Depository Library Agreement

(4) Missouri State Documents Classification: Post-reorganization Agency Codes and Form Divisions, Revised Nov. 1977

(5) Missouri Government Publications: Class Number Assignments for Serials and other Revised Titles, Sept. 1, 1977

(6) Missouri Documents Depository Law, 181.100-181.140 RSMo (Supp. 1976): State Agency Handbook, Sept. 1977

As we develop more materials, I will forward them to you.

1/77

Missouri - MO:C

APPLICATION FOR DESIGNATION
AS
STATE PUBLICATIONS DEPOSITORY LIBRARY

Designation by the State Library of depository libraries for state publications is authorized by House Bill 1021 (78th General Assembly, 2nd Regular Session, effective August 13, 1976), Sections 3 and 5.

In accordance with the provisions of House Bill 1021, _____

_____ Library

hereby makes application for designation as a depository library for state publications.

TYPE OF DESIGNATION DESIRED (see attached description of Types of Depository Libraries):

_____ Full _____ Partial

STANDARDS FOR DEPOSITORY LIBRARIES, approved by the Coordinating Board for Higher Education September 13, 1976, provides that a library shall meet and maintain the following standards. Please place a check by each item to indicate your agreement to carry out the responsibility listed:

A depository library shall:

_____ *(A) Provide reference assistance in the use of state publications to any Mo. resident. Circulation of the publications is encouraged.*

_____ *(B) Provide interlibrary loan service for state publications to any Mo. resident.*

_____ *(C) Maintain sufficient hours of library service to allow convenient public access. State publications must be available for use during any hours the library is open.*

List hours of service:

_____ *(D) Inform the public frequently of the availability of state publications. The public includes the residents of the geographic area in which the library is located.*

_____ *(E) Designate a professionally trained librarian to be responsible for service related to state publications, and provide adequate support staff. This librarian need not spend full time on state publications.*

Name of Librarian:

Title:

_____ *(F) Provide an orderly, systematic recording of receipt and subsequent arrangement of materials.*

_____*(G) Process and shelve all state publications within thirty (30) days of receipt.*

_____*(H) Provide space to house publications with adequate provision for expansion*

_____*(I) Dispose of publications only in accordance with policies established by the State Library. Depository publications remain the property of the State Library.*

ORGANIZATION: How do you expect to handle depository documents?

_____Integrated into main collection _____Separate collection

_____Mixture (describe:)

How do you plan to classify depository documents?

_____Dewey _____Missouri Documents Classification

_____L.C. _____Other (describe:)

COOPERATION: Has your library carried on any discussions with other libraries in your area as to which library/libraries should apply for full or partial depository status?

_____Yes _____No _____Not applicable (if yours is the only library in the area)

If so, what conclusions were reached?

AUTHORIZATION: Please attach photocopy of this application's authorization by policy-making body.

_____
(Signature)

Title: _____

Address: _____

_____

Date: _____

C, - MO:C1

MISSOURI STATE PUBLICATIONS DEPOSITORY LIBRARY AGREEMENT MAY 78

This agreement made this_____day of_____, 19_____, by and between the Missouri State Library (herein referred to as "the State Library") and the _____Library (herein referred to as "the Depository Library".)

WHEREAS, the General Assembly of the State of Missouri in 1976 enacted House Bill 1021, establishing a depository library system for the distribution of state publications,

WHEREAS, under that legislation the State Library may enter into depository agreements with public libraries and college and university libraries; and

WHEREAS,_____Library has made application for Depository Library status and has been approved by the State Library for designation as a _____ Depository Library;
(Full/Partial)

NOW THEREFORE, IT IS MUTUALLY AGREED TO AND UNDERSTOOD, that:

The State Library shall:

(1) Mail state publications obtained under the provisions of House Bill 1021 in regular shipments to the Depository Library;

(2) Provide in each shipment a shipping list showing agency, title, and Missouri classification number for each publication;

(3) Provide assistance in the organization and reference use of Missouri state publications, as requested by the Depository Library;

(4) Publish monthly an official indexed list of state agency publications;

(5) Establish policies and procedures for the disposal of depository publications.

The Depository Library shall:

(1) Provide reference assistance in the use of state publications to any Missouri resident. Circulation of the publications is encouraged.

(2) Provide interlibrary loan service for state publications to any Missouri resident.

(3) Maintain sufficient hours of library service to allow convenient public access. State publications must be available for use during any hours the library is open.

(4) Inform the public frequently of the availability of state publications. The public includes the residents of the geographic area in which the library is located.

(5) Designate a professionally trained librarian to be responsible for service related to state publications, and provide adequate support staff. This librarian need not spend full time on state publications.

(6) Provide an orderly, systematic recording of receipt and subsequent arrangement of materials.

(7) Process and shelve all state publications within thirty (30) days of receipt.

(8) Provide space to house publications, with adequate provision for expansion.

(9) Dispose of publications only in accordance with policies established by the State Library. Depository publications remain the property of the State Library.

The State Library shall enforce maintenance of the above Depository Library requirements by inspections and annual surveys. A depository agreement may be terminated by the State Library for failure to comply with any of the conditions above or by a Depository Library at its own request.

IN WITNESS WHEREOF, the State Library and the Depository Library have caused this agreement to be executed on the day, month, and year first above written by their duly authorized officers or representatives.

MISSOURI STATE LIBRARY

_____

By: Charles O'Halloran
State Librarian

DEPOSITORY LIBRARY (PUBLIC LIBRARY) or DEPOSITORY LIBRARY (ACADEMIC LIBRARY)

_____

By: Library Director

_____

By: Chairman, Board of Trustees

_____

By: Library Director

_____

By: University or College President

D1 - MO:D

MAY

REQUEST FOR DEPOSITORY PUBLICATIONS
UNDER 181.100-181.140 RSMo (Supp.1976)
1977-1978
MISSOURI STATE LIBRARY

DEPARTMENT OR OFFICE _____

CORE DOCUMENTS

35 Copies of the following items are requested upon publication:

ALL OTHER PUBLICATIONS

All other publications are requested in the quantities indicated below, beginning October 1, 1977:

Number of Copies	Agency Code	Agency

Address for Mailing Publications: Library Services Center of Missouri, 715 Dix Road, Jefferson City 65101
Phone Number for Pick-up Service for Publications: 751-3669
Phone Number for Questions About Depository System: 751-3075

D2 MO:D1
MAY 78

PACKING SHEET

MISSOURI STATE DEPOSITORY DOCUMENTS

The following publication(s) is/are deposited for distribution in accordance with 181.100-181.140 RSMo (Supp.1976)

"CORE" PUBLICATIONS (35 COPIES):

OTHER PUBLICATIONS:

Number of Copies	Agency Code	Title

DEPARTMENT: _____

DIVISION: _____

NAME: _____

DATE: _____

1/78 Missouri MO:F c2

SECOND REGULAR SESSION

HOUSE BILL NO. 1172

78TH GENERAL ASSEMBLY

INTRODUCED BY REPRESENTATIVE GOODE.

Pre-filed December 1, 1975, and 800 copies ordered printed.

AGNES MOORE, Chief Clerk.

1877

AN ACT

To establish and maintain a depository library system for publications of Missouri state agencies.

Be it enacted by the General Assembly of the State of Missouri, as follows:

Section 1. As used in this act, the following words and terms mean and include:

(1) "State publications", all multiply-produced publications printed or purchased for distribution by the state, the legislature, constitutional officers, any state department, committee, or other state agency supported wholly or in part by state funds;

(2) "Print", all forms of printing and duplicating, regardless of format or purpose, with the exception of correspondence and interoffice memoranda;

(3) "State agency", every state office, officer, department, division, bureau, board, and commission, whether legislative, executiven or judicial, and any subdivisions of each, including state-supported institutions of higher education;

(4) "State department", the fourteen major administrative units of state government created by the state reorganization act of 1974;

(5) "Depository", designated place for collecting, maintaining, and making available to the general public publications issued by agencies of the Missouri state government.

Section 2. There is hereby created within the department of higher education, within the state library, a depository library center and a depository library system for the state of Missouri. The state librarian shall appoint a depository librarian who shall administer a Missouri state publications collection and depository library system.

Section 3. Under the direction of the coordinating board for higher education, the state library shall:

(1) Establish and administer, with the approval of the coordinating board, the rules and regulations that are required to carry out the provisions of this act;

(2) Develop and maintain standards for depository libraries, with the approval of the coordinating board;

(3) Designate depository libraries, in accordance with the provisions of this act;

(4) Advise state agencies annually of the number of copies of publications needed for distribution;

(5) Receive from state agencies on or about publication date the number of copies of each publication specified and distribute these to the depository libraries;

(6) Publish at least monthly and distribute to depository libraries, other Missouri public, college and university libraries, legislators, state agencies, other state libraries, and to other libraries upon request, an official indexed list of Missouri state publications with an annual cumulated index.

Section 4. Every state agency shall, upon release, deposit a sufficient number of copies of each of its state publications with the depository library center to meet the needs of the depository library system. The number of copies required for the depository system shall be certified to each agency annually by the depository librarian. This requirement includes sale items, with the exception

of the university presses, which shall be required to deposit two copies of each publication with the depository library center.

Section 5. After receipt of the state publications of any agency, the depository library center shall distribute copies of such publications as follows:

(1) Two copies to the state archives for permanent preservation;

(2) Ten copies to the state historical society;

(3) Two copies to the Library of Congress;

(4) One copy to an additional national research library designated by the depository librarian;

(5) One copy to each full depository, as provided in subdivision (1) of section 8;

(6) One copy to each partial depository which has elected to receive designated publications, as provided in subdivision (2) of section 8.

The center shall retain sufficient copies in the Missouri state library for preservation, reference, and interlibrary loan purposes and for distribution in accordance with any agreements entered into with other states for the exchange of state publications.

Section 6. Each state agency, each house of the general assembly, and the judicial branch of the state government shall designate a publications office, who shall be responsible for supplying the publications of that agency to the depository library center. Each agency shall notify the depository librarian of the identity of its publications officer within thirty days after the effective date of this act and upon change of personnel. The publications officer shall supply the depository center annually or upon request with a complete list of the agency's current state publications.

Section 7. The depository library center may enter into depository contracts with public libraries and college and university libraries which meet the standards for depository eligibility approved by the coordinating board for higher educa-

882

tion. The standards shall include the following requirements:

(1) Ability of the library to receive, process, organize, retain, and make available state publications;

(2) Willingness of the library to provide assistance and interlibrary loan service for depository publications;

(3) Such geographical distribution of libraries as will make publications conveniently accessible to residents in all areas of the state.

Any four-year university campus library system shall automatically be designated as a full or partial depository, if it so desires, provided it meets the eligibility requirements set forth under subdivisions (1) and (2) of this section.

Section 8. Depositories shall be of two types:

(1) Full depositories shall receive all publications of all state agencies and shall maintain full collections of these publications for a minimum specified period.

(2) Partial depositories shall be designated for the purpose of developing specialized collections of state publications in major subject areas. Partial depositories shall receive and maintain for a minimum specified period designated publications, as agreed to by the depository library center.

Partial depositories shall be considered as supplementary to coverage of the state by full depositories. A partial depository shall meet the same standards for reference and interlibrary loan services as a full depository.

Section 9. This act shall not affect the general public distribution of publications by state agencies except that each agency shall deposit the requested number of copies of each publication with the depository library center.

6. All of the real and personal property and all of the obligations of the preexisting separate city and county library districts shall, without further action, become the property and obligations of the merged city-county library district, which shall have an official name composed of the name of the city, followed by the name of the county and followed by the words " county library district".

7. The merged district, and the librarian, officials and board thereof, shall have all of the rights, powers, responsibilities, and privileges granted county library districts by the laws of the state of Missouri and shall be governed by such laws, as though the merged districts were a county library district, except:

(1) Where such laws are inconsistent with this section.

(2) The city treasurer shall be the custodian of all library funds, which shall be deposited by the city treasurer, in a depository selected and approved by the library board. The library funds shall be kept separate and apart from other moneys of the city and disbursed by the city treasurer only upon the proper authenticated warrants of the library board. Such funds shall be audited annually by the city in the same manner as other funds of the city are audited.

(3) The library board shall prepare a budget for each fiscal year and all expenditures shall conform to such budget. The budget shall be prepared and approved by the library board and made available to the members of the governing body of the city and the members of the county court sixty days before the beginning of each fiscal year, except the first budget of the merged district shall be prepared forthwith and so delivered after the merger.

Section 2. As used in this act, "state publications" shall include all multiple-produced publications of state agencies, regardless of format or purpose, with the exception of correspondence and interoffice memoranda.

884 Section 3. The state library shall, under the direction of the coordinating board for higher education, publish monthly an

official indexed list of all printed publications of all state offices, departments, divisions, boards and commissions, whether legislative, executive or judicial, and any subdivisions of each, including state-supported institutions of higher education. The library shall also distribute such numbers of copies of such publications as it deems necessary to certain libraries, also designated by it, which shall serve as depositories for making available to the public such publications. No publications shall be distributed to any libraries unless a request is made therefor.

Section 4. In addition to the distribution of the publications as aforesaid, the library shall distribute two copies of each publication to the state archives for preservation and two copies to the state historical society.

Section 5. The state library may enter into depository agreements with public libraries and college and university libraries which meet standards for depository eligibility as approved by the state library.

Section 6. Every state agency, as enumerated in section 2, shall, upon release, deposit with the state library sufficient copies of each of its publications to meet the purposes of this act.

MD:FE

TITLE 6 - DEPARTMENT OF HIGHER EDUCATION
Division 20 - State Library
Chapter 2 - State Publications
Depository Library System

PROPOSED RULES

6 CSR 20-2.010 Standards for Depository Libraries

PURPOSE: The State Library has the authority to designate public, college, and university libraries to act as depositories for state government publications. The State Library will distribute state publications on a regular basis to these libraries. This rule promotes free access by all residents of the state to the publications by establishing minimum standards which libraries must meet to be eligible for depository status. It also gives the State Library power to enforce these standards.

(1) The State Library will select public, college, and university libraries to act as state publications depositories on the basis of geographic distribution, broadness of clientele served, and ability to meet the conditions specified in the following section.

(2) A depository library shall:

(A) Provide reference assistance in the use of state publications to any Mo. resident. Circulation of the publications is encouraged.

(B) Provide interlibrary loan service for state publications to any Mo. resident.

(C) Maintain sufficient hours of library service to allow convenient public access. State publications must be available for use during any hours the library is open.

(D) Inform the public frequently of the availability of state publications. The public includes the residents of the geographic area in which the library is located.

(E) Designate a professionally trained librarian to be responsible for service related to state publications, and provide adequate support staff. This librarian need not spend full time on state publications.

(F) Provide an orderly, systematic recording of receipt and subsequent arrangement of materials.

(G) Process and shelve all state publications within thirty (30) days of receipt.

(H) Provide space to house publications, with adequate provision for expansion.

(I) Dispose of publications only in accordance with policies established by the State Library. Depository publications remain the property of the State Library.

(3) The State Library shall enforce maintenance of these standards by inspections and annual surveys. A depository agreement may be terminated by the State Library for failure to comply with any of the conditions above or by a library at its own request.

Auth: section 181.021 RSMo (1969) and section 181.130 RSMo (Supp. 1976).

6 CSR 20-2.020 Types of Depository Libraries

PURPOSE: Two types of depository library designations will be made in order to meet the varied needs of Mo. residents for state publications and to limit to a reasonable number the copies of publications to be requested from state agencies. This rule defines the types of depositories.

(1) Depository libraries shall be of two types:

(A) Full depositories shall receive all publications of all state agencies. The purpose of a full depository is to provide a complete research collection of state publications for the use of a major geographical area. The State Library will seek to designate at least one full depository in each of the following general areas of Missouri: northeast, northwest, southeast, southwest, central, St. Louis metropolitan area, Kansas City metropolitan area. Additional designations of full depositories may be made if justified by the needs of the residents of an area.

(B) Partial depositories will be designated to provide ready access to state government publications of broad general interest and to publications in subject areas needed by residents in particular areas of the state. A partial depository must receive a basic core of state publications to be specified by the State Library, and all the publications of at least one of the major departments of state government. Selection of the departments whose publications will be received in addition to the core collection will be made by the depository library.

Auth: section 181.021 RSMo (1969) and section 181.130 RSMo (Supp. 1976).

NOTICE TO SUBMIT COMMENTS: Anyone may file a statement in support of or in opposition to these proposed rules at the Missouri State Library, Department of Higher Education, 308 E. High St., P.O. Box 387, Jefferson City, Mo. 65101. To be considered, comments must be received within 30 days after publication of this notice in the Missouri Register. No public hearing is scheduled.

STATE DOCUMENTS RESOLUTION

WHEREAS, all citizens of Missouri have a right to information published by their state government and supported by their tax monies; and

WHEREAS, this information is not now easily available to citizens in all areas of the state; and

WHEREAS, the state of Missouri does not have a state depository law for distribution of state publications, and is one of the few states in the country without such a law; and

WHEREAS, the State Documents Task Force, the Government Documents Round Table, the Association of State Library Agencies, and the Interdivisional Committee on Public Documents of the American Library Association have recently approved suggested minimum standards for state servicing of state documents; and

WHEREAS, the State of Missouri does not meet any of the approved minimum standards relating to the distribution of state publications; and

WHEREAS, there is an urgent need for action to correct the inaccessibility to state publications: Now, therefore be it

RESOLVED, that the Missouri Library Association strongly support legislation to establish a depository library system for Missouri state publications in order to make these publications available to libraries and citizens throughout the state; and be it further

RESOLVED, that the Missouri Library Association authorize the State Documents Depository Subcommittee of the Documents Committee of the Missouri Library Association to continue preparation of a bill to establish a depository library system for Missouri state publications, to work with the Legislative Committee of the Missouri Library Association to gain legislative support, and to work to gain support of citizens throughout Missouri.

Approved by Missouri Library Association membership
September 20, 1974

MISSOURI DOCUMENTS TO THE PEOPLE

"Public access to government documents is essential to the successful operation of a democracy." -- Congressman William S. Moorhead, Chairman of the former Foreign Operations & Government Information Subcommittee, U.S House of Representatives. (1974)

The Problem

If public access to government documents is vital to the success of a democracy, the state of Missouri is in trouble. Missouri has no system for making the publications of state government regularly available to its citizens. Local officials, citizens' organizations, students and faculty in colleges and universities, schools, the business community, libraries, and interested private citizens spend many hours trying to obtain state publications on an individual basis. Since Missouri has no state printer, each agency must be contacted directly for its publications.

Lack of knowledge of availability of publications is a major difficulty. Often an agency is willing to distribute its documents, but potentially interested persons are unaware of their existence. Currently the main source of information about new documents is the Missouri State Government Publications checklist produced monthly by the Missouri State Library. This list, however, is limited by necessity to the publications received at the State Library, which itself has no statutory authority to collect state documents.

Why are state government publications so important? Rules and regulations issued by state agencies affect many citizens directly. Statistics gathered, compiled, and published by state personnel are often essential to planning activities carried out by local governments, organizations, and individuals. Annual reports, newsletters, and other documents provide a record of the activities of specific state government units as well as their plans for the future. Informational materials on a wide range of subjects share the expertise gained by state government with the taxpayers who support that government.

Health, education, agriculture, transportation, natural resources...millions of state and federal dollars go into programs in every field of endeavor. According to National Science Foundation estimates, almost 2 million dollars went into research and development activities alone in Missouri state government in 1973. Without access to the output of agencies administering public funds, individuals can neither benefit from the information and assistance generated by state government nor expect any degree of accountability from state agencies and officials.

A Solution

In a majority of states, libraries are utilized as a channel for dissemination of state publications. At least thirty of the fifty states already maintain an official depository library system for state publications, and legislation to create such a system is under consideration in several other states. The governing council of the American Library Association has endorsed a recommendation that a state agency should be "designated by law" to collect and distribute copies of state publications within each state.

Since libraries are in the information-handling business, they are ideally suited to organize and circulate state documents. Hours of service at libraries are long, and professional assistance is available to individuals needing help in locating publications.

Librarians from public, academic, and special libraries have been working to prepare legislation to set up a depository library system for Missouri state government publications. The 1976 session of the General Assembly is the target for introduction of this legislation.

Proposed Legislation

Under provisions of the preliminary draft, a Depository Library Center would be established within the State Library to receive from state agencies sufficient copies of each publication to distribute to libraries which would be designated as state documents depositories. Standards for depositories would ensure that each library would have the ability to process, organize, retain, and to make available state publications, that librarians in depositories would assist the public in the use of state publications, and that depositories would be distributed to make publications conveniently accessible in all areas of the state. In addition, copies would be deposited in the State Historical Society and the State Archives.

Depositories would be of two types: Full depositories would receive all publications of all agencies, and partial depositories would receive designated publications in order to build specialized subject collections. Each state agency would be required to designate a publications officer, who would be responsible for supplying the publications of that agency to the Depository Library Center.

Cost

The direct cost to implement a state depository library system would be small. By taking advantage of existing library systems, the proposed legislation does not require a costly new bureaucracy to distribute state publications. The State Library has already placed a priority on state publications by devoting one full-time professional librarian and one full-time clerk to its state documents program.

The monthly checklist specified in the bill is already being published. Postage and personnel would be the chief added costs. A part-time professional librarian would supply cataloging information on state documents to all depository libraries, and a library clerk would handle distribution of the publications and other clerical duties related to the program. Staff and operational costs for the depository libraries throughout the state would be borne by the libraries.

A State Documents Depository Library system can provide a substantial savings to state government by providing an effective means for the dissemination of the information which agencies spend time and money to produce. Since the system would automatically place publications in library collections, easily available to the public, agencies could print in lesser quantities and still be assured of wide exposure.

Conclusion

A State Documents Depository Library system would provide Missouri citizens with access to the published output of state agencies by replacing the present "first-come, first-serve" situation with automatic distribution of publications throughout the state. Through this system utilization and preservation of the documents of Missouri government would be assured and government would be brought a giant step closer to the people.

Meryl Atterberry
October 1975

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HOUSE BILL 1172
P. WAYNE GOODE, SPONSOR

MISSOURI
STATE
DOCUMENTS
DEPOSITORY

INFORMATION TO THE PEOPLE

THE BETTER WAY

THE PROBLEM -

Missouri has no system for making the publications of state government regularly available to its citizens.

Local officials, organizations, schools & colleges, libraries, and individuals spend time and money requesting publications from dozens of sources in state government.

Missourians are often unaware of the existence of useful state publications.

WHY ARE STATE PUBLICATIONS IMPORTANT?

Rules and regulations issued by state agencies affect many citizens directly.

Statistics gathered by the state are essential to effective planning by local governments, organizations, and individuals.

Publications of state agencies are a record of their activity.

Valuable research paid for by tax dollars is shared through state documents.

Without access to state publications, individuals can expect no accountability from their government.

A SOLUTION!

In most states libraries are a channel for dissemination of state publications.

The American Library Association has endorsed a recommendation that a state agency should be "designated by law" to collect and distribute state publications.

Professional assistance is available in libraries to assist individuals in utilizing publications.

Legislation will be introduced in the 1976 General Assembly to set up a depository library system for Missouri state government publications.

THE PROPOSED LEGISLATION -

The Missouri State Library would serve as a distribution center for a documents depository system.

Agencies would send a set number of their publications to the State Library, which would then distribute them to libraries throughout the state.

Depository libraries would be geographically distributed.

The depository libraries could receive either all state publications or selected categories.

THE COST?

The direct cost would be small, since the State Library already devotes one full time librarian and a full time clerk to its state documents program.

Major added costs would be for postage and for a half time librarian to catalog the documents and a full time clerk to help process them.

By taking advantage of existing library systems, the proposed legislation does not require a costly new bureaucracy to distribute state publications.

The depository system can provide savings to state government by providing an effective means of dissemination of information state agencies produce.

A DOCUMENTS DEPOSITORY SYSTEM
FOR MISSOURI STATE PUBLICATIONS
WOULD BRING GOVERNMENT
A GIANT STEP CLOSER TO THE PEOPLE.

"Public access to government documents is essential to the successful operation of a democracy."

--Congressman
William S. Moorhead

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MISSOURI DOCUMENTS DEPOSITORY LAW
181.100-181.140 RSMo (Supp. 1976)

STATE AGENCY HANDBOOK

September 1977

Prepared by Meryl Atterberry

Coordinator, Government Documents Division

Missouri State Library

751-3075

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THE STATE DOCUMENTS DEPOSITORY LAW: WHAT IS IT?

"Public access to government documents is essential to the successful operation of a democracy."
Congressman William S. Moorhead

Sections 181.100-181.140 of the Revised Statutes of Missouri (Supp. 1976), enacted as House Bill 1021 in 1976, create for the first time an orderly system for allowing access to publications of Missouri state government. In the past, citizens have had difficulty in obtaining or even knowing about the valuable materials which state agencies produce, and agencies have had problems in getting their publications to the people they were meant to thelp

With the new law, Missouri joins most other states in using libraries as a link between state government agencies and the state's residents. By taking advantage of existing library systems, the law does not require a costly new bureaucracy to distribute state publications.

The depository law authorizes the State Library to act as a center for the distribution of state publications to libraries throughout the state which it designates as depositories. State agencies are to deposit, upon release, the number of copies of their publications requested by the State Library for the depository system, and the State Library will mail these copies to the depository libraries.

In accordance with the law, the Missouri State Library has designated twenty-seven Missouri libraries as official state documents depositories. Ten of these libraries are full depositories, who will receive and make publicly available all state publications. Seventeen libraries are partial depositories. All partial depositories receive a basic "core" group of about fifty regular publications. Beyond the "core" documents, they have been given a choice of agencies whose publications they wish to receive. The system of full and partial depositories ensures at least one major research collection in each area of the state, plus smaller collections in a number of additional locations. In addition to these depositories, the Missouri State Library distributes two copies each to the State Archives and State Historical Society and one copy each to the Library of Congress and to the Center for Research Libraries in Chicago, which loans state documents to libraries nationwide.

WHAT CAN THE DEPOSITORY SYSTEM DO FOR YOU?

The depository library system offers your agency the opportunity to place its publications in a variety of geographic locations with a minimum of effort. When the number of copies of a publication available for public distribution is limited, the depository system makes sure that these copies will be made available to the largest possible number of people, rather than scattered on a "first-come, first-serve" basis.

The depository program can save you money, since the State Library absorbs all staff and postage costs. Since all depositories are required to make state documents available on interlibrary loan, the entire state is readily served. In addition to mailing the documents, the State Library is providing the funds for a librarian to provide central cataloging services to all depository libraries. This will help each library to maintain records which will direct the interested citizen to the particular publication he needs.

If you provide the copies...we'll do the rest.

Chapter 181

STATE LIBRARY

181.100. State publications defined.—As used in sections 181.100 to 181.140, and sections 182.140 and 182.291, RSMo, "state publications" shall include all multiple-produced publications of state agencies, regardless of format or purpose, with the exception of correspondence and interoffice memoranda.

(L. 1976 H. B. 1021 § 2)

181.110. Publications of state officers, indexed list of to be published, distribution—depositories of publications, designation, request.—The state library shall, under the direction of the coordinating board for higher education, publish monthly an official indexed list of all printed publications of all state offices, departments, divisions, boards and commissions, whether legislative, executive or judicial, and any subdivisions of each, including state-supported institutions of higher education. The library shall also distribute such numbers of copies of such publications as it deems necessary to certain libraries, also designated by it, which shall serve as depositories for making available to the public such publications. No publications shall be distributed to any libraries unless a request is made therefor.

(L. 1976 H. B. 1021 § 3)

181.120. Library to distribute publications, to whom.—In addition to the distribution of the publications as aforesaid, the library shall distribute two copies of each publication to the state archives for preservation and two copies to the state historical society.

(L. 1976 H. B. 1021 § 4)

181.130. Depository agreements permitted, when.—The state library may enter into depository agreements with public libraries and college and university libraries which meet standards for depository eligibility as approved by the state library.

(L. 1976 H. B. 1021 § 5)

181.140. State agencies to furnish copies of publications, to whom.—Every state agency, as enumerated in section 181.100, shall, upon release, deposit with the state library sufficient copies of each of its publications to meet the purposes of sections 181.100 to 181.140, and sections 182.140 and 182.291, RSMo.

(L. 1976 H. B. 1021 § 6)

STATE DOCUMENTS DEPOSITORY LIBRARIES

Designated December 1976

FULL DEPOSITORIES (10)

Northeast
- Northeast Missouri State University, Kirksville

Northwest
- Northwest Missouri State University, Maryville
- Missouri Western College, St. Joseph

Southeast
- Southeast Missouri State University, Cape Girardeau

Southwest
- Southwest Missouri State University, Springfield

Central
- Central Missouri State University, Warrensburg
- University of Missouri--Columbia

Kansas City Metropolitan Area
- Kansas City Public Library

St. Louis Metropolitan Area
- St. Louis Public Library
- University of Missouri--St. Louis

PARTIAL DEPOSITORIES (17)

Northeast
- None

Northwest
- St. Joseph Public Library
- Rolling Hills Consolidated Library, St. Joseph

Southeast
- Cape Girardeau Public Library
- Riverside Regional Library, Jackson
- Three Rivers Community College, Poplar Bluff
- Current River Regional Library, Van Buren

Southwest
Springfield-Greene County Library
Barry-Lawrence Regional Library, Monett
Missouri Southern State College, Joplin

South Central
Southwest Missouri State University--West Plains Campus

Central
Daniel Boone Regional Library, Columbia

East-Central
Mineral Area College Instructional Resources Center, Flat River

Kansas City Metropolitan Area
William Jewell College, Liberty

St. Louis Metropolitan Area
St. Louis County Library
Webster College Library
Maryville College Library
St. Louis University Law School Library

STATUTORY DEPOSITORIES

Depository Center: Missouri State Library (2 copies)
Missouri State Archives (2 copies)
Missouri State Historical Society (2 copies)

SPECIAL DEPOSITORIES

Library of Congress
Center for Research Libraries, Chicago

MISSOURI
STATE LIBRARY
STATE DOCUMENTS DEPOSITORY LIBRARIES
Designated December 1976
★ Full
● Partial
Atchison
Nodaway
Worth
Harrison
Mercer
Putnam
Schuyler
Clark
Gentry
Scotland
Holt
Sullivan
Adair
Knox
Lewis
Grundy
Andrew
Daviess
DeKalb
Linn
Macon
Shelby
Marion
Clinton
Caldwell
Livingston
Chariton
Buchanan
Carroll
Monroe
Ralls
Platte
Ray
Randolph
Pike
Clay
Saline
Howard
Boone
Audrain
Jackson
Lafayette
Lincoln
Callaway
Cooper
Johnson
Pettis
Montgomery
Cass
St. Charles
Warren
Moniteau
Cole
Osage
Gasconade
Henry
Benton
Morgan
Franklin
St. Louis
Bates
Jefferson
Miller
Maries
St. Clair
Camden
Crawford
Vernon
Hickory
Pulaski
Phelps
Washington
Ste. Genevieve
Cedar
Dallas
Polk
Laclede
St. Francois
Perry
Dent
Barton
Iron
Madison
Dade
Texas
Reynolds
Cape Girardeau
Webster
Wright
Greene
Shannon
Bollinger
Jasper
Lawrence
Wayne
Scott
Christian
Douglas
Howell
Carter
Stoddard
Newton
Barry
Stone
Butler
Mississippi
Oregon
Taney
Ozark
Ripley
McDonald
New Madrid
Pemiscot
Dunklin

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TYPES OF PUBLICATIONS TO BE DEPOSITED

The public is interested in almost everything which state agencies produce, not just "popular" types of publications. Libraries receive frequent requests for state program plans, annual reports, budgets, research reports, statistics, directories, compilations of laws...you name it. For that reason, we are interested in making all your publications available through the depository system. If you've published something, chances are good that someone out there wants to see it.

The definition of "state publication" in 181.100 RSMo includes all publications except correspondence and interoffice memoranda, and generally we'd like to stick with that. However, there may be a few items which would not be useful to the public; for example, many types of forms. If you have a question about whether to forward a particular publication, call the Government Documents Coordinator at the Missouri State Library (751-3075). Most libraries have space problems, so we won't ask you to provide anything which would be useless.

NUMBER OF COPIES REQUIRED

It would be simpler for both your agency and the State Library if we were to request the same number of copies of all publications. This seems wasteful to us, however, since not every library needs or can house all publications. In order to reduce the number of copies to be requested of agencies, and to meet the needs of individual libraries, we have developed a system of "full" and "partial" depositories, described on page 1.

We believe that each depository library should have available for its users a basic collection of state documents; therefore, all depositories must receive the publications listed on the "Core Documents" list which follows. These are the items which the State Library began distributing January 1, 1977.

CHECK THE CORE LIST FIRST FOR PUBLICATIONS OF YOUR AGENCY. 35 COPIES ARE REQUESTED OF EACH TITLE ON THIS LIST.

FOR PUBLICATIONS NOT ON THE CORE LIST, GO ON TO THE "AGENCY LIST" ON PAGE 12.

MISSOURI STATE DOCUMENTS DEPOSITORY SYSTEM
CORE DOCUMENTS
1977-1978

State government publications designated as "core" documents will be distributed to all full and partial depository libraries. The purpose of the core collection is to provide a group of basic state publications which will answer many of the questions people have about state government and about Missouri in general. Placing these publications in every depository will ensure accessibility throughout the state.

Documents were chosen for their value in helping citizens understand and gain access to their government, providing Missouri statistical or directory information or providing news on important subjects. Titles on the core list will be reviewed periodically for their usefulness. Librarians and state agencies are encouraged to suggest titles which they think should be added. When a new publicaton is instituted by a state agency, a determination will be made by the State Library as to whether it should be added to the core list.

Publications not on the core list will be distributed to all full depositories and to some partial depositories, depending on the choices they make of categories of publications they wish to receive.

OFFICE OF ADMINISTRATION

Annual Report (if Published)

Budget and Planning Division

Executive Budget (annual)

Mo. Economic Indicators (quarterly)

AGRICULTURE DEPT.

Biennial Report

Crop & Livestock Reporting Service

Mo. Farm Facts (annual)

AUDITOR

Annual Report

Monthly Activity Summary

CONSUMER AFFAIRS, REGULATION & LICENSING DEPT.

Annual Report (if Published)

Mo. Consumer: Bi-Weekly Article of Interest to Consumers.

Commerce & Industrial Development Division

Mo. Corporate Planner (updated with inserts)

Finance Division

Biennial Report

Insurance Division

Annual Report & Statistical Data

Savings & Loan Supervision Division

Biennial Report

ELEMENTARY & SECONDARY EDUCATION DEPT.

Report of the Public Schools of Missouri (annual)

Mo. School Laws (looseleaf)

Mo. School Directory (annual)

GENERAL ASSEMBLY

Manual: List of Members, Officers, Committees, and the Rules of the House/Senate (Biennial)

Fiscal Affairs Committee
Appropriations Summary (annual)

Legislative Research Committee
Revised Statutes of Missouri (every 10 yrs.)
Supplement to Revised Statutes (annual)

HIGHWAY DEPARTMENT

Annual Report, Biennial Report
State Map
Accident Statistics

JUDICIAL DEPARTMENT

Annual Statistical Report: Judicial Conference

LABOR & INDUSTRIAL RELATIONS DEPT.

Annual Report
Employment Security Division
Mo. Area Labor Trends (monthly)

Workmen's Compensation Division
Workmen's Compensation Laws (about every 5 yrs; updated annually by loose-leaf sheets)

NATURAL RESOURCES DEPT.

Annual Report

PUBLIC SAFETY DEPT.

Annual Report (if published)

Fire Marshal
Annual Report

Highway Patrol
Mo. Traffic Crashes

REVENUE DEPT.

Annual Combined Financial Report of the Dept. of Revenue and the State Treasurer

Tax Commission
Annual Report of the Proceedings & Decisions of the State Tax Commission.

SECRETARY OF STATE

Official Manual (biennial)
Roster of State, District, & County Officers (biennial)
Election Laws of the State of Missouri (frequent supplements)

Constitution of The State of Missouri
General Assembly Roster (biennial)
Session Laws (biennial)
Primary Election Returns (biennial)
Democratic & Republican Convention Rosters (every 4 yrs.)
Democratic & Republican State Committees and Slates of Candidates (biennial)

Office of Chief Clerk
Certification of Candidates for Primary Election.
Certification of Candidates for General Election.

Administrative Rules Division
Mo. Register (monthly)
Code of Mo. Regulations (looseleaf)

SOCIAL SERVICES DEPT.

Annual Report (if published)

Family Services Division
Juvenile Court Statistics (annual)

Health Division
Mo. Vital Statistics (annual)
Mo. Hospital Directory (twice yearly)
Licensed Nursing Homes in Missouri (quarterly)
Licensed Ambulance Services
Licensed Boarding Houses in Missouri
Monthly Vital Statistics

Probation & Parole Division
Annual Report

ALSO: Missouri statistical abstracts published by any agency.

ADDENDUM

Annual reports of the following departments and offices should be added to the core list above: Attorney General, Conservation Dept., Elections Commission, Higher Education Dept., Lieutenant Governor, Mental Health Dept., Transportation Dept.

AGENCY LIST

Beginning October 1, 1977, the State Library will be prepared to distribute all state agency publications, not just the "core list". Following is a list by agency which indicates the number of copies required of each publication not on the "core list." Please forward the number of copies shown for your agency, beginning October 1, 1977.

The number requested is a total of the 18 copies needed for full distribution (10 full depositories, State Library, Archives, etc.) plus the number of partial depositories which have selected that group of publications. The number of copies needed will range from 18 to 35.

Partial depositories will be allowed to review their choices once a year; therefore, the number of copies requested may vary slightly from year to year. You will be notified each year in July of any changes in requests for the coming year.

NUMBER OF COPIES REQUESTED
FOR
STATE DEPOSITORY LIBRARY SYSTEM
1977-1978

OFFICE OF ADMINISTRATION

19 AD-1.	ACCOUNTING DIVISION.
29 AD-2.	BUDGET & PLANNING DIVISION.
20 AD-3.	PERSONNEL DIVISION.
18 AD-4.	REMAINDER OF OFFICE OF ADMINISTRATION. (Central office, Purchasing, Design & Construction, etc.)

AGRICULTURE DEPARTMENT

25 AG-1.	CROP & LIVESTOCK REPORTING DIVISION.
23 AG-2.	REMAINDER OF AGRICULTURE DEPARTMENT. All divisions and Central Office.

ATTORNEY GENERAL

25 ATG-1. ATTORNEY GENERAL.

AUDITOR

19 AUD-1. AUDITOR.

CONSERVATION DEPARTMENT

32 CON-1. CONSERVATION DEPARTMENT - GENERAL.
Publications on hunting and fishing; wildlife; forestry; rare & endangered species; hiking trails; etc.

22 CON-2. CONSERVATION DEPARTMENT - TECHNICAL.
Technical reports from Fisheries, Forestry, & Wildlife Divisions.

CONSUMER AFFAIRS, REGULATION & LICENSING DEPARTMENT

30 CARL-1. STATE COUNCIL ON THE ARTS.

29 CARL-2. COMMERCE & INDUSTRIAL DEVELOPMENT DIVISION and COMMUNITY DEVELOPMENT DIVISION.

20 CARL-3. FINANCE DIVISION.

28 CARL-4. HUMAN RIGHTS COMMISSION.

26 CARL-5. PUBLIC SERVICE COMMISSION.
All publications except Reports

20 CARL-6. PUBLIC SERVICE COMMISSION - REPORTS.

27 CARL-7. PROFESSIONAL REGISTRATION DIVISION.
Directories of numerous licensing boards: Cosmetology; Dental; Healing Arts, etc.

32 CARL-8. TOURISM DIVISION.

23 CARL-9. REMAINDER OF DEPARTMENT OF CARL.
Includes central office, Administrative Hearing Commission, Credit Unions Division, Environmental Improvement Authority, Housing Development Commission, Insurance Division, Public Counsel, Savings & Loan Supervision Division.

ELEMENTARY & SECONDARY EDUCATION DEPARTMENT

26 ED-1. ELEMENTARY & SECONDARY EDUCATION DEPARTMENT.

ELECTIONS COMMISSION

25 EL-1. ELECTIONS COMMISSION.

GENERAL ASSEMBLY

25 GA-1. BILLS & JOURNALS.

20 GA-2. REMAINDER OF GENERAL ASSEMBLY.

GOVERNOR

23 GOV-1. GOVERNOR

HIGHER EDUCATION DEPARTMENT

27 HI-1. HIGHER EDUCATION DEPARTMENT - CENTRAL OFFICE.

29 HI-2. STATE HISTORICAL SOCIETY.

HIGHWAY DEPARTMENT

21 HIGH-1. HIGHWAY DEPARTMENT - GENERAL.
Status of Missouri Highways by Routes & Systems; Traffic Trends on Missouri Highways; Bridge Records for Defense Requirements; Standard Specifications; brochures; other publications.

18 HIGH-2. HIGHWAY DEPARTMENT - TECHNICAL.
Research reports on technical aspects of highway construction.

JUDICIAL DEPARTMENT

20 JUD-1. JUDICIAL DEPARTMENT.

LABOR & INDUSTRIAL RELATIONS DEPARTMENT

28 LI-1. EMPLOYMENT SECURITY DIVISION.
Research reports on employment outlook, unemployment rates and insurance; characteristics of workers, etc.; brochures on unemployment insurance rules; brochures on job-hunting; other.

19 LI-2. REMAINDER OF LIR DEPARTMENT.
Includes central office of LIR Department; Workmen's Compensation Division; Mediation Board.

LIEUTENANT GOVERNOR

22 LG-1. LIEUTENANT GOVERNOR.

MENTAL HEALTH DEPARTMENT

24 MH-1. MENTAL HEALTH DEPARTMENT - CENTRAL OFFICE.

20 MH-2. STATE MENTAL HEALTH INSTITUTIONS.
Newsletters, such as Focus (Higginsville State School and Hospital), Show-Me-Too (St. Joseph State Hospital); etc.

NATURAL RESOURCES DEPARTMENT

26 NR-1. ENVIRONMENTAL QUALITY DIVISION.

35 NR-2. GEOLOGY & LAND SURVEY DIVISION.

27 NR-3. REMAINDER OF NATURAL RESOURCES DEPARTMENT.
Central office and all divisions other than Environmental Quality and Geology & Land Survey.

PUBLIC SAFETY DEPARTMENT

20 PS-1. ADJUTANT GENERAL.
Includes Disaster Planning Office, National Guard.

22 PS-2. CRIMINAL JUSTICE COUNCIL.

20 PS-3. HIGHWAY PATROL.

20 PS-4. REMAINDER OF PUBLIC SAFETY DEPARTMENT.
Publications of central office; Fire Marshal; Highway Safety Division; Liquor Control Division; Water Safety Division.

REVENUE DEPARTMENT

26 REV-1. REVENUE DEPARTMENT.
Publications of Revenue Department; Highway Reciprocity Commission; State Tax Commission.

PUBLIC SCHOOL RETIREMENT SYSTEM

22 SCH-1. PUBLIC SCHOOL RETIREMENT SYSTEM.

SECRETARY OF STATE

26 SS-1. SECRETARY OF STATE.

SOCIAL SERVICES DEPARTMENT

19 SOC-1. CORRECTIONS DIVISION.

SOCIAL SERVICES DEPARTMENT
(Con't.)

23 SOC-2. FAMILY SERVICES DIVISION.

29 SOC-3. HEALTH DIVISION.

27 SOC-4. SPECIAL SERVICES DIVISION.
Includes Aging Office; State Health Planning and Development Agency; Office of Economic Opportunity; Office of Manpower Planning.

19 SOC-5. REMAINDER OF SOCIAL SERVICES DEPARTMENT.
Includes central office; Probation and Parole Board; Veterans' Affairs Division.

TRANSPORTATION DEPARTMENT

21 TRA-1. TRANSPORTATION DEPARTMENT.

TREASURER

23 TR-1. TREASURER.

HOW TO DEPOSIT PUBLICATIONS

1. Address and Phone

Distribution of state documents under the depository law is now handled by the Library Services Center of Missouri, 715 Dix Road. Please direct publications which you mail or deliver to that address.

Pick-up service is available for state depository publications. Just call the Library Services Center at 751-3669, and a messenger will stop within a day or two.

2. Packing Sheet

As you can imagine, sorting the documents so that each library receives the correct items is not an easy job. To assist the Library Services Center in this complex procedure, we will be grateful if you will enclose a blue PACKING SHEET with each group of publications which you forward to the Library Services Center. Enclosed is a new supply of Packing Sheets--please discard the green sheets you already have.

The revised Packing Sheet asks you to fill in the number of copies and the agency code for titles not on the core list. The agency code is the abbreviation found next to your agency's name on the "Agency List" in this handbook (pp. 12-16) and on the separate "Request for Depository Publications," such as AD-1, CARL-5, PS-3, etc. Including this number will greatly help the persons sorting the documents.

On the next page is a sample packing sheet.

SAMPLE

PACKING SHEET

MISSOURI STATE DEPOSITORY DOCUMENTS

The following publication(s) is/are deposited for distribution in accordance with 181.100-181.140 RSMo (Supp.1976)

"CORE" PUBLICATIONS (35 COPIES):

Licensed Nursing Homes in Missouri, December 1977
Monthly Vital Statistics, Oct. 1977, released December 1977

OTHER PUBLICATIONS:

Number of Copies	Agency Code	Title
29	SOC-3	Missouri, Health Situation Today
29	SOC-3	Public Health News, Dec. 1977

DEPARTMENT: SOCIAL SERVICES DEPT.

DIVISION: Health

NAME: Olivia Pennington

DATE: December 23, 1977

PUBLICATIONS CONTACTS

The State Library relies on you as the designated "Publications Contact" for your agency for the depository program. The decision on whether to designate a single Publications Contact for an entire office or department or a separate contact for each division was made by each department director and elected official.

Those Publications Contacts who are in charge of large departments or divisions may need to designate additional persons whithin their organizations who will be responsible for providing them with the necessary number of publications. If you need additional copies of this handbook for these secondary publications contacts, please contact the Government Documents Coordinator at the Missouri State Library (751-3075).

Please check the following list and notify the State Library immediately of any changes in names, addresses or phone numbers. Please inform us also of any changes in the future.

ADMINISTRATION, OFFICE OF

Kathy Boessen, 125 State Capitol Building

Accounting Division --- Marlea C. Homesley, State Capitol Bldg., Rm. 120 (751-3878)

Budget & Planning Division --- Mike Boxberger, State Capitol Bldg., Rm. B-9, (751-2073)

Design & Construction Division --- Ed Luebbert, State Capitol Bldg., Rm B-22, (751-4175)

Electronic Data Processing Division --- Malcolm Campbell, 308 E. High St., (751-3290)

Personnel Division --- Nadia Craver, 117 East Dunklin St. (751-4162)

Purchasing Division --- Alice Medley, State Capitol Bldg., Rm B-21 (751-2387)

AGRICULTURE DEPARTMENT

Scott Clark, Public Information Officer, P.O. Box 630, 13th Fl., Jefferson Bldg. (751-4645)

Vivian DeLong, Secretary, P.O. Box 630, 13th Fl., Jefferson Bldg. (751-3359 or 2477)

Administrative Services --- Scott Clark, Public Information Officer, P.O. Box 630, (751-4645)

Agricultural Development --- Brenda Garriott, Secretary, P.O. Box 630 (751-4762)

Animal Health --- Scott Clark, P.O. Box 630 (751-4645)

Audits and Compliance --- Norman Barrows, Program Supervisor, Internal Services, P.O. Box 630 (751-4763)

Grain Inspection and Weighing --- Elsie Collum, Secretary, P.O. Box 630 (751-2558)

Plant Industries --- Leola Tynes, Secretary, P.O. Box 630 (751-4310)

Weights and Measures --- Mary Jane Mitchell, Supervisor of Clerical Services, P.O. Box 630 (751-4993)

ATTORNEY GENERAL

Marge McGrath, Supreme Court Building, P.O. Box 899 (751-3572)

AUDITOR

Roger T. Harris, Administrative Manager, 308-10 Chestnut St. (751-4213)

CONSERVATION DEPARTMENT

Mark H. Sullivan (general), Box 180 (751-4115)

Fisheries Division --- Joe Dillard (technical fisheries pubs.), Fish & Wildlife Research Center, 1110 College Ave., Columbia 65201 (751-3761)

Forestry Division --- Jerry J. Presley (technical forestry pubs.), Box 180 (751-4115)

Wildlife Division --- Bill Crawford (technical wildlife pubs.) (Columbia address above)

CONSUMER AFFAIRS, REGULATION & LICENSING DEPARTMENT

Steve Metzler, 505 Missouri Blvd., P.O. Box 1157, (751-4962)

Administrative Hearing Commission --- Vicki Lindgren, Adm. Hearing - 207 Adams (751-2422)

Arts, Council on the --- Richard A. Simoncelli, 111 South Bemiston, Suite 410, St. Louis 63105 (721-1672)

Commerce & Industrial Development Division --- Earl Cannon, P.O. Box 118, 8th Fl. Jefferson Bldg. (751-4848)

Community Development Division --- Thea Munsterman, P.O. Box 118 (751-4572)

Credit Unions Division --- Robert E. Marsh, P.O. Box 1235, 911 B Leslie Blvd. (751-3419)

Environmental Improvement Authority --- Marylene Kelly, 330 East High St. (751-4919)

Finance Division --- Irene Smith, 515 East High St. (751-4344)

Housing Development Commission --- Sandra Z. Saccardi, 20 West 9th St., Kansas City (816/421-1045)

Human Rights Commission --- Donna Noble Cavitte, 314 East High (751-4553)

Insurance Division --- Esther Prenger, 515 East High (751-4052)

Public Service Commission --- A.S. Forsythe, Jefferson Bldg., 9th Floor, P.O. Box 360 (751-2452)

Professional Registration --- George W. Uffmann, 3523 North Ten Mile Dr., P.O. Box 1335 (751-2334)

Tourism Division --- Steve Kappler, 308 East High St. (751-3208)

Savings and Loan Division --- Mrs. Mae Benson, 308 East High St. (751-4243)

ELECTIONS COMMISSION, MISSOURI

Jack Pletz, 631 West Main St., P.O. Box 1083 (751-2050)

ELEMENTARY & SECONDARY EDUCATION DEPARTMENT

Dr. Bertha McClaskey, Director of School Data, 7th Floor, Jefferson Bldg., P.O. Box 480 (751-2569)

HIGHER EDUCATION DEPARTMENT

Robert Hall, 600 Clark Avenue (751-2361)

HIGHWAY DEPARTMENT

Arthur L. Taylor, Public Information Director, Main Office, Highway Bldg., Box 270 (751-2840)

Materials and Research Division --- same as above

HIGHWAY DEPARTMENT (Con't.)

Planning Division --- same as above

Public Information --- same as above

LABOR & INDUSTRIAL RELATIONS DEPARTMENT

Employment Security Divison --- Cecil F. Bernskoetter, 421 E. Dunklin St. (751-3215)

Labor Standards Division --- Mrs. Melba Smart, 722 Jefferson St. (751-3403)

Mediation Board --- Carol Sommerer, 207 Adams St. (751-3614)

Women, Commission on the Status of --- John M. Keane, Director, DOLIR, 421 E. Dunklin St. (751-4091)

Workmen's Compensation Division --- Lois Elliott, 722 Jefferson St. (751-4231)

Labor & Industrial Relations Commission --- Mary Lou Lanza, 1904 Missouri Blvd. (751-2461)

LIEUTENANT GOVERNOR

Jennifer Young, State Capitol Building, Room 327 (751-2421)

Volunteer & Ombudsman Programs --- Debby Waite, P.O. Box 563, Jefferson City Memorial Airport (751-2781)

MENTAL HEALTH DEPARTMENT

Jim Gray, 2002 Missouri Blvd. (751-3169)

NATURAL RESOURCES DEPARTMENT

Odie Dickens, P.O. Box 176, 1014 Madison St. (751-3443)

Air Conservation Commission: Environmental Quality Divison --- same as above

Clean Water Commission: Environmental Quality Division --- same as above

Energy Agency, Mo.: same as above

Environmental Quality Division --- same as above

Geology & Land Survey Division --- Barbara Harris, P.O. Box 250, Rolla 65401 (314/364-1752)

NATURAL RESOURCES DEPARTMENT (Con't)

Historic Preservation, Office of: Odie Dickens, P.O. Box 176 (751-3443)

Land Reclamation Commission: Environmental Quality Division --- same as above

Outdoor Recreation Council: same as above

Parks & Recreation Division --- same as above

Planning & Policy Development Division --- same as above

Soil & Water Districts Commission: Environmental Quality Division --- same as above

Solid Waste Program: Environmental Quality Division --- same as above

Water Supply Program: Environmental Quality Division --- same as above

PUBLIC SAFETY DEPARTMENT

Cathy Bryant, 621 East Capitol (751-4905)

Adjutant General --- Captain Clyde Martin, 1717 Industrial Drive (751-2321)

Criminal Justice Council --- Nola Beckham, 621 East Capitol (751-3432)

Disaster Planning & Operations Office: Adjutant General --- Neal Plantz, 1717 Industrial Drive (751-2321)

Fire Marshal --- Ms. Mildred Brown, 505 Missouri Blvd. (751-2930)

Highway Patrol --- Dean Hollis, 1510 East Elm (751-3313)

Highway Safety Division --- Curt Stallings, 2634 Industrial Drive (751-4161)

Liquor Control Division --- Janice McDowell, P.O. Box 837, 505 Missouri Blvd. (751-2333)

Water Safety Division --- Melba Bartley, 505 Missouri Blvd. (751-3333)

REVENUE DEPARTMENT

Vacant

Highway Reciprocity Commission --- Alberta Meyer, 12th Floor, Jefferson Bldg., P.O. Box 893 (751-3166)

REVENUE DEPARTMENT (Con't)

Information Systems --- Vacant

Motor Vehicle and Drivers Licensing --- Vacant

State Tax Commission --- Mrs. Metta Schmidt, Administrative Secretary, 623 East Capitol, P.O. Box 146 (751-2414)

Taxation Division --- Vacant

SECRETARY OF STATE

Ken Johnson, Editor, Publications Division, Records Center, 1001 Industrial Drive (751-4218)

Administration --- same as above

Administrative Rules Division --- same as above

Campaign Reporting Division --- same as above

Commissions Division --- same as above

Corporations Division --- same as above

Records Management & Archives Service --- same as above

Securities Division --- same as above

Uniform Commercial Code Division --- same as above

SOCIAL SERVICES DEPARTMENT

Jim Coleman, Broadway Bldg., 2nd Floor (751-4244)

Corrections Division --- Mark Steward, 911 Missouri Blvd. (751-2389)

Family Services Division --- John Pletz, Broadway Bldg., 4th Floor (751-2484)

Health Division --- Olivia Pennington, 1407 Southwest Blvd. (751-3876)

Probation & Parole Division --- Jim Markham, 411 Marshall (751-2441)

Special Services Division --- Jim Coleman (address above)

Office of Economic Opportunity --- Mr. Chance Blauer, 2nd Fl. Broadway Bldg. (751-3828)

Manpower Planning --- Betty Adams, 226 E. Dunklin (751-4750)

SOCIAL SERVICES DEPARTMENT (Con't)

Veterans' Affairs Division --- Arvelle B. Leavell, P.O. Drawer 147, 2nd Fl. (751-3343)

Youth Services Division --- Andy Asbridge, 402 Dix Road (751-3324)

TRANSPORTATION DEPARTMENT

Lois Malone, Broadway Bldg., 6th Floor (751-4922)

Aviation Division --- same as above

Railroads Division ---same as above

Transit Division --- same as above

Waterways Division --- same as above

TREASURER

Wilda Bryan, 228 Capitol Building (751-4123)

STANDARDS FOR DEPOSITORY LIBRARIES

Libraries must meet and maintain certain standards in order to act as official depositories. These standards ensure that your publications will be readily available to the public:

A depository library shall:

(A) Provide reference assistance in the use of state publications to any Missouri resident. Circulation of the publications is encouraged.

(B) Provide interlibrary loan service for state publications to any Missouri resident.

(C) Maintain sufficient hours of library service to allow convenient public access. State publications must be available for use during any hours the library is open.

(D) Inform the public frequently of the availability of state publications. The public includes the residents of the geographic area in which the library is located.

(E) Designate a professionally trained librarian to be responsible for service related to state publications, and provide adequate support staff. This librarian need not spend full time on state publications.

(F) Provide an orderly, systematic recording of receipt and subsequent arrangement of materials.

(G) Process and shelve all state publications within thirty (30) days of receipt.

(H) Provide space to house publications, with adequate provision for expansion.

(I) Dispose of publications only in accordance with policies established by the State Library. Depository publications remain the property of the State Library.

The State Library shall enforce maintenance of these standards by inspections and annual surveys. A depository agreement may be terminated by the State Library for failure to comply with any of the conditions above or by a library at its own request.

MO:H1

THE DEPARTMENT OF HIGHER EDUCATION

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STATE LIBRARIAN

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TWX 1-910-760-1589

November 1, 1977

Dear Librarian:

Enclosed is a copy of Missouri Government Publications: Class Number Assignments for Serials and other Revised Titles, September 1, 1977. This publication has been prepared to assist librarians who are using the Missouri Documents Classification scheme. The title index at the back should help you determine quickly where a particular publication falls within the classification. Also enclosed is Update #1, which should bring the list to November 1.

The notations of "earlier" indicate class numbers used by the State Library prior to State Government Reorganization July 1, 1974. Since most libraries adopted the classification system as of July 1, 1974 or later these numbers will not be useful to most librarians.

New class number assignments will appear on weekly depository shipping lists and the monthly Missouri State Government Publications checklist. In addition, further updates to this Class Number Assignments list will be issued.

Your assistance in notifying us of errors in the list will be much appreciated. Also, please let me know if you need additional copies.

Sincerely,

Meryl Atterberry

Meryl Atterberry, Coordinator
Government Documents Division

Enclosure

MA/lm

Missouri Government Publications: Class Number Assignments for Serials and other Revised Titles.

September 1, 1977

ADMINISTRATION, OFFICE OF

AD 4:Ex 3/yr. Missouri state executive branch directory. Annual.

Accounting Division

AD.Ac 1:yr. State of Missouri annual financial report. Annual.

AD.Ac 8:yr. Index for fiscal year ( ) appropriations. Annual.

AD.Ac 9:yr. Chart of accounts. Annual.

AD.Ac 10:yr./mo. State of Missouri financial summary. Monthly.

Budget and Planning Division

AD.Bu 6:P 69 An annotated guide to statewide planning documents and research materials. 1977. Earlier AD.Pl 6:P 69.

AD.Bu 7:yr. Missouri overall program design and annual work program. Annual. Earlier AD.Pl 2:W 89.

AD.Bu 9:yr. Budget preparation manual. Annual. Earlier see GOV 9:yr.

Transportation Policy Council, State

AD.Bu/Tr 1:yr. "Report to the Governor and Legislature: annual report." Annual.

Personnel Division

AD.Per 1:yrs. Annual report. Annual. Earlier PER 1:

AD.Per 5:M 54/yr. Merit system rules and regulations. (Irregular revisions.)

AD.Per 8:yr. Pay plan and index of classes: Missouri State merit system. Annual. Earlier PER 8:yr.

AD.Per 9:# Job opportunities.

Purchasing Division

AGRICULTURE DEPARTMENT

AG 1B:yrs. Biennial report. Biennial.

AG 4:B 73/yr. Official brand book of the state of Missouri.

AG 4:Ex 7/yr. Missouri export directory.

AG 14:yr./mo./day "Daily market summary." Daily.

Crop & Livestock Reporting Service

AG.Cr 8:yr. Missouri farm facts. Annual.

AG.Cr 10:yr./mo. Milk production. Monthly.

AG.Cr 11:yr./mo/day Crop weather. Weekly.

AG.Cr 12: # Agri-business prices and agricultural prices. Monthly.

AG.Cr 13:yr./mo. Missouri farm report. Monthly.

AG.Cr 14:yr./mo. Cattle on feed. Quarterly (?)

AG.Cr 15:yr./mo. Hogs and pigs. Quarterly (?)

AG.Cr 16:yr./mo/day Hatchery production. Weekly.

AG.Cr 17:yr./mo/day Agri-news. Irregular.

AG.Cr 18:yrs. Missouri crop values. Annual.

AG.Cr 19:yrs. Corn for grain: acreage, yield and production, by counties, Missouri. Annual.

AG.Cr 20:yrs. All hay: acreage, yield and production, by counties, Missouri. Annual.

AG.Cr 21:yrs. Wheat: acreage, yield and production, by counties, Missouri. Annual.

AG.Cr 22:yrs. Soybeans for beans: acreage, yield and production, by counties, Missouri. Annual.

AG.Cr 23:yrs. Sorghum for grain: acreage, yield and production, by counties, Missouri. Annual.

AG.Cr 24:yrs. Livestock: number of all cattle, beef cows and milk cows, by counties, Missouri. Annual.

AG.Cr 25:yrs. Cotton: acreage, yield, and production, Missouri. Annual.

AG.Cr 26:yr. Annual crop summary. Annual.

Fairs Division

AG.Fa 7:yr. State fair premium book. Annual (Title varies.)

Plant Industries Division

AG.Pla 4:G 83/yr. Missouri certified greenhouse and nursery directory. Annual.

AG.Pla 7:yrs. Summary report of official samples of seed, Bureau of Feed and Seed. Annual.

AG.Pla 8:yr. Summary report: commercial feed inspections. Annual.

ATTORNEY GENERAL

ATG 1:yr. Annual report. Annual.

ATG 10:vol./no. Digest of official opinions. Irregular.

ATG 11:yr/no. Opinions. Numbered.

ATG 12:yr/mo/day Information from offices of the Attorney General of Missouri. Irregular.

ATG 13:yr./# Opinion letters. Irregular.

AUDITOR

AUD 1:yr.	Annual report. Annual.
AUD 8:yr/mo/day	News releases.
AUD 8/2:yr./mo.	News release: monthly activity summary. Monthly.
AUD 11:	(Audits)

CONSUMER AFFAIRS, REGULATION, & LICENSING DEPARTMENT

CARL 7:yr/mo/day	News releases. Irregular.
CARL 8:yr/mo.	CD/CID/CARL News. Bi-monthly. Superseded by CARL. Co. 10:
CARL 9:yr/mo./day	Missouri consumer: a bi-weekly article of interest to consumers. Bi-weekly.

Arts, State Council on the

CARL.Art 10:vol/#	Missouri State Council on the Arts newsletter.

Commerce And Industrial Development Division

CARL.Co 2:C 81/yr.	Missouri corporate planner. Earlier CID 2:C 56
CARL.Co 2:C 83	Missouri county data book. Earlier CID 2:C 58
CARL.Co 4:M 31/yr.	Directory of manufacturing and mining. Biennial. Earlier CID 4:M 15/yr.
CARL.Co 7:yr/mo/day	News releases. Irregular.
CARL.Co 8:Cutter #	Community profiles. Irregular.
CARL.Co 9:yr.	Missouri's new and expanding manufacturers. Annual. Earlier CID 12:
CARL.Co 10:yr/mo.	Missouri Economic News, October 1976- Bi-monthly. Supersedes CARL 8:yr/mo.
CARL.Co 11:	Missouri labor market profiles.

Community Development Division

CARL.Com 7:yr/mo/day News releases. Irregular.

Environmental Improvement Authority

CARL.Env 1:yr. Annual report. Annual.

Finance Division

CARL.Fi 1B:yrs Biennial report. Biennial. Earlier FIN 1B:

CARL.Fi 7:yr/mo/day Bulletin. Weekly.

CARL.Fi 8:# Rulings. Irregular.

CARL.Fi 10:yr/mo. Abstracts of reports of condition of state banks and trust companies in Missouri. Quarterly. Earlier FIN 10:

Housing Development Commission

CARL.Ho 1:yr. Annual report. Annual. Earlier HOU 1:yr.

Human Rights Commission

CARL.Hu 1:yrs. Annual report. Annual. Earlier HR 1:yr.

CARL.Hu 10:yr/mo. Missouri Human Rights Progress. Irregular. Earlier HU 10:

Insurance Division

CARL.Ins 1:yr. Annual report and statistical data. Annual.

Public Service Commission

CARL.Pu 1:yrs. Annual report. Annual. Earlier PUB 1:

CARL.Pu 2:El 2/yrs. A regulated electric study. Annual. Earlier PUB 2:R 33/2/yr.

CARL.Pu 2:G 21/yrs. A regulated gas utility survey. Annual. Earlier PUB 2:R 33/yr.

CARL.Pu 2:W 29/yrs. A water industry statistical profile. Annual. Earlier PUB 2:W 17/yr.

CARL.Pu 4:T 23/yrs. Inclusive directory of independent operating telephones. Annual. Earlier PUB 4:I 52/yr.

CARL.Pu 10:vol.# Reports of the Public Service Commission of the state of Missouri. Earlier PUB 8:vol.#

Public Counsel

CARL.Pub 1:yr. Report of the Office of the Public Counsel: state of Missouri. Annual.

Architects, Professional Engineers & Land Surveyors, Missouri Board for

CARL.Re/Ar 4: Ar 2/yr. Directory of regulated architects, professional engineers, land surveyors, and architectural, engineering and land surveying corporations. Annual.

Barber Examiners, State Board of

CARL.Re/Ba 4: B 23/yr. Directory of barbers and barber instructors. Annual.

Cosmetology, State Board of

CARL.Re/Co 4: C 82/yr. Directory of cosmetology operators, instructors, shops and schools. Annual.

CARL.Re/Co 5: C 82 State of Missouri laws, rules, and regulations of the State Board of Cosmetology governing the practice of the occupations of cosmetologists, hairdressers and manicurists. Earlier REG.Cos 5:C 57

Dental Board

CARL.Re/De 4: D 43/yr. Directory of dentists, dental specialists and dental hygienists. Annual. Earlier REG.De 8:

Embalmers and Funeral Directors, State Board of

CARL.Re/Em 4: Em 1/yr. Directory of embalmers, funeral directors, and funeral homes. Annual.

Healing Arts, State Board of Registration for the

CARL.Re/He 4: D 65/yr. Directory of doctors of medicine, doctors of osteopathy, clinical audiologists, speech pathologists and professional physical therapists. Annual.

Nursing, State Board of

CARL.Re/Nu 4: N 93/yr. Directory of registered professional nurses and licensed practical nurses. Annual.

CARL.Re/Nu 10:vol/# Newsletter.

Pharmacy, State Board of

CARL.Re/Ph 1:yrs. Annual report. Annual. Earlier REG.Ph 1:

CARL.Re/Ph 4: P 49/yr. Directory of registered pharmacists and pharmacies. Annual.

Real Estate Commission

CARL.Re/Re 4: R 22/yr. State of Missouri directory of licensed real estate brokers and salesmen. Annual.

Savings & Loan Supervision Division

CARL.Sa 1B:yr. Report of Division of Savings & Loan Supervision. Biennial. Earlier SAV 1B:

Tourism Division

CARL.To 1:yr. Annual report. Annual. Earlier TOU 1:yr.

CARL.To 4:C 15/yr. Camping in Missouri. Annual.

CARL.To 4:F 65/yr. Missouri float fishing outfitters. Irregular.

CARL.To 7:yr./mo. Missouri calendar of events. Quarterly.

CARL.To 10:vol./# Missouri loves company. Monthly. Earlier TOU 10:

CONSERVATION DEPARTMENT

CON 1:yrs. Annual report. Annual.

CON 5:W 64/yr. Wildlife code of Missouri: rules & regulations of the Conservation Commission. Annual.

ELEMENTARY & SECONDARY EDUCATION DEPARTMENT

ED 1:yr. Report of the public schools of Missouri. Annual.

ED 2:M 43/yr. Migrant education in Missouri: Annual evaluation of Missouri's educational program for migrant children. Annual.

ED 2:V 85/2/yr. Annual descriptive report of program activities for vocational education in Missouri. Annual.

ED 4:C 56/yr. Bulletin of classified school districts of Missouri. Annual.

ED 4:Sch 1/yrs. Missouri school directory. Annual.

ED 4:V 64/yr. Missouri veterans' education directory.

ED 5:Sch 1/yr. or yr./supp. Missouri school laws.

ED 8:yrs. Statistics of Missouri nonpublic elementary and secondary schools. Biennial.

ED 9:yrs. Adult education in Missouri. Annual.

ED 10:yr./mo. Missouri schools. Monthly except June, July, August.

ED 11:vol./no. Missouri Department of Elementary & Secondary Education newsletter. Monthly.

ED 15:vol./no. Curriculum memo. Semi-annual?

School Food Service

ED.Sch 10:yr./mo. School lunch news; school food service news. Monthly except June, July, August.

ELECTIONS COMMISSION

EL 1:yr. Annual report. Annual.

GENERAL ASSEMBLY

Fiscal Affairs Committee

GA.Fis 10:yr. Appropriation summary (yr.). Annual.

GA.Fis 13:yrs. Compendium of federal funds. Annual.

House of Representatives

GA.Ho 7: Manual: list of members, officers, committees, and the rules of the House. Biennial.

Legislative Research Committee

GA.Leg 7:yr. Index of House and Senate bills and joint resolutions (final). Annual.

GOVERNOR

GOV 8:yrs. Executive budget. Annual.

GOV 9:yr. Program planning and budget preparation manual. Annual. Earlier GOV 7:B 82. Later AD.Bu 9:yr.

GOV 10:yr/mo/day Governors' executive orders. Irregular.

GOV 11:yr/mo/day News releases. Irregular.

HIGHER EDUCATION DEPARTMENT

HI 1:yr. Annual report to the Governor and members of the General Assembly. Annual. Earlier HI 1B:yr. and HI 11:yr.

HI 4:In 7/yr. Directory of institutions of higher education in Missouri. Annual.

HI 7:yrs. Consolidated budget request. Annual.

HI 8:nos. Higher education statistical reports. Not current.

HI 9:yr. Annual survey of student charges among state-supported colleges and universities in 17 states. Annual. Not current.

HI 10:vol/no. News notes. Quarterly. Not current.

HI 11:yr. Appropriations recommendations... Annual.

HI 12:vol./no. Coordinating Board news. Not current.

Central Missouri State University

HI.Ce 7:vol./no. Graduate school news. Quarterly.

HI.Ce 8:yrs. A faculty guide for policies and procedures. Annual.

HI.Ce 10:yr./mo. Central Missouri State University Bulletin. Monthly, two in August. Earlier CMSU 10:

HI.Ce/Soc 10:vol./no. Political studies at CMSU: a journal of student/faculty political research. Semi-annual. Earlier CMSU 12:

Library, State

HI.Li 4:L 61/yrs. Directory of Missouri libraries: public, special, college and university; statistics for fiscal year ending between (yrs.) Annual. Earlier LIB 4:yrs.

HI.Li 7:yr. A compilation of the newspaper reports of the Missouri General Assembly. Annual.

HI.Li 8:vol./no. Interlibrary loan newsletter. Irregular.

HI.Li 10:vol./no. Show-Me libraries. Monthly. Earlier LIB 10:

HI.Li 11:Vol./no. What are you reading, Mary? Quarterly.

HI.Li 12:yr./mo. Information '70. Bi-monthly. Earlier LIB 6:I 53/mo/yr.

HI.Li 13:yr./mo. Information for local officials. Bi-monthly. Earlier LIB 6:I 53/2/mo./yr.

HI.Li 14:vol./no. Update: library materials. Irregular. LIB 6:U 62/v./#

University of Missouri - Columbia

HI.UMC 9:vol/no. Report. Five times a year.

HI.UMC 10:abbrev. for college/# Bulletin.

- Agriculture College

HI.UMC/Ag 8:# Research bulletins.

HI.UMC/Ag 9:# Special reports.

HI.UMC/Ag 15:yrs. Random sample floor egg production test: final report. Annual. Earlier POU 8:

- Business & Public Administration College

HI.UMC/Bu 8:vol./no. Business and government outlook. Quarterly.

HI.UMC/Bu 9:yr. Statistical abstract for Missouri. Annual.

HI.UMC/Bu 10:vol/no. Missouri economic indicators. Quarterly.

- Extension Division

HI.UMC/Ex 4: Ex 8/yrs. University of Missouri Extension directory. Annual.

HI.UMC/Ex 7:no. Folders.

HI.UMC/Ex 8:no. Bulletins.

HI.UMC/Ex 9:no. Circulars.

HI.UMC/Ex 10:# Miscellaneous publications.

HI.UMC/Ex 10:205/yr. Publications currently available from extension division.

HI.UMC/Ex 10:263 Missouri commercial grape spray schedule.

HI.UMC/Ex 10:264 Commercial apple spray schedule.

HI.UMC/Ex 10:265 Commercial peach spray schedule.

HI.UMC/Ex 10:266 Commercial strawberry spray schedule.

HI.UMC/Ex 10:269 Herbicides for commercial fruit crops.

HI.UMC/Ex 10:273 Herbicides for commercial truck crops.

HI.UMC/Ex 11:no. Manuals.

HI.UMC/Ex 12:yr./mo. The Exclaimer. Bi-monthly.

HI.UMC/Ex 13:no. Science and techology guides.

HI.UMC/Ex 14:no. Recreation parks and leisure guides.

HI.UMC/Ex 15:no. Home economics guides.

HI.UMC/Ex 16:no. Grounds for gardening.

HI.UMC/Ex 17:no. Considerations for community decision making guides.

HI.UMC/Ex 18:yr./no. Preschool quarterly. Quarterly.

HI.UMC/Ex 19:no. Small farm operators guides.

HI.UMC/Ex 20:no. University Extension Division series [Miscellaneous publications in education & government]

HI.UMC/Ex 21:no. Data for Missouri.

HI.UMC/Ex 22:no. Engineering science and technology guides.

HI.UMC/Ex 23:no. Energy: dollars and sense of conservation guides.

HI.UMC/Ex 24:no. Communications.

- Governmental Affairs Program

HI.UMC/Go 8:no. Governmental affairs guide series.

HI.UMC/Go 10:yr./mo. Governmental affairs newsletter. Monthly except August. Earlier UMC.Gov 10:

-Industrial Development Studies Office

HI.UMC/In 10:yr./mo. Industrial development: an annotated bibliography of publications relating to Missouri. Irregular.

University of Missouri - Kansas City

HI.UMKC 10:vol./no. University of Missouri - Kansas City Bulletin: Alumni edition. Quarterly.

HI.UMKC 11:vol./no. University of Missouri - Kansas City Bulletin: the five minute alumni edition. 13/year.

University of Missouri - Rolla

HI.UMR 8:vol./no. Interface. Semi-annual.

HIGHWAY DEPARTMENT

HIGH 1:yr. Annual report. Annual.

HIGH 1B:yrs. Biennial report.

HIGH 2:Sp 3/yr. Standard specifications for highway construction.

HIGH 3:H 53/yr. Official highway map. Annual.

HIGH 7:yr./mo. Monthly report of the chief engineer. Monthly.

HIGH 11:yr/mo. Missouri highway news.

Maintenance and Traffic Division

HIGH.Ma 10:yr. Missouri state highway system traffic accident statistics. Annual.

Planning Division

HIGH.Pla 9:yr. Bridge records for defense requirements. Annual.

HIGH.Pla 10:yr. Status of Missouri highways by routes and systems. Annual.

HIGH.Pla 11:yr. Missouri traffic information.

HIGH.Pla 12: Cutter # Missouri traffic studies.

JUDICIAL DEPARTMENT

Judicial Conference

JUD.Con 1:yr. Annual statistical report. Annual.

LIEUTENANT GOVERNOR

Ombudsman Program

LG.Om 1:yrs. Annual report. Annual.

Volunteer Program

LG.Vo 1:yr. Annual report. Annual.

LG.Vo 10:vol./no. Missouri volunteer.

LABOR AND INDUSTRIAL RELATIONS DEPARTMENT

LI 1:yr. Annual report. Annual.

Employment Security Division

LI.Em 2: B 43/yr./mo. An explanation of benefit appeals to and hearing before an appeals tribunal under the Missouri Employment Security Law. Irregular revisions.

LI.Em 2:Em 3/yr./mo. Emergency jobs and unemployment assistance act of 1974. Irregular revisions.

LI.Em 2: F 31/yr./mo. The federal bonding program: questions and answers. Irregular revisions.

LI.Em 2:
H 83/yr./mo. — How to get and hold the right job: facts from your job service. Irregular.

LI.Em 2:
N 73/yr./mo. — Nonprofit organizations: coverage under the Missouri Employment Security law. Irregular revisions.

LI.Em 2:
R 31/yr./mo. — Guide for preparing a resume. Irregular revisions.

LI.Em 2:
Se 4/yr./mo. — How to sell yourself to a future employer: 15 proven points. Irregular revisions.

LI.Em 2:
Un 2/yr. — Unemployment insurance benefit financing ... the current dilemma and implications. Annual.

LI.Em 2:
Un 2/2/yr./mo. — Missouri unemployment insurance facts. Irregular.

LI.Em 2:
Un 2/3/yr./mo. — Introduction to unemployment insurance. Irregular revisions.

LI.Em 2:
Un 2/4/yr./mo. — Unemployment insurance: information for interstate claimants. Irregular.

LI.Em 2:
Un 2/5/yr./mo. — Your unemployment insurance claim: information and instructions for workers: your rights and responsibilities. Irregular.

LI.Em 2:
Un 2/6/yr./mo. — Is your business liable for umeployment insurance taxes? Irregular revisions.

LI.Em 2:
Un 2/7/yr./mo. — Unemployment insurance information for employers: a guide to your rights and responsibilities under the Missouri Employment Security law. Irregular revisions.

LI.Em 7:yr. — Starting rate for an experienced worker in selected occupations. Annual. Earlier ES 16:

LI.Em 11:yr/mo. — Missouri area labor trends. (Jan 1977-) Monthly. Previous title: Missouri state and area labor trends. Earlier ES 11:

LI.Em 14:date — News releases. Irregular.

Workmen's Compensation Division

LI.Wo 5:W 56/yr. — Missouri Workmen's Compensation Law ... Annual supplements. Earlier WC 5:W 56/yr.

MENTAL HEALTH DEPARTMENT

MH 1:yrs. Annual report. Annual. Earlier MD 1:

MH 2:
Af 2/yr./mo. Department of Mental Health: affirmative action standard and operating guide on equal employment opportunity. Irregular.

MH 7:yrs. State plan on drug abuse. Annual.

MH 8: yr. Missouri state plan for the implementation of the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970. Annual.

MH 10:yr./mo. Drug dependencies. Monthly.

MH 11:yr./mo. Developmental disabilities news. Monthly.

MH 12:yr./mo./day News releases.

Higginsville State School and Hospital

MH.Hig 10:yr./mo. Focus newsletter.

Joplin Regional Diagnostic Clinic

MH.Jop 10:yr./mo. In the mainstream. Irregular.

Malcolm Bliss Mental Health Center

MH.Mal 10:yr./mo. Digest.

Marshall State School and Hospital

MH.Mar 10:yr./mo. The horses' mouth.

Nevada State School & Hospital

MH.Nev 10:yr./mo. Nevalco News.

MH.Nev 11:vol./no. News bulletin.

St. Joseph State Hospital

MH.StJ 11:date — Show-me-too. Irregular.

MH.StJ 12:yr./mo. — Volunteer voice newsletter.

NATURAL RESOURCES DEPARTMENT

NR 1:fiscal yr. — Annual report. Annual.

Environmental Quality Division

NR.Env 10:yr./mo. — Water and wastewater digest. Monthly.

-Land Reclamation Commission

NR.Env/La 1B:yrs. — Biennial report. Biennial.

Geology and Land Survey Division

NR.Ge 6:
N 84/yr./mo./day — Notification of release of publications.

NR.Ge 8:no. — Report of investigations.

NR.Ge 9:no. — Water resources reports. Earlier GS 9:no.

NR.Ge 10:Vol./no. — Missouri monthly water summary. Monthly.

NR.Ge 11:yr./mo./day — News releases. Irregular.

NR.Ge 12:no. — Land survey standards of practice.

Energy Agency

NR.Pp/En 8:yr. — Energy research and development inventory for the state of Missouri. Annual.

PUBLIC SAFETY DEPARTMENT

Adjutant General

PS.Adj 1:yrs. Annual report. Annual. Earlier MIL 1:

—Disaster Planning and Operations Office

PS.Adj/Di 10:Vol./no. Disaster planning and operations newsletter. Monthly. Earlier DP 10:

—National Guard

PS.Adj/Na 10:vol./no. Sho-me sentinel. Quarterly. Earlier MIL 10:

Criminal Justice Council

PS.Cr 8:yr. Missouri conference on juvenile justice. Annual.

PS.Cr 10:yr./mo. MCCJ Memo. Monthly.

Fire Marshal

PS.Fi 1:yr. Annual statistical report. Annual. Earlier FIR 1:yr.

PS.Fi 10:yr./mo. Missouri State Fire Marshall bulletin. Irregular.

Highway Safety Division

PS.Hi 10:vol./no. Missouri highway safety reporter. Monthly. Earlier HS 10:

Highway Patrol

PS.Hp 1:yr. Annual report. Annual. Earlier HP 1:yr.

PS.Hp 7:yr. Missouri traffic crashes. Annual. Earlier HP 10:

PS.Hp 10:vol./no. Patrol news. Monthly.

REVENUE DEPARTMENT

REV 1:yrs. Annual combined financial report of the Department of Revenue and the State Treasurer. Annual.

REV 5:I 52/yr. State of Missouri income tax law regulations and multistate tax compact.

REV 10:vol./no. Tax information bulletin. Bi-monthly.

REV 11:yr./mo. Report of collection for month of ( ). Monthly.

REV 12:yr. Report of collections for fiscal year ending June 30, (yr.). (Annual?)

Tax Commission

EV.Tax 1:yr. ( )th Annual report of the proceedings and decisions of the Missouti State Tax Commission. Annual. Earlier TAX 1:

PUBLIC SCHOOL RETIREMENT SYSTEM

SCH. 1:yr. Annual report. Annual.

SCH 7:yr. Report of the Actuary. Annual.

SCH 10:yr./qtr. Facts from the Public School Retirement System. Quarterly.

SOCIAL SERVICES DEPARTMENT

SOC 8:no. News releases. Irregular.

Corrections Division

SOC.Cor 1:yr. Annual report. Annual. Earlier COR 1:yr.

SOC.Cor 10:vol./no. The horizon. Weekly.

—Classification and Assignment Section

SOC.Cor/Cl 1:yr. Commitments and releases: annual statistical report. Annual. Earlier COR.Cl 1:

SOC.Cor/Cl 10:yr./mo. Commitments and releases: Monthly statistical report. Monthly. Earlier COR.Cl 10:

Family Services Division

SOC.Fa 1:yrs. Annual report. Annual. Earlier WEL 1:

SOC.Fa 7:yrs/ pro. or fin. Comprehensive annual social services program plan (proposed or final). Annual.

SOC.Fa 8:vol./no. Missouri day care newsletter. Irregular.

SOC.Fa 9:yr. Missouri juvenile court statistics. Annual. Earlier WEL 8:yr.

SOC.Fa 10:vol./no. Family services FACES. Irregular.

SOC.Fa 11:yr./mo. Monthly administrative analysis. Monthly.

Health Division

SOC.He 1B:yrs. Biennial report. Biennial. Earlier HE 1B:yrs.

SOC.He 4: Am 1/yr./mo. Licensed ambulance services directory. Semi-annual.

SOC.He 4: H 79/yr./mo. Missouri hospital directory. Irregular. Earlier HE 4:H 57/yr.

SOC.He 4: N 93/yr./mo. Licensed nursing homes in Missouri. Quarterly.

SOC.He 4: P 43/yr./mo. Health personnel list. Irregular.

SOC.He 6:F 48/yr. Film Catalog. Irregular supplements.

SOC.He 8:yr./mos. Personnelities. Bi-monthly. Earlier HE 11:date.

SOC.He 9:yrs. Missouri hospital plan. Annual. Earlier HE 9:yr.

SOC.He 10:vol./no. Public health news. Irregular.

SOC.He 11:vol/no. Missouri W.I.C. Monthly.

SOC.He 12:vol/no. Health Info. Quarterly.

—Center for Health Statistics

SOC.He/Ce 9:yr. Missouri vital statistics. Annual. Earlier HE 8:yr.

SOC.He/Ce 10:vol/no. Monthly vital statistics report. Monthly. Earlier HE 10:vol./no.

Probation and Parole Board

SOC.Pr 1:yrs. Annual report. Annual. Earlier PP 1:yr.

Special Services Division

—Aging Office

SOC.Sp/Ag 7:yr./pro.or fin. Silver-haired General Assembly bill book. Annual.

Youth Services Division

SOC.Yo 1:yrs. Annual report. Annual. Earlier TRAI 1B:yrs.

SOC.Yo 10:vol/no. The Commitment: a Division of Youth Services communique. Monthly.

SECRETARY OF STATE

SS 4:C 73/Dem./yr.	State committee members and state candidates, (yr.): Democratic party. Biennial.
SS 4:C 73/Rep./yr.	State committee members and state candidates, (yr.): Republican party. Biennial.
SS 4:G 28/yrs.	Roster: (no.) General Assembly of the state of Missouri. Biennial.
SS 4:St 2/yrs.	Roster of state, district, and county officers of the state of Missouri. Biennial.
SS 5:C 76/yr.	Constitution: state of Missouri. 1945, revised (yr.). Irregular revisions.
SS 5:C 81/yr.	Corporation laws of the state of Missouri. Irregular revisions.
SS 5:El 2/yrs.	Election laws of the state of Missouri (yr.)
SS 5:L 44/yrs.	Laws of Missouri. Biennial.
SS 7:yr.	Certification of candidates for nomination: primary election. Biennial.
SS 8:yr.	Certificate of nominations for general election. General election years.
SS 9:yr.	Official returns of the primary election of the state of Missouri. Biennial.
SS 10:yrs.	Official manual, state of Missouri. Biennial.
SS 12:vol./no.	Kirkpatrick's ballot banter. Irregular.
SS 13:yr.	Annual statistical report of expenditures made in connection with (yr.) elections. Annual.

Administrative Rules Division

SS.Ad 5: R 26/v./no.	Code of state regulations. Supplements 2/yr.
SS.Ad 10:vol./no.	Missouri register. Monthly.

Record Management and Archives Service

SS.Re 1:yrs. Annual report. Annual.

Securities Division

SS.Se 10:yr./mo. Monthly securities bulletin. Monthly.

TREASURER

TR 10:yr./mo. The funds of the state of Missouri. Monthly.

Abstracts of reports of condition of state banks and trust companies in Missouri.	CARL.Fi 10:yr./mo.
Administrative analysis, monthly.	SOC.FA 11:yr./mo.
Adult education in Missouri.	ED 9:yrs.
Agri-business prices and agricultural prices.	AG.Cr 12:#
Agri-news.	AG.Cr 17:yr./mo./day
All hay: acreage, yield and production, by counties, Mo.	AG.Cr 20:yrs.
An annotated guide to statewide planning documents and research materials.	AD.Bu 6:P 69
Annual crop summary.	AG.Cr 26:yr.
Annual descriptive report of program activities for vocational education in Mo.	ED 2:V 85/2/yr.
Annual statistical report of expenditures made in connection with (yr.) elections.	SS 13:yr.
Annual survey of student charges among state-supported colleges and universities in 17 states.	HI 9:yr.
Appropriation summary (yr.)	GA.Fis 10:yr.
Appropriations recommendations. (Higher Education Dept.)	HI 11:yr.
Audits.	AUD 11:Cutter #/yr./#
Biennial report. (Finance Division)	CARL.Fi 1B:yrs.
Bridge records for defense requirements.	HIGH.Pla 9:yr.
Budget preparation manual.	AD.Bu 9:yr.
Bulletin. (Finance Division)	CARL.Fi 7:yr./mo./day
Bulletins. (Extension Division)	HI.UMC/Ex 8:no.
Bulletin. (University of Mo., Columbia)	HI.UMC 10:abbrev. for college/#
Bulletin of classified school districts of Missouri.	ED 4:C 56/yr.
Business and government outlook.	HI.UMC/Bu 8:vol./no.
CD/CID/CARL News.	CARL 8:yr./mo.
Calendar of events, Missouri.	CARL.To 7:yr./mo.
Camping in Missouri.	CARL.To 4:C 15/yr.
Cattle on feed.	AG.Cr 14:yr./mo.
Central Missouri State University Bulletin.	HI.Ce 10:yr./mo.
Certification of candidates for nomination: primary election.	SS 7:yr.
Certification of nominations for general election.	SS 8:yr.
Circulars.	HI.UMC/Ex 9:no.
Code of state regulations.	SS.Ad 5:R 26/v./no.
Commercial apple spray schedule.	HI.UMC/Ex 10:264
Commercial grape spray scnedule, Mo.	HI.UMC/Ex 10:263
Commercial peach spray schedule.	HI.UMC/Ex 10:265
Commercial strawberry spray schedule.	HI.UMC/Ex 10:266
The Commitment: A Division of Youth Services Communique.	SOC.Yo 10:vol./no.
Commitments and releases: Annual statistical report.	SOC.Cor/Cl 1:yr.
Commitments and releases: Monthly statistical report.	SOC.Cor/Cl 10:yr./mo.
Communications.	HI.UMC/Ex 24:no.
Community profiles.	CARL.Co 8:Cutter #
Compendium of federal funds.	GA.Fis 13:yrs.
A compilation of the newspaper reports of the Missouri General Assembly.	HI.Li 7:yr.

Comprehensive annual social services program plan (proposed or final).	SOC.Fa 7:yrs./pro. or fin.
Considerations for community decision making guides.	HI.UMC/Ex 17:no.
Consolidated budget request.	HI 7:yrs.
Constitution: State of Missouri.	SS 5:C 76/yr.
Consumer, Missouri: A bi-weekly article of interest to consumers.	CARL 9:yr./mo./day
Coordinating Board news. (Higher Education Dept.)	HI 12:vol./no.
Corn for grain: Acreage, yield and production, by counties, Mo.	AG.Cr 19:yrs.
Corporate planner, Mo.	CARL.Co 2:C 81/yr.
Corporation laws of the state of Missouri.	SS 5:C 81/yr.
Cotton: Acreage, yield, and production, Mo.	AG.Cr 25:yrs.
County data book, Mo.	CARL.Co 2:C 83
Crop summary, Annual.	AG.Cr 26:yr.
Crop values, Mo.	AG.Cr 18:yrs.
Crop weather.	AG.Cr 11:yr./mo./day
Curriculum memo.	ED 15:vol./no.
Daily market summary.	AG 14:yr./mo./day
Data for Missouri.	HI.UMC/Ex 21:no.
Day care newsletter, Mo.	SOC.Fa 8:vol./no.
Department of Elementary & Secondary Education newsletter, Mo.	ED 11:vol./no.
Department of Mental Health: Affirmative action standard and operating guide on equal employment opportunity.	MH 2:Af 2/yr./mo.
Developmental disabilities news.	MH 11:yr./mo.
Digest. (Malcolm Bliss Mental Health Center)	MH.Mal 10:yr./mo.
Digest of official opinions.	ATG 10:vol./no.
Directory of barbers and barber instructors.	CARL.Re/Ba 4:B 23/yr.
Directory of cosmetology operators, instructors, shops and schools.	CARL.Re/Co 4:C 82/yr.
Directory of dentists, dental specialists and dental hygienists.	CARL.Re/De 4:D 43/yr.
Directory of doctors of medicine, doctors of osteopathy, clinical audiologists, speech pathologists and professional physical therapists.	CARL.Re/He 4:D 65/yr.
Directory of embalmers, funeral directors, and funeral homes.	CARL.Re/Em 4:Em 1/yr.
Directory of institutions of higher education in Missouri.	HI 4:In 7/yr.
Directory of manufacturing and mining.	CARL.Co 4:M 31/yr.
Directory of Missouri libraries: Public, special, college and university; statistics for fiscal year ending between (yrs.)	HI.Li 4:L 61/yrs.
Directory of registered pharmacists and pharmacies.	CARL.Re/Ph 4:P 49/yr.
Directory of registered professional nurses and licensed practical nurses.	CARL.Re/Nu 4:N 93/yr.
Directory of regulated architects, professional engineers, land surveyors, and architectural, engineering and land surveying corporations.	CARL.Re/Ar 4:Ar 2/yr.
Disaster planning and operations newsletter.	PS.Adj/Di 10:vol./no.
Drug dependencies.	MH 10:yr./mo.

Economic indicators, Mo.	*HI.UMC/Bu 10:vol./no.*
Economic news, Mo.	*CARL.Co 10:yr./mo.*
Election laws of the state of Missouri.	*SS 5:El 2/yrs.*
Emergency jobs and unemployment assistance act of 1974.	*LI.Em 2:Em 3/yr./mo.*
Energy: Dollars and sense of conservation guides.	*HI.UMC/Ex 23:no.*
Energy research and development inventory for the state of Missouri.	*NR.Pp/En 8:yr.*
Engineering science and technology guides.	*HI.UMC/Ex 22:no.*
The Exclaimer.	*HI.UMC/Ex 12:yr./mo.*
Executive budget.	*GOV 8:yrs.*
An explanation of benefit appeals to and hearing before an appeals tribunal under the Mo. Employment Security Law.	*LI.Em 2:B 43/yr./mo.*
Export directory, Mo.	*AG 4:Ex 7/yr.*
Facts from the Public School Retirement System.	*SCH 10:yr./qtr.*
A faculty guide for policies and procedures.	*HI.Ce 8:yrs.*
Family Services FACES.	*SOC.Fa 10:vol./no.*
Farm facts, Mo.	*AG.Cr 8:yr.*
Farm report, Mo.	*AG.Cr 13:yr./mo.*
The federal bonding program: Questions and answers.	*LI.Em 2:F 31/yr./mo.*
Film catalog. (Health Division)	*SOC.He 6:F 48/yr.*
Fire Marshal Bulletin, Mo. state.	*PS.Fi 10:yr./mo.*
Float fishing outfitters, Mo.	*CARL.To 4:F 65/yr.*
Focus newsletter.	*MH.Hig 10:yr./mo.*
Folders.	*HI.UMC/Ex 7:no.*
The funds of the state of Missouri.	*TR 10:yr./mo.*
Governmental affairs guide series.	*HI.UMC/Go 8:no.*
Governmental affairs newsletter.	*HI.UMC/Go 10:yr./mo.*
Governors' executive orders.	*GOV 10:yr./mo./day*
Graduate school news.	*HI.Ce 7:vol./no.*
Grounds for gardening.	*HI.UMC/Ex 16:no.*
Guide for preparing a resume.	*LI.Em 2:R 31/yr./mo.*
Hatchery production.	*AG.Cr 16:yr./mo./day*
Health Info.	*SOC.He 12:vol./no.*
Health personnel list.	*SOC.He 4:P 43/yr./mo.*
Herbicides for commercial fruit crops.	*HI.UMC/Ex 10:266*
Herbicides for commercial truck crops.	*HI.UMC/Ex 10:273*
Higher education statistical reports.	*HI 8:nos.*
Highway news, Mo.	*HIGH 11:yr./mo.*
Highway safety reporter, Mo.	*PS.Hi 10:vol./no.*
Hogs and pigs.	*AG.Cr 15:yr./mo.*
Home economics guides.	*HI.UMC/Ex 15:no.*
The Horizon.	*SOC.Cor 10:vol./no.*
The Horses' Mouth. (Marshall State School and Hospital)	*MH.Mar 10:yr./mo.*
Hospital directory, Mo.	*SOC.He 4:H 79/yr./mo.*
Hospital plan, Mo.	*SOC.He 9:yrs.*
How to get and hold the right job: Facts from your job service.	*LI.Em 2:H 83/yr./mo.*
How to sell yourself to a future employer: 15 proven points.	*LI.Em 2:Se 4/yr./mo.*

Human rights progress, Mo.	*CARL.Hu 10:yr./mo.*
In the Mainstream.	*MH.Jop 10:yr./mo.*
Inclusive directory of independent operating telephones.	*CARL.Pu 4:T 23/yrs.*
Index for fiscal year ( ) appropriations.	*AD.Ac 8:yr.*
Index of House and Senate bills and joint resolutions (final).	*GA.Leg 7:yr.*
Industrial development: An annotated bibliography of publications relating to Mo.	*HI.UMC/In 10:yr./mo.*
Information '70.	*HI.Li 12:yr./mo.*
Information for Local Officials.	*HI.Li 13:yr./mo.*
Information from offices of the Attorney General of Mo.	*ATG 12:yr./mo./day*
Interface.	*HI.UMR 8:vol./no.*
Interlibrary loan newsletter.	*HI.Li 8:vol./no.*
Introduction to unemployment insurance.	*LI.Em 2:Un 2/3/yr./mo.*
Is your business liable for unemployment insurance taxes?	*LI.Em 2:Un 2/6/yr./mo.*
Job opportunities.	*AD.Per 9:#*
Juvenile court statistics, Mo.	*SOC.Fa 9:yr.*
Juvenile justice, Mo. Conference on.	*PS.Cr 8:yr.*
Kirkpatrick's ballot banter.	*SS 12:vol./no.*
Labor market profiles, Mo.	*CARL.Co 11:*
Land survey standards of practice.	*NR.Ge 12:no.*
Laws of Missouri.	*SS 5:L 44/yrs.*
Licensed ambulance services directory.	*SOC.He 4:Am 1/yr./mo.*
Licensed nursing homes in Missouri.	*SOC.He 4:N 93/yr./mo.*
Livestock: Number of all cattle, beef cows and milk cows, by counties, Mo.	*AG.Cr 24:yrs.*
MCCJ memo.	*PS.Cr 10:yr./mo.*
Manual: List of members, officers, committees, and the rules of the House.	*GA.Ho 7:*
Manuals.	*HI.UMC/Ex 11:no.*
Merit system rules and regulations.	*AD.Per 5:M 54/yr.*
Migrant education in Missouri: Annual evaluation of Missouri's educational program for migrant children.	*ED 2:M 43/yr.*
Milk production.	*AG.Cr 10:yr./mo.*
Miscellaneous publications.	*HI.UMC/Ex 10:#*
Missouri area labor trends.	*LI.Em 11:yr./mo.*
Missouri calendar of events.	*CARL.To 7:yr./mo.*
Missouri certified greenhouse and nursery directory.	*AG.Pla 4:G 83/yr.*
Missouri commercial grape spray schedule.	*HI.UMC/Ex 10:263*
Missouri conference on juvenile justice.	*PS.Cr 8:yr.*
Missouri consumer: A bi-weekly article of interest to consumers.	*CARL 9:yr./mo./day*
Missouri corporate planner.	*CARL.Co 2:C 81/yr.*
Missouri county data book.	*CARL.Co 2:C 83*
Missouri crop values.	*AG.Cr 18:yrs.*
Missouri day care newsletter.	*SOC.Fa 8:vol./no.*
Missouri Department of Elementary & Secondary Education newsletter.	*ED 11:vol./no.*

Missouri economic indicators.	HI.UMC/Bu 10:vol./no.
Missouri economic news.	CARL.Co 10:yr./mo.
Missouri export directory.	AG 4:Ex 7/yr.
Missouri farm facts.	AG.Cr 8:yr.
Missouri farm report.	AG.Cr 13:yr./mo.
Missouri float fishing outfitters.	CARL.To 4:F 65/yr.
Missouri highway news.	HIGH 11:yr./mo.
Missouri hospital directory.	SOC.He 4:H 79/yr./mo.
Missouri hospital plan.	SOC.He 9:yrs.
Missouri human rights progress.	CARL.Hu 10:yr./mo.
Missouri juvenile court statistics.	SOC.Fa 9:yr.
Missouri labor market profiles.	CARL.Co 11:
Missouri Loves Company.	CARL.To 10:vol./#
Missouri monthly water summary.	NR.Ge 10:vol./no.
Missouri overall program design and annual work program.	AD.Bu 7:yr.
Missouri register.	SS.Ad 10:vol./no.
Missouri school directory.	ED 4:Sch 1/yrs.
Missouri school laws.	ED 5:Sch 1/yr. or yr./supp.
Missouri Schools.	ED 10:yr./mo.
Missouri State Council on the Arts newsletter.	CARL.Art 10:vol./#
Missouri state executive branch directory.	AD 4:Ex 3/yr.
Missouri state fire marshal bulletin.	PS.Fi 10:yr./mo.
Missouri state highway system traffic accident statistics.	HIGH.Ma 10:yr.
Missouri state plan for the implementation of the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970.	MH 8:yr.
Missouri traffic crashes.	PS.Hp 7:yr.
Missouri traffic information.	HIGH.Pla 11:yr.
Missouri unemployment insurance facts.	LI.Em 2:Un 2/2/yr./mo.
Missouri veterans' education directory.	ED 4:V 64/yr.
Missouri vital statistics.	SOC.He/Ce 9:yr.
Missouri volunteer.	LG.Vo 10:vol./no.
Missouri W.I.C.	SOC.He 11:vol./no.
Missouri workmen's compensation law.	LI.Wo 5:W 56/yr.
Missouri's new and expanding manufacturers.	CARL.Co 9:yr.
Monthly administrative analysis.	SOC.Fa 11:yr./mo.
Monthly report of the chief engineer.	HIGH 7:yr./mo.
Monthly securities bulletin.	SS.Se 10:yr./mo.
Monthly vital statistics report.	SOC.He/Ce 10:vol./no.
Monthly water summary, Mo.	NR.Ge 10:vol./no.
Nevalco news.	MH.Nev 10:yr./mo.
New and expanding manufacturers, Missouri's.	CARL.Co 9:yr.
News bulletin. (Nevada State School & Hospital)	MH.Nev 11:vol./no.
News notes. (Higher Education Department)	HI 10:vol./no.
News release: Monthly activity summary. (Auditor)	AUD 8/2:yr./mo.
News releases. (Auditor)	AUD 8:yr./mo./day
News releases. (Commerce & Industrial Development Div.)	CARL.Co 7:M 31/yr.
News releases. (Community Development Div.)	CARL.Com 7:yr./mo./day
News releases. (Consumer Affairs, Regulation & Licensing Dept.)	CARL 7:yr./mo./day
News releases. (Employment Security Div.)	LI.Em 14:date

News releases. (Geology & Land Survey Div.)	NR.Ge 11:yr./mo./day
News releases. (Governor)	GOV 11:yr./mo./day
News releases. (Mental Health Dept.)	MH 12:yr./mo./day
News releases. (Social Services Dept.)	SOC 8:no.
Newsletter. (Nursing, State Board of)	CARL.Re/Nu 10:vol./#
Nonprofit organizations: Coverage under the Mo. employment security law.	LI.Em 2:N 73/yr./mo.
Notification of release of publications.	NR.Ge 6:N 84/yr./mo./day
Official brand book of the state of Missouri.	AG 4:B 73/yr.
Official highway map.	HIGH 3:H 53/yr.
Official manual, state of Missouri.	SS 10:yrs.
Official returns of the primary election of the state of Missouri.	SS 9:yr.
Opinion letters.	ATG 13:yr./#
Opinions.	ATG 11:yr./no.
Overall program design and annual work program, Mo.	AD.Bu 7:yr.
Patrol news.	PS.Hp 10:vol./no.
Pay plan and index of classes: Missouri state merit system.	AD.Per 8:yr.
Personnelities.	SOC.He 8:yr./mos.
Political studies at CMSU: A journal of student/faculty political research.	HI.Ce/Soc 10:vol./no.
Preschool quarterly.	HI.UMC/Ex 18:yr./no.
Program planning and budget preparation manual.	GOV 9:yr.
Public health news.	SOC.He 10:vol./no.
Publications currently available from extension division.	HI.UMC/Ex 10:205/yr.
Random sample floor egg production test: Final report.	HI.UMC/Ag 15:yrs.
Recreation parks and leisure guides.	HI.UMC/Ex 14:no.
A regulated electric study.	CARL.Pu 2:El 2/yrs.
A regulated gas utility survey.	CARL.Pu 2:G 21/yrs.
Report. (University of Mo., Columbia)	HI.UMC 9:vol./no.
Report of the Actuary.	SCH 7:yr.
Report of collection for month of ( ).	REV 11:yr./mo.
Report of collections for fiscal year ending June 30, (yr.)	REV 12:yr.
Report of Division of Savings & Loan Supervision.	CARL.Sa 1B:yr.
Report of investigations.	NR.Ge 8:no.
Report of the Office of the Public Counsel: State of Missouri.	CARL.Pub 1:yr.
Report of the public schools of Missouri.	ED 1:yr.
Reports of the Public Service Commission of the state of Missouri.	CARL.Pu 10:vol. #
Report to the Governor and Legislature: Annual report.	AD.Bu/Tr 1:yr.
Research bulletins.	HI.UMC/Ag 8:#
Roster: (no.) General Assembly of the state of Missouri.	SS 4:G 28/yrs.
Roster of state, district, and county officers of the state of Missouri.	SS 4:St 2/yrs.
Rulings. (Finance Division)	CARL.Fi 8:#
School directory, Missouri.	ED 4:Sch 1/yrs.
School laws, Missouri.	ED 5:SCH 1/yr. or yr./supp.
School lunch news; school food service news.	ED.Sch 10:yr./mo.

Schools, Missouri.	ED 10:yr./mo.
Science and Technology guides.	HI.UMC/Ex 13:no.
Securities bulletin, Monthly.	SS.Se 10:yr./mo.
Sho-Me Sentinel.	PS.Adj/Na 10:vol./no.
Show-Me Libraries.	HI.Li 10:vol./no.
Show-Me-Too.	MH.StJ 11:date
Silver-haired General Assembly bill book.	SOC.Sp/Ag 7:yr./pro. or fin.
Small farm operators guides.	HI.UMC/Ex 19:no.
Sorghum for grain: Acreage, yield and production, by counties, Mo.	AG.Cr 23:yrs.
Soybeans for beans: Acreage, yield and production, by counties, Mo.	AG.Cr 22:yrs.
Special reports.	HI.UMC/Ag 9:#
Standard specifications for highway construction.	HIGH 2:Sp 3/yr.
Starting rate for an experienced worker in selected occupations.	LI.Em 7:yr.
State committee members and state candidates, (yr.): Democratic party.	SS 4:C 73/Dem./yr.
State committee members and state candidates, (yr.): Republican party.	SS 4:C 73/Rep./yr.
State Council on the Arts, Mo., newsletter.	CARL.Art 10:vol./#
State executive branch directory, Mo.	AD 4:Ex 3/yr.
State fair premium book.	AG.Fa 7:yr.
State highway system traffic accident statistics, Mo.	HIGH.Ma 10:yr.
State of Missouri annual financial report.	AD.Ac 1:yr.
State of Missouri directory of licensed real estate brokers and salesmen.	CARL.Re/Re 4:R 22/yr.
State of Missouri income tax law regulations and multistate tax compact.	REV 5:In 2/yr.
State of Missouri laws, rules, and regulations of the State Board of Cosmetology governing the practice of the occupations of cosmetologists, hairdressers and manicurists.	CARL.Re/Co 5:C 82
State plan for the implementation of the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, Mo.	MH 8:yr.
State plan on drug abuse.	MH 7:yrs.
Statistical abstract for Missouri.	HI.UMC/Bu 9:yr.
Statistics of Missouri nonpublic elementary and secondary schools.	ED 8:yrs.
Status of Mo. highways by routes and systems.	HIGH.Pla 10:yr.
Summary report: Commercial feed inspections.	AG.Pla 8:yr.
Summary report of official samples of seed, Bureau of Feed and Seed.	AG.Pla 7:yrs.
Tax information bulletin.	REV 10:vol./no.
Traffic crashes, Missouri.	PS.Hp 7:yr.
Traffic information, Missouri.	HIGH.Pla 11:yr.
Traffic studies, Missouri.	HIGH.Pla 12:cutter #
Unemployment insurance benefit financing...the current dilemma and implications.	LI.Em 2:Un 2/yr.
Unemployment insurance facts, Missouri.	LI.Em 2:Un 2/2/yr./mo.

Unemployment insurance: Information for interstate claimants.	*LI.Em 2:Un 2/4/yr./mo.*
Unemployment insurance information for employers: A guide to your rights and responsibilities under the Mo. Employment Security law.	*LI.Em 2:Un 2/7/yr./mo.*
University Extension Division series. [Miscellaneous publications in education & government.]	*HI.UMC/Ex 20:no.*
University of Missouri extension directory.	*HI.UMC/Ex 4:Ex 8/yrs.*
University of Missouri - Kansas City Bulletin: Alumni edition.	*HI.UMKC 10:vol./no.*
University of Missouri - Kansas City Bulletin: The five minute alumni edition.	*HI.UMKC 11:vol./no.*
Update: Library materials.	*HI.Li 14:vol./no.*
Veterans' education directory, Missouri.	*ED 4:V 64/yr.*
Vital statistics, Mo.	*SOC.He/Ce 9:yr.*
Vital statistics report, Monthly.	*SOC.He/Ce 10:vol./no.*
Volunteer, Missouri.	*LG.Vo 10:vol./no.*
Volunteer voice newsletter.	*MH.StJ 12:yr./mo.*
W.I.C., Missouri.	*SOC.He 11:vol./no.*
Water and wastewater digest.	*NR.Env 10:yr./mo.*
A water industry statistical profile.	*CARL.Pu 2:W 29/yrs.*
Water resources reports.	*NR.Ge 9:no.*
Water summary, Missouri monthly.	*NR.Ge 10:vol./no.*
What are you reading, Mary?	*HI.Li 11:vol./no.*
Wheat: acreage, yield and production, by counties, Mo.	*AG.Cr 21:yrs.*
Wildlife code of Missouri: Rules & regulations of the Conservation Commission.	*CON 5:W 64/yr.*
Workmen's compensation law, Mo.	*LI.Wo 5:W 56/yr.*
Your unemployment insurance claim: Information and instructions for workers: Your rights and responsibilities.	*LI.Em 2:Un 2/5/yr./mo.*

Missouri Government Publications: Class Number Assignments for Serials and other Revised Titles

Update #1: November 1, 1977

ADDITIONS

AD 7:vol./no.	Missouri safety: A newsletter for state employees. Monthly.
AG.Cr 7:yr./mo./day	Crop & livestock reporter. Bi-weekly.
CARL.Com 8:yr./mo.	Community developments. Monthly.
	Accountancy, State Board of
CARL.Re/Ac 4:Ac 2/yr.	Register of licensed practitioners of accountancy. Annual.
ED 12:yrs.	Missouri state annual program plan for adult education. (This title was erroneously listed in Mo. State Government Publications, August 1977, #77-763, under ED 9:yrs., which is the number for Adult education in Missouri.
	Southwest Missouri State University
HI.Sw 7:yrs.	Parents' guide to Southwest Missouri State University. Annual.
HI.Sw 8:yrs.	Bear facts: the student handbook. Annual.
	Transportation Department
TRA 10:vol./issue	MODOT in motion. Quarterly.

CORRECTIONS

AG.Cr 10; 12 through 15; 17 through 25	Mark these titles "Not current."
AG.Cr 11:yr./mo./day	Change title to "Mo. crop & weather report."
PS.Adj/Na 10:vol./no.	Change frequency from "quarterly" to: annual in December, as of Dec. 1976.
REV 5:I 52/yr. change to REV 5:In 2/yr.	

D: MO:K

DEPOSITORY SELECTIONS

Missouri State Government Documents
1977-1978

NAME OF LIBRARY: _____

SELECTIONS MADE BY: _____

The following categories of publications have been selected by the above library for receipt during 1977-1978.

MT

B. Letters and commentaries

C. Depository contracts

F. Legislation and legal materials

G. Mailing lists

I. Procedural guidelines

L. Shipping lists

APR 26 1973

MT:B

MONTANA STATE LIBRARY

930 EAST LYNDALE AVENUE HELENA, MONTANA 59601

April 23, 1973

Mrs. Margaret T. Lane
Recorder of Documents
1515A Choctaw Drive
Baton Rouge, La. 70805

Dear Mrs. Lane:

Thank you for your letter of April 10, 1973. Six copies of materials specified in items 1,2,7 and 9 are being sent under separate cover to the Recorder of Documents, 1515A Choctaw Dr., Baton Rouge, La. 70805.

Sincerely,

Harold L. Chambers

Harold L. Chambers
Documents Librarian

5

MONTANA STATE LIBRARY
930 EAST LYNDALE AVENUE HELENA, MONTANA 59601

Xno fcop Mont B2 MT:B1
AUG 76

June 17, 1976

Ms. Brenda Olds, Secretary
ALA GODORT State Documents Task Force
Legislative Reference Library
Box 12488, Cap. Sta.
Austin, Texas 78711

Dear Ms. Olds: We are sending under separate cover five (5) sets of the following materials: depository contracts, rules, standards, list of depository libraries, mailing list, checklist and shipping list.

You may already have some samples of a couple of these things. I should mention also that the 1975 annual list has not been published.

I would be interested in requesting the three-volume set, Documents on Documents. Enclosed is an interlibrary loan form for this purpose.

If we may be of further assistance, please don't hesitate to contact me.

Sincerely,

Harold L. Chambers

Harold L. Chambers
Documents Librarian

HLC/jf

Enclosure

The present depository law for state publications in Montana presents one major difficulty. There really is no way to be sure that the State Library receives at least "four" copies of each publication issued by various state agencies and their divisions as specified by the law. One factor contributing to this difficulty is that there is no central printing facility for the state of Montana. Thus, it is difficult to keep tab on what is coming out. Because of this fact many publications are missed. State agencies have generally been very co-operative in providing copies if we know about them. Considerable time is spent in following up leads and contacting heads of state agencies. In most cases the secretaries take care of seeing that the State Library receives copies. Because of the constant change in personnel, reminders are necessary to make sure that State Library receives copies for distribution.

The number of additional copies agencies are asked for is twenty (20), if the state agency can spare them. This number makes it possible to distribute to in-state and out-of-state depositories as well as the Library of Congress.

Harold L. Chambers
Documents Librarian
Montana State Library
930 East Lyndale Avenue
Helena, Montana 59601

INTER-LIBRARY DEPOSITORY LIBRARY CONTRACT

This agreement made this _____ day of _____, 19____, by and between the State Publications Library Distribution Center for the Montana State Library hereinafter called the "Center", and the _____ _____Library, hereinafter called the "Depository".

WITNESSETH: WHEREAS, the legislature of the State of Montana in 1967 enacted legislation codified as Chapter 261 R. C. M. creating a State Publications Library Distribution Center as a division within the State Library and

WHEREAS, under that statute the Center is authorized to enter into depository contracts with any municipal or county free library, state college or state university library, the library of any privately incorporated college or university in this state, the Library of Congress and the Center for Research Libraries, and other state libraries; and

WHEREAS, the _____Library is desirous of entering into such an inter-library contract with the Center;

NOW, THEREFORE, IT IS MUTUALLY AGREED AND UNDERSTOOD, that

(1) The Center shall publish a basic list of documents to be revised and published annually.

(2) The Center shall send documents on permanent deposit to the Depository in monthly shipments.

(3) The Depository shall provide space to adequately house the publications in a manner approved by the Center and with adequate provision for expansion if space is needed.

(4) The Depository shall provide an orderly systematic record of receipt of all documents from the Center and all state publications shall be processed and shelved within thirty days after the receipt by it.

(5) A Depository shall provide a professionally trained librarian to provide service to patrons of the depository in the use of such publications.

(6) The Depository agrees to accept and maintain all publications specified as "basis items" and dispose of publications only with the permission of the Center.

(7) The Depository agrees to make the documents readily available for public use.

(8) The Depository agrees that all inquiries and special requests concerning state documents for libraries will be channelled through the Center.

(9) The Depository agrees to assume the responsibility of keeping the Center informed concerning the number of copies of specific documents of publications needed by the Depository.

(10) The Depository agrees to send to the Center the name of every (state) department from which it is currently receiving publications.

(11) The Depository agrees that title to all documents on permanent deposit with the Depository shall remain the property of the State of Montana and may not be disposed of in any manner without the written authorization of the State Library.

(12) The Depository agrees to comply with all of the rules, regulations and standards adopted by the Montana State Library Commission for depository libraries.

The contract may be terminated by either party upon six (6) months written notice to the other party that said contract is to be terminated. Upon termination of the contract the Depository shall ship all documents to the Center or to such other Depositories as may be specified by the Center.

Dated this _____ day of _____, 19___.

MONTANA STATE PUBLICATIONS LIBRARY DISTRIBUTION CENTER

By: _____

Librarian

_____

(LIBRARY)

By: _____

Librarian

History: En. Sec. 2, Ch. 215, L. 1965.

Title of Act

An act amending section 44-127, R. C. M. 1947, defining the powers and duties of the state library commission; and repealing sections 44-129 and 44-130, R. C. M. 1947.

Repealing Clause

Section 3 of Ch. 215, Laws 1965 read "Sections 44-129 and 44-130, R. C. M. 1947, are repealed."

44-132. Definitions. As used in this act:

(1) "Print" includes all forms of printing and duplicating, regardless of format or purpose, with the exception of correspondence and interoffice memoranda.

(2) "State publication" includes any document, compilation, journal, law, resolution, bluebook, statute, code, register, pamphlet, list, book, proceedings, report, memorandum, hearing, legislative bill, leaflet, order, regulation, directory, periodical or magazine issued in print, or purchased for distribution, by the state, the legislature, constitutional officers, any state department, committee or other state agency supported wholly or in part by state funds.

(3) "State agency" includes every state office, officer, department, division, bureau, board, commission and agency of the state, and, where applicable, all subdivisions of each.

History: En. Sec. 1, Ch. 261, L. 1967.

Title of Act

An act to create a state publications library distribution center as a division of the state library and amending section 82-1916, R. C. M. 1947, relating to printing and distribution of state reports and providing for reimbursements for additional publications.

44-133. Creation of distribution center—state library commission to make regulations. There is hereby created as a division of the state library, and under the direction of the state librarian, a state publications library distribution center. The center shall promote the establishment of an orderly depository library system. To this end the state library commission shall make such rules and regulations necessary to carry out the provisions of this act.

History: En. Sec. 2, Ch. 261, L. 1967.

44-134. Depositing of state agency publications—additional copies—inter-library loan—sale publications. Every state agency shall upon release deposit at least four copies of each of its state publications with the state library for record and depository purposes. Additional copies shall also be deposited, in quantities certified to the agencies by the state library as required to meet the needs of the depository library system and

to provide inter-library loan service to those libraries without depository status. Additional copies of sale publications required by the state library shall be furnished only upon reimbursement to the state agency of the full cost of such sale publications, and the state library shall also reimburse any state agency for additional publications so required, where the quantity desired will necessitate additional printing or other expense to such agency.

History: En. Sec. 3, Ch. 261, L. 1967.

Cross-Reference
Printing and publications of state agencies and offices, sec. 82-1916.

44-135. Depository contracts — eligibility requirements — standards. The center shall enter into depository contracts with any municipal or county free library, state college or state university library, the library of congress and the midwest inter-library center, and other state libraries. The requirements for eligibility to contract as a depository library shall be established by the state library commission upon recommendations of the state librarian. The standards shall include and take into consideration the type of library, ability to preserve such publications and to make them available for public use, and also such geographical locations as will make the publications conveniently accessible to residents in all areas of the state.

History: En. Sec. 4, Ch. 261, L. 1967.

44-136. List of available publications. The center shall publish and distribute regularly to contracting depository libraries and other libraries upon request a list of available state publications.

History: En. Sec. 5, Ch. 261, L. 1967.

44-137. State agency lists of current publications. Upon request by the center, issuing state agencies shall furnish the center with a complete list of its current state publications and a copy of its mailing and/or exchange lists.

History: En. Sec. 6, Ch. 261. L. 1967.

44-138. Restriction on general public distribution. The center shall not engage in general public distribution of either state publications or lists of publications.

History: En. Sec. 7, Ch. 261, L. 1967.

44-139. Exempt state agencies and officers. This act shall not apply to nor affect the duties concerning publications distributed by, or officers of:

(1) The state law library;

(2) The secretary of state in connection with his duties under sections 12-317, 82-2202 (17) and 82-2203, R.C.M. 1947.

History: En. Sec. 8, Ch. 261, L. 1967.

CHAPTER 2—COUNTY, CITY AND REGIONAL FREE LIBRARIES

Section 44-213. Participation of other governmental units.
44-214. Board of trustees—appointment and term.
44-218. Purpose of act in regard to free public libraries.
44-219. Establishing public library—resolution—petition.
44-220. Levying of tax—special library fund—payments upon order or warrant.
44-221. Board of trustees—appointment—composition of board—tenure.
44-222. Board of trustees—powers and duties.
44-223. Board of trustees—chief librarian—personnel—compensation.
44-224. Free use of library—exclusions—extending privileges
44-225. Providing library services—co-operation and merging of boards, institutions and agencies.
44-226. Cities or towns with existing tax-supported libraries—notification—exemption from county taxes.
44-227. "City" defined.
44-228. Continued existence of all public libraries.

44-201 to 44-210. (4563 to 4572) **Repealed.**

Repeal

These sections (Secs. 1 to 10, Ch. 45, L. 1915; Secs. 1 to 4, Ch. 137, L. 1917; Sec. 1. Ch. 56, L. 1923; Secs. 1 to 3, Ch. 202, L. 1943; Sec. 1, Ch. 14, L. 1949), relating to county and regional free libararies were repealed by Sec. 12, Ch. 260, Laws 1967.

44-211. How libraries of city or town may assume functions of county library. Instead of establishing a separate county free library, the board of county commissioners may enter into a contract with the board of library trustees, or other authority in charge of the free public library of any incorporated city or town, and the board of library trustees, or other authority in charge of such free public library, is hereby authorized to make such a contract. Such contract may provide that the free public library of such incorporated city or town shall assume the functions of a county free library within the county with which such contract is made, and the board of county commissioners may agree to pay out of the county free library fund into the library fund of such incorporated city or town such sum as may be agreed upon. Either party to such contract may terminate the same by giving six months' notice of intention to do so.

44-212. Joint county or regional libraries—establishment. Two (2) or more counties, by action of their boards of county commissioners, may join in establishing and maintaining a joint county or regional library under the terms of a contract to which all will agree. The expenses of the joint county or regional library shall be apportioned between or among the counties concerned on such a basis as shall be agreed upon in the contract. The treasurer of one of the counties, as shall be provided in the contract, shall have the custody of the funds of the joint county or regional library; and the treasurers of the other counties concerned shall transfer quarterly to him all moneys collected for the "free library fund" in their respective counties. If the board of county commissioners of any county decides to withdraw from a joint county or regional library contract, the county shall be entitled to a division of property in the same proportions as expenses were shared. Any library district organized under the provisions hereof, may, by majority vote of the qualified voters present and voting at a legal meeting of either of the counties which comprise said district, dissolve its cooperative existence.

44-213. Participation of other governmental units. When a joint county or regional library shall have been established, the legislative body of any government unit therein that is maintaining a library may decide, with the concurrence of the board of trustees of its library, to participate in the joint county or regional library; after which, beginning with the next fiscal year of the county, the government unit shall participate in the joint county or regional library and its residents shall be entitled to the benefits of the joint county or regional library, and property within its boundaries shall be subject to taxation for joint county or regional library purposes. A governmental unit participating in the joint county or regional library may retain title to its own property, continue its own board of library trustees, and may levy its own taxes for library purposes; or, by a majority vote of the qualified electors, a governmental unit may transfer, conditionally or otherwise, the ownership and control of its library, with all or any of its property, to another governmental unit which is providing or will provide free library service in the territory of the former, and the trustees or body making the transfer shall thereafter be relieved of responsibility pertaining to the property transferred. The state board of education may contract with the government of any city or county, or the governments of both the city and the county, in which a unit of the university of Montana is located for the establishment and operation of joint library facilities. Any such contract which proposes the erection of a building shall be sub-

STATE PUBLICATIONS LIBRARY DISTRIBUTION CENTER

Rules and Regulations

1. The Montana State Library will publish a basic list of state documents, said basic list to be revised and published annually.

2. Mail copies of the list to all depository libraries.

3. Ship documents at least once a month to all depository libraries.

4. Negotiate with state departments as to the number of copies needed for distribution to depository library.

   a. All library inquiries, special requests, etc., concerning state documents for libraries will be channelled through the State Library.

   b. There will be periodic revisions of number of copies needed by libraries. Each library should assume the responsibility for keeping the State Library informed as to number of copies needed.

   c. Libraries should send to the State Library names of every department on whose mailing list they are currently listed.

LIST OF DEPOSITORY LIBRARIES FOR MONTANA STATE DOCUMENTS
THE MONTANA STATE LIBRARY KEEPS TWO COPIES OF MOST MONTANA STATE DOCUMENTS.

MT:G

MONTANA STATE LIBRARY

930 EAST LYNDALE AVENUE HELENA, MONTANA 59601

DOCUMENTS LIBRARIAN
HISTORICAL SOCIETY LIBRARY
HELENA, MONTANA 59601

KATHERINE SCHAFFER
REFERENCE DEPARTMENT
LIBRARY
UNIVERSITY OF MONTANA
MISSOULA, MONTANA 59801

DOCUMENTS LIBRARIAN
MONTANA STATE UNIVERSITY LIBRARY
BOZEMAN, MONTANA 59715

DOCUMENTS LIBRARIAN
EASTERN MONTANA COLLEGE LIBRARY
BILLINGS, MONTANA 59101

LIBRARY OF CONGRESS

WASHINGTON, D. C. 20540

DOCUMENTS LIBRARIAN
MONTANA COLLEGE OF MINERAL SCIENCE AND TECHNOLOGY
BUTTE, MONTANA 59701

DOCUMENTS LIBRARIAN
GREAT FALLS PUBLIC LIBRARY
GREAT FALLS, MONTANA 59401

MRS. MABEL V. BREWER, LIBRARIAN
FLATHEAD COUNTY FREE LIBRARY
247 FIRST AVE. E.
KALISPELL, MT 59901

MURIEL . COOKSEY, LIBRARIAN
MILES CITY PUBLIC LIBRARY
ONE SOUTH TENTH STREET
MILES CITY, MONTANA 59301

WILLIAM . SNYDER, LIBRARIAN
CITY-COUNTY LIBRARY OF MISSOULA
101 ADAMS
MISSOULA, MONTANA 59801

GLASGOW CITY-COUNTY LIBRARY
408 3RD AVE. SO.
GLASGOW, MT 59230

DOCUMENTS LIBRARIAN
BILLINGS PUBLIC LIBRARY
BILLINGS, MONTANA 59101

DOCUMENTS LIBRARIAN
WASHINGTON STATE LIBRARY
OLYMPIA, WASHINGTON 98501

DOCUMENTS LIBRARIAN
CENTER FOR RESEARCH LIBRARIES
5721 COTTAGE GROVE AVENUE
CHICAGO, ILLINOIS 60616

MAILING LIST FOR THE ANNUAL LIST DOCUMENTS RECEIVED AT THE MONTANA STATE LIBRARY... MT:G1

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MONTANA STATE LIBRARY

930 EAST LYNDALE AVENUE HELENA, MONTANA 59601

State Documents in Montana State Library, mailing list.

ALABAMA

sent '71, '72, '73 - 5/3/74

Serials Dept.
Ralph Brown Draughon Library
Auburn University
Auburn, Alabama 36830

CALIFORNIA

Miss Suzanne Gold, Documents Librarian sent '73 — 5/3/74
Library
University of California
Berkeley, California 94720

Government Documents Dept. sent '71, 72
University of California Library sent '73 - 5/3/74
Davis, California 95616

Documents Section, Library sent '73 - 5/8/74
P. O. Box 4150
California State University, Fullerton
Fullerton, California ~~92601~~ 92634

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sent '71, '72, '73 - 5/3/74
Serials Division
Inglewood Public Library
101 West Manchester Blvd.
Inglewood, California 90301

Ms. Ellen Sneberger, Acquisitions sent 71, 72, 73 - 5/3/74
Pollution Abstracts
P.O. Box 2369
La Jolla, California 92037

University of California sent '73 5/8/74
Public Affairs Service
University Research Library
405 Hilgard
Los Angles, California 90024

Government Publications Section
California State Library
P.O. Box 2037
Sacramento, California 95809

* - Label already made.

Mrs. L. G. Hickling — Sent '71, '72, '73 5/3/74
Serials Dept.
Library
University of California, Santa Barbara
Santa Barbara, California 93106

Carol Turner, Librarian
Government Document Dept.
Stanford University Libraries
Stanford, California 94305

CANADA

Librarian — Sent '71 '72 '73 5/6/74 '74 5/16/74
Legislative Library
Legislative Building
Fredericton, N. B. Canada

York University Law Library — Sent '71, 72, 73 – 5/8/74 5/16/74
Continuations
4700 Keele Street
Downsview, Ontario Canada

Documents Librarian — Sent '71, 72, 73 5/8/74 5/16/74
McMaster University
Mills Memorial Library
Hamilton, Ontario Canada

Government Publications Department — Sent '71, 72, 73 - 5/21/74 5/16/74
Dana Porter Arts Library
University of Waterloo
Waterloo, Ontario Canada

Monique Legere, Head — Sent '71, 72, 73 – 11/7/74 5/16/74
Foreign and International Offical Publications
National Library
Ottawa Canada
KiA ON4

COLORADO

University of Colorado Libraries Sent 71, 72, 73 5/3/74
Government Documents Division
Boulder, Colorado 80302

Sent '73 5/3/74
WICHE
P. O. Drawer P
Boulder, Colorado 80302

Reference Librarian
Metropolitan State College
250 West Fourteenth Avenue
Denver, Colorado 80204

Service to State Agencies Unit
Colorado State Library
1362 Lincoln
Denver, Colorado 80203

CONNECTICUT

Government Publications Department Sent '72, '73 5/3/74
Wilbur Cross Library
The University of Connecticut
Storrs, Connecticut 06268

Redgrave Information Resources Corporation Sent 3/7/74
Bruce M. Doelgo
Manager, Micropublications
P. O. Box 408
3 Sylvan Road South
Westport, Connecticut 06880

DISTRICT OF COLUMBIA '73 - 5/8/74

Director
National Criminal Justice Reference Service
Room 318
633 Indiana Ave. N. W.
Washington, D.C. 205030

GEORGIA

Gift and Exchange Section Sent 71, 72, 73 - 5/6/74
Acquisition Department
The University of Georgia
The University Libraries
Athens, Georgia 30601

Documents Librarian Sent 71, 72, 73 - 5/3/74
Documents Center
Robert W. Woodruff Library of Advanced Studies
Emory University
Atlanta, Georgia 30322

IDAHO

Paul C. Conditt, Head '71, '72, '73 5/6/74
Acquisitions Dept.
University of Idaho
Library
Moscow, Idaho 83843

ILLINOIS

Documents librarian
Center for Research Libraries
5721 Cottage Grove Avenue
Chicago, Illinois 60616

R. B. Epley '72 not sent '73 - sent 5/6/74
Data Search Company
3158 Des Plaines Ave.
Des Plaines, Illinois 60018

'71 — '73 - sent 5/6/74
Documents Librarian
Government Publications Dept.
Northwestern University Library
Evanston, Illinois 60201

Sent 71, 72, 73 5/6/74
Documents Librarian
Sangamon State University
Library
Springfield, Illinois 62703

Sent 71, 72, 73 5/6/74
Serials Section
Illinois State Library
Centennial Building
Springfield, Illinois 62756

Sent 72, 73 5/3/74
Documents Division
Library
University of Illinois
Urbana, Illinois 61801

Sent 71, 72, 73 - 5/8-/74

Information Specialist
National Clearinghouse for Criminal Justice
Planning and Architecture
Dept. of Architecture
University of Illinois
1102 West Main
Urbana, Ill. 61801

INDIANA

Sent all 10/29/74

Documents Librarian
Indiana State University
Cunningham Memorial Library
Terre Haute, In. 47809

IOWA

Sent 10/30/74

State Documents Librarian
Iowa State University Library
University Library
Ames, iowa 50010

Sent 6/18/74

University of Northern Iowa
Library Documents Collection
Cedar Falls, Ia. 50613

Sent 7/18/74

State Library Commission of Iowa
Historical Building
Des Moines, Iowa 50319

Sent 5/8/74
5/16/75

University Libraries
Government Documents Dept.
The University of Iowa
Iowa City, Iowa 52242

KANSAS

Sent 5/13/74
5/16/75

Kansas State Teachers College
Dept. of Librarianship
1200 Commercial Street
Emporia, Kansas 66801

KENTUCKY

Sent 5/8/74
5/16/75

Northern Kentucky State College
Salmon P. Chase College of Law, Library
1401 Dixie Highway
Covington, Kentucky 41011

sent 5/8/74

Interstate Loan Library
Council of State Governments
Iron Works Pike
P.O. Box 11910
Lexington, Kentucky 40511

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sent 5/8/74
5/16/75

University of Kentucky
College of Arts and Sciences
Dept. of Classical Languages and Literatures
Lexington, Kentucky 40506

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sent 5/8/74
5/16/75

Documents Division
J. G. Crabbe Library
Eastern Kenturkcy University
Richmond, Kentucky 40475

LOUISIANA

sent 5/8/74
5/16/75

Louisiana State University Library
Serials Dept.
Baton Rouge, Louisiana 70803

MARYLAND

sent 5/8/74
5/16/75

Acquisitions Dept.
Health Sciences Library
111 South Greene Street
Baltimore, Maryland 21201

MASSACHUSETTS

sent 5/8/74
5/16/75

Documents Receipts
Boston Public Library
Boston, Mass. 02117

MICHIGAN

sent 5/8/74

Bureau of Government Library
The University of Michigan
100 Rackham Building
Ann Arbor, Michigan 48104

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sent 5/8/74

School of Librarianship
Western Michigan University
Kalamazoo, Mich. 49001

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sent 5/8/74

Documents Section
Central Michigan University Library
Mount Pleasant, Mich. 48858

MINNESOTA

Serials Records
Gift and Exchange Division
University Libraries
University of Minnesota
Minneapolis, Minnesota 55455

sent 5/8/74 (acquisitions)

MISSOURI

Washington University
Law Library
Saint Louis, Missouri 63130

sent 5/7/74

MONTANA

Public Relations Director
Saint Vincent's Hospital
2915 Twelth Ave. North
Billings, Mt. 59103

sent 5/8/74
5/16/75

Elementary Library
Armentrout
Browning, Mt. 59417

sent 12/3/74
5/16/75

Social Service Agency
Box 472
Glasgow, Mt. 59230

sent 5/8/74
5/16/75

Librarian
Great Falls High School
Great Falls, Mt. 59405

sent 5/8/74

Lucile Speer
1529 Helena Ave.
Missoula, Mt. 59801

sent 5/8/74

Mr. Mark O. Thompson, Information Director
Regional Planning Association of Western Montana
Room 212 Courthouse Annex
Missoula, Montana 59801

sent 5/8/74

Librarian
Superior High School Library
Superior Public Schools
Superior, Mont. 59872

sent 5/8/74

All the public libraries in the state. app. 84

Certain State agencies Separate list deadhead. 190

NEVADA

University of Nevada, Las Vegas sent 7/8/74
Library, Reference Dept.
Las Vegas, Nevada 89154

NEW JERSEY

Documents Librarian sent 5/3/74
School of Law-Newark
Library
Rutgers State Universy
180 University Ave.
Newark, NEw Jersey 07102

Government Publications Dept. sent 5/3/74
Rutgers University Library
New Brunswick, NEw Jersey 08901

Irwin Kaplan sent 2/75
Budget Director
Vornado Inc.
174 Passiac Street
Garfield, New Jersey 07026

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sent 5/6/74
Reference Librarian
State Library
Dept. of Education
185 West State Streeet
P.O. Box 1898
Trenton, New Jersey 08625

NEW MEXICO sent 5/8/74

Southwest Dept.
Albuquerque Public Library
423 Central, N. E.
Alburquerque, NEw Mexico 87101

NEW YORK sent 5/8/74

Mr. Allen Sulkowski, Bibliographer
C/O Library Science Branch Libra-y
State University of NEw York at Albany
Albany, New York 12222

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sent 5/8/74
Library-Documents Section
SUNY at Binghamton
Vestal Parkway East
Binghamton, NEw York 13901

sent 5/8/74

Government Documents
Charles B. Sears Law Library
John Lord O'Brian Hall
Amherst Campus
SUNY at Buffalo
Buffalo, New York 14260

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sent 5/8/74

Government Documents Librarina
Milne Library
State University College of Arts and
Sciences
Geneseo, New York 14454

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sent 10/2/74

Reference Dept.
C. W. Post Center Library
Greenvale, New York 11548

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sent ~~10/2/74~~ 5/3/74

Serials Dept.
Cornell University Libraries
Ithaca, New York 14850

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sent 8/30/74

Docuemnts Center
Elmer Holmes Bobst Library
New York University
70 Washingtonn Square South
New York, New York 10012

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sent 2/19/75

Documents Center
Library of the School of Law
NEw York University
40 Washington Square South
New York, New York 10012

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sent 5/3/74

Documents Center
Penfield Library
State Univcrsity of NEw York
College of Oswego
Oswego, New York 13126

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sent 5/3/74

Main Library
Documents Section
State University of New York
at Stony Brook
Stony Brook, Long Island,
New York 11790

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sent 4/8/74

New York Public Library
Preparation Service, Aquisition Div.
5th Ave & 42nd Street
New York, New York
10018

NORTH CAROLINA

Librarian
Institutue of Government
University of North Carolina
Chapel Hill, North Carolina 27514

Government Documents Librarian
School of Law
Duke University
Durham, North Carolina 27706

OHIO

Ohio Legislative Budget Office
Legislative Service Commission
20 East Broad Star
Columbus, Ohio 43215

State Documents
The University of Toledo Libraries
Toledo, Ohio 43606

OKLAHOMA

Periodicals/Reference
Central State University Library
Edmond, Oklahoma 73034

---

*Mr. G. Wesley Burnett
1514 Barkley Street
Norman, Oklahoma 73069

OREGON

*Documents Librarian
Oregon State Library
State Library Building
Salem, Oregon 97310

PENNSYLVANIA

*Government Publications Section
Pennsylvania State Library
Box 1601
Harrisburg, Pennsylvania 17126

Government Publications Department
Free Library of Philadelphia
Logan Square
Philadelphia, Pennsylvania 19103

Librarian, Laboratory Library - IMC
Graduate Department of Library Science
Villanova University
Villanova, Pa. 19085

SOUTH DAKOTA

South Dakota Administrative Library & Information Center
State Capitol - Basement Annex
Pierre, South Dakota 57501

UTAH

Government Documents
Utah State Library Commission
2150 South 2nd West - Suite 16
Salt Lake City, Utah 84115

J.Larry Murdock
Lee Library
Brigham Young University
Provo, Utah 84602

WASHINGTON

Documents Librarian
Washington State Library
Olympia, Washington 98501

Seattle Public Library
Seattle, Washington 98104

Serial Record Section
Washington State University Library
Pullman, Washington 99163

Pacific Northwest Bibliographic Center
Suzzalo Library
University of Washington
Seattle, Washington 98195

Assistant Librarian
University of Puget Sound
Law School Library
8811 South Tacoma Way
Tacoma, Washington 98499

University of Washington Library
Reference Division
Government Documents Center
Seattle, Washington 98195

WISCONSIN

Government Publications
Karrmann Library
University of Wisconsin-Platteville
Platteville, Wisconsin 53818

Milwaukee Public Library
814 W. Wisconsin Avenue
Milwaukee, Wisconsin 53233

Legislative Reference Bureau - Library
State Capitol
Madison, Wisconsin 53702

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* all the State Library - 50
* University Libs
* Public School Library - 16 (major)

Montana Highway Field Offices (Plates made for all) (sent all 3 places)

Ben C. Miller/Jay Duba
Mt. Dept. of Highways
Missoula, Mt. 59801

Richard B. Dundas/Robert J. Hunter
Mt. Dept. of Highways
Butte, Mt. 59701

James T. Sullivan/Raymond Wiley
Mt. Dept. of Highways
Great Falls, Mt. 59401

Bruce Russell/Dean Knapp
Mt. Dept. of Highways
Glendive, Mt. 59330

Chalres Klimper/William Woolston
Mt. Dept. of Highways
Billing-, Mt. 59011

James Keithley/William Herbert
Mt. Dept. of Highways
Kalispell, Mt. 59901

Dick Holmes/Dick Miller
Mt. Dept. of Highways
Bozeman, Mt. 59715

Hazen Flickinger/Joe Timmons
Mt. Dept. of Highways
Havre, Mt. 59501

Veron Borden/Dean Borgen
Mt. Dept. of Highways
Wolf Point, Mt. 59201

Kenneth Rapp/Dean Seiler
Mt. Dept. of Highways
Miles City, Mt. 59301

Richard Freeman/J. D. Riley
Mt. Dept. of Highways
Lewistown, Mt. 59457

Sent 1974 - 5/16/75

Librarian
Anaconda Central High School Library
Anaconda, Mt. 59711

Sent 1974 5/16/75

Eleanor Ivankovich
Anaconda Senoir High School Library
Fifth and Main
Anaconda, Mt. 59711

Sent 1974 5/16/75

Mrs. Doris Davies
Lincoln Junior High School Library
2911 4th Ave. North
Billings, Mt. 59101

Sent 1974 5/16/75

Edna B. Berg
Bozeman Senior High School Library
1211 West Main
Bozeman, Mt. 59715

Sent 1974 5/16/75

Martha Adams
Emerson School Library
111 South Grand Ave.
Bozeman, Mt. 59715

Sent 1974 5/16/75

Mrs. Alyce Bull
Butte High School Library
401 South Wyoming
Butte, Mt. 59701

Sent 1974 5/16/75

Mrs. Helen Dresen
Cut Bank High School Library
Cut Bank, Mt. 59427

Sent 1974 5/16/75

Lucille Brown
Glasgow Senior High School Library
Glasgow, Mt. 59230

Sent 1974 5/16/75

Avis R. Anderson
Dawson County High School Library
Box 701
Glendive, Mt. 59330

Sent 1974 5/16/75

Phyllis Williamson, Library Services Supervisor
School District # 1
1100 4th Street South
Great Falls, Mt. 59403

Sent 1974 5/16/75

Margaret Ann Crennen
Capital High School Library
100 Valley Drive
Helena, Mt. 59601

Sent 1974 5/16/75

Librarian
Helena Senior High School Library
1300 Billing Ave.
Helena, Mt. 59601

Robert Hamill 5/16/75
Flathead Senior High School Library
Fourth Ave. & Sixth Street
Kalispell, Mt. 59901

5/16/75

Mrs. Thelma Kent
Fergus County High School Library
412 Sixth Ave. South
Lewistown, Mt. 59457

5/16/75

Ethlyn Paris
Park Senoir High School Library
McLeod Island
Livingston, Mt. 59407

5/16/75

Mrs. Mildred Valach
Custer ~~County~~ High School Library
20 South Center
Miles City, Mt. 59301

5/16/75

Mrs. Peggy Gadbow, Director
Library Media Services
School District # 1
Library Media Services
215 South Sixth West
Missoula, Mt. 59801

5/16/75

Mrs. Letitia Johnson
Sentinel High School Library
901 South Ave. West
Missoula, Mt. 59801

5/1675

Mary Hveem
Wolf Point High School Library
Wolf Point, Mt. 59201

All the state office people plus - the Highway Dept. (sent separately)

Clarence A. Hester Architecture and Engineering Bureau Dept. of Administration	Curt Wheeling Communication Division Dept. of Administration
Troy W. McGee Data Processing Division Dept. of Administration	Terry J. Cannon Accounting Division Administration, Dept. of
Harrison Lowe General Services Division Dept. of Administration	Doyle B. Saxby Director Dept. of Administration
Peter J. Brynes Labor Relations Unit Dept. of Administration	Lee Worth Energy Planning Division
George Lackman Administration Dept. of Agriculture	
Willard A. Kissinger Apiculture Division Dept. of Agriculture	Teacher's Retirement Division 1500 Sixth Ave. Dept. of Administration
Gary Gingery Pesticides Division Dept. of Agriculture	State Treasurer Rm 225 St. Capitol
E. V. "Sonny" Omholt State Auditor Rm 229 State Capitol	Lawrence P. Nachtsheim Public Employees Retirement Division Dept. of Administration

STATE PUBLICATIONS LIBRARY DISTRIBUTION CENTER

Standards

1. There will be only one class of Depository Libraries in Montana. These will be Total Depositories. Any other library in the state may request specific state documents from the State Library, and these will be furnished whenever available.

2. Any municipal, county or district library, any community college, state college or state university library, the library of any incorporated college or university, may be designated as a depository provided that all other qualifications are met.

3. Any library designated as a depository, shall agree to the following conditions, with the understanding that failure to comply with any one condition is sufficient ground for cancellation of the contract between the State and the library:

   a. Provide space to house the publications in an approved manner with adequate provisions for expansion. State publications do not need to be maintained in a separate collection unless the receiving library prefers to do so. Housing in a vertical file rather than on shelves is acceptable for appropriate pamphlet-type materials.

   b. Provide an orderly, systematic recording of receipt of the documents.

   c. Process and shelve all state publications within 30 days after receipt of the material.

   d. Provide a professionally trained librarian to render satisfactory service without charge to qualified patrons in the use of such publications. This librarian need not spend full time on state publications.

   e. Dispose of publications only with permission of the State Librarian.

   f. Accept and maintain all publications specified as "basic items."

   g. Library rules must assure that the documents are available for public use and circulation, unless for some unusual reason it becomes necessary to restrict use.

MONTANA STATE LIBRARY
930 EAST LYNDALE AVENUE HELENA, MONTANA 59601

POLICY STATEMENT

DISTRIBUTION OF STATE DOCUMENTS
TO DEPOSITORY LIBRARIES

1. Any municipal or county library, any junior or community college, state college or state university library, the library of any incorporated college or university, may be designated as a depository provided that all other qualifications are met. State, academic, or research libraries outside Montana may be designated as depositories.

2. Any Montana library to be designated as a full depository, shall agree to the following conditions, with the understanding that failure to comply with any one condition is sufficient ground for cancellation of the contract between the State and the library:

   a. Provide space to house the publications with adequate provisions for expansion. State publications need not be maintained in a separate collection unless the receiving library prefers to do so. Housing in a vertical file rather than on shelves is acceptable for appropriate pamphlet-type materials.

   b. Provide an orderly, systematic recording of receipt of the documents.

   c. Process and shelve all state publications within thirty days after receipt of the material.

   d. Provide a professionally trained librarian to render satisfactory service without charge to qualified patrons in the use of such publications. This librarian need not spend full time on state publications.

   e. Dispose of publications only with permission of the State Librarian.

   f. Accept and maintain all publications specified as "basic items".

   g. Library rules must assure that the documents are available for public use and circulations, unless for some unusual reason it becomes necessary to restrict use.

3. The State Library may enter into temporary or permanent exchange agreements with libraries in or outside the State of Montana, other than through the establishment of formal depository agreements. The terms of these agreements shall be negotiated according to the particular requirements of the situation.

4. The State Library will negotiate with issuing agencies in order to acquire the number of copies of documents needed for distribution to depository libraries.

Adopted April 7, 1972

From: Montana State Library Commission By-Laws and Policy Statements

989-A

MT:L
1/2

MONTANA STATE LIBRARY
930 EAST LYNDALE AVENUE HELENA, MONTANA 59601

April 19, 1973

SHIPMENT #80

Weekly list of Montana state publications received by Montana State Library:

Aeronuatics Division
Montana and the sky. Periodical. Monthly. v.24, no.1, January 1973.

Agriculture, Department of
*Montana commercial cherry tree survey, 1971, and comparisons with 1951. Prepared with U.S. Department of Agriculture. (1973).

Conservation Districts Division
*Better use of Montana's land and water, progress report 1940-1956.

Health and Environmental Sciences, Department of
Laboratory bulletin. no. 45.

-- ----. Parasitic and mycotic diseases for which serological tests are available. (1973).

Highway Patrol
Citations. Periodical. Monthly. October, November, December 1972.

Highways, Department of
*Bridges. 1964.

-- ----. *Eminent domain, a research report. Prepared by the University of Montana, School of Law. 1967.

-- ----. *The Montana incremental method of determining motor vehicle tax responsibility. Prepared for the Montana Fact Finding Committee on Highways, Streets and Bridges. 1957.

-- ----. *Standard specifications for road and bridge construction. 1962.

-- ----. *Urban area traffic survey, Billings, Montana. 1954.

-- ----. *Urban area traffic survey, Kalispell, Montana. 1954.

Historical Society
*Montana, the magazine of western history. Periodical. Quarterly. v.23, no.2, spring 1973.

-- ----. *The story of the official flag and seal of the state of Montana. n.d.

(Over)

Laws, Statutes, etc.
* A brief of the Teachers' Retirement Law, including all amendments through 1967.

-- ----. *Laws relating to: banks and banking, Morris plan companies, building and loan associations, credit unions, consumer loans, retail installment sales. 1971.

Library, State
Montana newsletter. Periodical. v.8, no.3, April 1973.

Mines and Geology, State Bureau of
Correlation of Pleistocene glaciation in the Bitterroot Range, Montana, with fluctuations of glacial Lake Missoula. Memoir 42. 1972.

Mines and mineral deposits (except fuels), Beaverhead County, Montana. Bulletin 85. 1972.

Public Employees' Retirement Division
*Information relating to Public Employees' Retirement System of Montana. 1947.

Social and Rehabilitation Services, Department of
Number of Indian recipients by categorical assistance. Periodical. Monthly. March 1973.

-- ----. *Old age assistance recipients, April 1944, social characteristics and economic status. 1944.

-- ----. *Public welfare statistics. Title varies. Periodical. v.7, no.8, August 1945.

State University, Bozeman. School of Commerce.
School of Commerce news. Periodical. Spring 1973.

Superintendent of Public Instruction
Montana schools. Periodical. 9 times a year. v.16, no. 8, April 1973.

University, Missoula
*Twenty-six years after, by A. B. Guthrie Jr. 1949.

University, Missoula. Bureau of Business and Economic Research
*Montana business quarterly. Periodical. v.11, no.1, winter 1973.

University, Missoula. Department of Sociology, Anthropology, and Social Welfare
*Pictographs in central Montana, part I: Fergus County. 1960.

Mont-L
2/2

University, Missoula. Library
*Guide to manuscripts in Montana repositories. 1973.
(Sale price $3.50. Order from Brian Cockhill, Archivist, Montana Historical Society, Helena, Montana 59601.)

University System, Helena
*Agenda, State Board of Regents of the Montana University System. April 10, 1972.

-- ----. *Budgetary data, item 222-000, budgets. April 10, 1972.

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U.S. Agriculture Department
Situation statement (resource inventory), by county. Title varies. Prepared by County USDA Committees for Rural Development. Carter 1972, *Chouteau 1972, *Custer 1972, *Fallon 1973, *Hill 1971, *Powell & Deer Lodge 1972.

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*Indicates insufficient quantity received for distribution to all depository libraries.

MT:L1

MONTANA STATE LIBRARY
930 EAST LYNDALE AVENUE HELENA, MONTANA 59601

May 27, 1976

SHIPMENT # 239

Weekly list of Montana publications received by Montana State Library:

Agricultural Experiment Station, Bozeman.
***Basic quality of secondary education in rural Montana, by John W. Kimble. Bulletin 685, 1976.

***Growing alfalfa in Montana, by R.L. Ditterline. Bulletin 684, 1976.

Crime Control, Board of
***Montana district court data, 1975. 1976.

Community Affairs, Department of
Montana directory of trade and technical associations. 1975.

Cooperative Extension Service, Bozeman.
*Montana weekly weather, crop and livestock bulletin. In cooperation with U.S. Department of Agriculture and National Weather Service. May 22, 1976.

Education, Board of
Indian culture master plan, a master plan for enriching the background of public school personnel in Native American cultures. 1975.

Employment Security Division.
Montana's 14 major labor market areas. 1976.

Equal Employment Opportunity Bureau.
Affirmative action plan. 1976

Fish and Game, Department of
*Upper Blackfoot River study, a premining inventory of aquatic and wildlife resources, by Liter E. Spence. 1975.

Health and Environmental Sciences, Department of
*Preliminary evironmental review for the Geomike Enterprises, Inc., May 21, 1976.

Laboratory bulletin, no. 62. June 1, 1976.

Higher Education, Commissioner of
Directory of higher education. 1975-1976.

MONTANA STATE LIBRARY
930 EAST LYNDALE AVENUE HELENA, MONTANA 59601

SHIPMENT # 239 continued:

Highways, Department of
Montana highway map. 1976.

Laws, Statutes, ect.
*Montana drivers manual. 1976?

State University, Bozeman.
The educator. Periodical. Spring, 1976.

Schedule of classes. 1976-1977.

State University, Bozeman. School of Commerce.
School of business news. Spring, 1976. (Continues School of commerce news)

University, Missoula. Department of Social Work.
*Deinstitutionalization and the development of community services for the mentally retarded: an overview of concepts and issues. Prepared by Charles R. Horejsi. 1975.

*Deinstitutionalization and the development of community based services for the mentally retarded youth of Western Montana. Prepared by Charles R. Horejsi. 1975.

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*Indicates insufficient quantity received for distribution to all depository libraries.

***Indicates card sets will be sent at a later date to depository libraries.

MT:L2

MONTANA STATE LIBRARY
930 EAST LYNDALE AVENUE HELENA, MONTANA 59601

May 27, 1976

SHIPMENT # 239 - Supplement

List of out-of-state and Montana related private and federal publications received by Montana State Library.

Colorado. University, Institute of Behavioral Science.
A selected, annotated bibliography on fish and wildlife implications of Missouri Basin water allocations, by Anita Cochran. 1975.

Washington. Drug Abuse Prevention Office.
Amended second year comprehensive master plan for drug abuse prevention. Prepared by the staff of the Washington State Drug Abuse Prevention Office. 1976.

Washington. Ecology, Department of
A systematic examination of issues in conjunctive use of ground and surface water, by Stephen J. Burges. 1975.

Wapato Lake, an environmental study on the effects of urbanization: final report to the Washington State Dept. of Ecology, by Douglas J Canning. 1976.

Yakima River Basin citizens committee policy statements. 1976.

Washington. Health Services Division.
Biomedical electrical equipment: safety and preventative maintenance guidelines. 1976.

Washington. Highways, Department of
Guidelines for team scheduling and management, prepared by Roger Parker. 1975.

Guidelines for the operation of interdisiplinary teams. 1975.

The selection and calibration of air quality diffusion models for Washington State highway line sources: a study prepared for the Washington State Highway Commission. 1976.

Washington. Laws, statutes, ect.
Business corporation act: Title 23A, Rivesed Code of Washington. 1976.

Washington. Legislature. Senate.
The impact of certificate of need--substantial acquisition on nursing homes in Washington State, prepared by the Committee on Social and Health services. 1975.

MONTANA STATE LIBRARY
930 EAST LYNDALE AVENUE HELENA, MONTANA 59601

SHIPMENT # 239 - Supplement continued

Washington. Natural Resources, Department of
Bibliography of DNR publications. 1976.

A profile of Washington State uplands, by John A. Bergvall. 1976.

Washington. Office of Program Planning and Fiscal Management.
Recommendations to Governor Daniel J. Evans on the Commission for Vocational Education. 1975.

Washington. Social and Health Services, Department of
Report on adult corrections planning. 1976.

Who returns?: a study of recidivism for adult offenders in the State of Washington, by Ralph W. Smith. 1976.

Washington. Vocational Education, Commission for
Using occupational information. 1976.

Washington State plan for vocational education. v. 28.

Washington. Voluntary Action, Office of
Fort Worden volunteer conference final report. 1976.

Western Interstate Commission for Higher Education.
Report. 1975.

NE

B. Letters and commentaries

C. Depository contracts

D. Forms and form letters

E. Labels

F. Legislation and legal materials

H. Manuals

I. Procedural guidelines

J. Promotional materials

K. Selection lists and basic lists

NE:B

NEBRASKA LIBRARY COMMISSION

April 27, 1973

Jaia Heymann
Reference Department
Drew University Library
Madison, New Jersey 07940

Dear Ms. Heymann

Our depository library legislation has not been in effect long enough to make a critical assessment of it. We have yet to come to an agreement with many state agencies on what items must come to us nor have we yet established a regional depository system. To date, the law appears to be flexible enough, but, as with most laws of this nature it lacks coercive powers.

The law is specific that we should receive items offered for sale or published in cooperation with other publishers. This has been very helpful. "State agency" and "publication" are very well defined by the law although some state agencies feel "state publication" is too liberally defined or interpreted.

At this point I would not attempt to propose any amendments to this legislation. It appears to be reasonably effective with no major weak points.

We have enclosed as much of the materials you requested as are available.

Sincerely,

James M. Armour
Acting Director
Nebraska Publications Clearinghouse

Enclosure

DONN K. BIEBER
Schuyler
ROBERT W. HOLQUIST
Omaha
RAY LUNDY
Kearney
MRS. BENNETT MARTIN
Lincoln
CLARK NICHOLS
Scottsbluff
MRS. ROY PETERS
Thedford

DR. ROBERT E. KEMPER, Director
Telephone (402) 471-2045 / TWX, 910-621-8119
STATE OF NEBRASKA / Lincoln, Nebraska 68509

Knuckle

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NEBRASKA LIBRARY COMMISSION

June 22, 1976

Brenda Olds
ALA GODORT State Documents Task Force
Legislative Reference Library
Box 12488, Cap. Sta.
Austin, Tx 78711

Dear Ms. Olds,

In response to your letter of June 11, 1976, we are sending a box of our post 1974 publications. Included are four copies each of Vol. 3 and Vol. 4 of the Nebraska State Publications Checklist, brochures, depository contracts and claim sheets. Due to limited copies we are only including one copy of the Guide to Nebraska State Agencies, 1976.

Our state depository system will begin in July of this year. We will probably be devising and revising forms for that as we work with the system. We will try to forward copies of any new forms we come up with.

Our records indicate that we are at present mailing one copy of the Checklist to your documents librarian. Do you want us to increase this to five copies? Please advise us if we should increase our mailing to you.

Thank you.

Sincerely,

Karen Lusk

Karen Lusk
State Documents Librarian
Nebraska Publications Clearinghouse

Jane P. Geske, Director
Telephone (402) 471-2045 / TWX, 910-621-8119
1420 P Street / Lincoln, Nebraska 68508

SAMPLE COPY

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INTER-LIBRARY DEPOSITORY LIBRARY CONTRACT

This agreement made this _____ day of _____, 19___, by and between the Nebraska Publications Clearinghouse, a division of the Nebraska Library Commission, hereinafter called the "Clearinghouse", and the _____ Library, hereinafter called the "Depository".

WITNESSETH: WHEREAS, the legislature of the State of Nebraska in 1972 enacted legislation codified as Chapter 51, Sections 411-418 creating a Nebraska Publications Clearinghouse as a division within the Nebraska Library Commission and

WHEREAS, under that statute the Clearinghouse is authorized to enter into depository contracts with any municipal, county, or regional public library, state college or state university library, and out - of - state research libraries; and

WHEREAS; the _____ Library is desirous of entering into such an inter-library contract with the Clearinghouse;

NOW, THEREFORE, IT IS MUTUALLY AGREED AND UNDERSTOOD, that

(1) The Clearinghouse shall regularly publish an official list of state publications;

(2) The Clearinghouse shall send documents on deposit to the Depository in regular shipments;

(3) The Depository shall provide space to adequately house the publications in a manner approved by the Clearinghouse (subject to inspection);

(4) The Depository shall provide an orderly systematic record of receipt of all documents from the Clearinghouse and all state publications shall be processed and shelved within thirty days after receipt;

1800

(5) The Depository shall provide personnel to provide service to patrons of the depository in the use of such publications;

(6) The Depository agrees to make the documents available for public use;

(7) The Depository agrees that all patron requests concerning state documents that it cannot fill will be channelled through the regular Nebraska interlibrary loan network;

(8) The Depository agrees to accept and maintain one copy of all publications sent to it through the state depository system. The Depository agrees that all documents on deposit with the Depository shall remain the property of the State of Nebraska and may not be disposed of in any manner without the written authorization of the Nebraska Publications Clearinghouse;

(9) The Depository agrees to comply with all of the rules, regulations and standards adopted by the Nebraska Library Commission for depository libraries;

The contract is for a five year period and may be terminated by the Clearinghouse upon six (6) months written notice, which notice shall state the cause of termination. Cause of termination of contract will be failure to comply with the terms of this contract by a depository library. The continued operation of the depository system will be contingent on the availability of funding. Upon termination of the contract the Depository shall ship all documents to the Clearinghouse or to such other Depositories as may be specified by the Clearinghouse.

Dated this _____ day of _____, 19____.

This contract may be amended by the written mutual assent of both parties involved.

1001

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NEBRASKA PUBLICATIONS CLEARINGHOUSE

Nebraska Library Commission
State Capitol
Lincoln, Nebraska 68509
471-2045

CLAIM REPORT Date _____

To:

4

Item:

Remarks:

Please report

____ Sent
____ Sending
____ Ceased publication with (vol. / no / date): _____
____ Out of print
____ New edition pending. Due _____
____ Not yet published
____ Out of stock. Due _____
____ Not our publication
____ Other:

Thank You.

1002

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NEBRASKA PUBLICATIONS CLEARINGHOUSE
PUBLICATION INFORMATION FORM

[redacted]	(02) Material:

(03) Department:

(04) Subdivision:

(05) Title:

(06) Personal author/Cooperating agencies:

(07) Publication Year:	(08) Paging:	(09) Contains: 1 Bibliography 2 Tables 3 Maps 4 Other _____

(10) Frequency: 1 One time 2 Monthly 3 Annually 4 Other _____

(11) Availability: 1 Number printed _____ 2 Copies available on request? Yes ☐ No ☐ 3 Cost _____

(12) 1 New item 2 New edition of previous item

(13) Series title:	(14) Series number:
[redacted]	

(15) Abstract:

Purpose:

Content:

Recommendations:

(16) Subject terms:

(17) 1 Completed by:	Telephone:	Date:
(18) 1003		

DIRECTIONS FOR COMPLETING PUBLICATION INFORMATION FORM

(01) Leave blank – for use by Nebraska Publications Clearinghouse only.

(02) Select one (1) letter from the list below which best describes the publication as a whole:

A. annual/biennial report
B. general report, i.e. survey, plans
D. directory
H. handbook, manual
N. newsletter
P. periodical
Q. laws, codes
R. rules, regulations
S. statistics
T. miscellaneous–doesn't fit any other category
X. maps, charts, graphs
Z. non-print–film, cassette, reel-tape, etc.

(03) Delete "Nebraska" from official agency name.

(04) Include subdivision if appropriate, i.e. Comprehensive Health Planning, Bureau of Vital Statistics, Hastings Regional Center.

(05) Include subtitle if applicable, set off by semi-colon.

(06) Personal author – last name first; cooperating agency – include if joint publication with local, state, or federal agencies.

(07) Year published.

(08) Either indicate number of pages or if unnumbered, use "unpaged."

(09) May select more than one; "other" includes facsimiles, illustrations, photographs, etc.

(10) Indicate frequency of publication; "other" includes daily, weekly, irregular, etc.

(11) Complete parts one and two; indicate cost of item if any.

(12) New item means never before published; new edition means revision of previous item.

(13) A series is a number of publications related to each other having a general series title, i.e. Library Know Series.

(14) Report number, bulletin number, volume number, issue number, etc.

(15) a) Purpose – one sentence.
b) Content – as needed, but total words for a, b, and c may not exceed 250.
c) Recommendations – those found in the publication, not of abstractor; may not always be applicable.

(16) For subject indexing purposes. Publications will automatically be indexed by issuing agency, by the first listed personal author or cooperating agency, by the first word of the title and by series title, excluding a, an, and the. Subject terms may be one or more words. You should select the three terms that best describe the item, excluding those that will be included in the automatic indexing.

(17) **BE SURE TO FILL IN YOUR NAME, TELEPHONE NUMBER AND THE DATE THE FORM IS COMPLETED.**

(18) Leave blank – for use by Nebraska Publications Clearinghouse only.

IF THERE ARE ANY QUESTIONS, CALL THE CLEARINGHOUSE AT 471-2045

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NEBRASKA PUBLICATIONS CLEARINGHOUSE

CLAIM FOR DEPOSITORY PUBLICATIONS NOT RECEIVED

All claims for nonreceipt of depository publications must be postmarked within 15 days from the date of receipt of the State Publications Depository Shipping List on which they appear.

Mail claims to:

Nebraska Publications Clearinghouse
State Documents
1420 P Street
Lincoln, NE 68508

I certify that this depository library did not receive the following item(s) listed on Depository Shipping List No._____, dated_____. We wish to receive only those items checked (✓) below.

check (✓) here to receive

The Depository Shipping List on which this publication(s) was listed was received on_____.

_____ Classification No._____. Title_____

_____.

_____ Classification No._____. Title_____

_____.

_____ Classification No._____. Title_____

_____.

_____ Classification No._____. Title_____

_____.

Librarian_____

Depository Library_____

Date_____

1005

NE:E

TO:

NEBRASKA PUBLICATIONS CLEARINGHOUSE
Nebraska Library Commission
1420 "P" Street
Lincoln, Nebraska 68508

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1 NE:F 3

NEBRASKA PUBLICATIONS CLEARINGHOUSE

A Proposal

by the

Nebraska Public Library Commission

Exhibits

(1) Fact Sheet
(2) Proposed Legislation
(3) Budget Request

1007

NEBRASKA PUBLICATIONS CLEARINGHOUSE

Fact Sheet

FACTS

1. The State of Nebraska does not have available for use by government officials and/or citizens a single complete collection of publications of its agencies, boards and commissions.

2. Under present statutes (51-110/112), there is no requirement for an on-going system for disseminating information about state publications.

3. The State of Nebraska has no regularly published official list of state publications to inform officials and citizens of reports and studies produced by agencies, boards and commissions. The State of Nebraska has no way to tell what has been published or where to locate a specific publication.

4. The State of Nebraska cannot provide an official checklist of publications as do as least 36 other states.

5. The State of Nebraska cannot control the duplication of work by various agencies nor inefficient use of related information and materials.

6. Although the Governor recommended that $1,363,801.00 be spent by agencies for "publishing, printing and photography" in fiscal year 1971/72, no system of accountability or official records are maintained.

7. Nebraska libraries appear haphazardly on various state agencies, departments, and commissions mailing lists. For example, the University of Nebraska at Lincoln and the University of Nebraska at Omaha appear most frequently (11 times each out of 58 supplied lists). Out-of-state libraries appear more frequently than in-state libraries (for example, 27 out-of-state libraries appeared on two or more mailing lists and only 12 Nebraska libraries appear on two or more lists; the Newark, New Jersey, Public Library appeared on more lists than any public library in Nebraska).

8. Although there are several partial U.S. Government Depository Libraries in the state, Nebraska is one of the few states that has no Total Regional Depository collection of Federal publications. Therefore, there is no one place in the state where all Government Printing Office free depository publications are available for reference and interlibrary loan. At present, each state agency must buy and maintain its own collection of U.S. materials; this undoubtedly results in duplication of work and waste of public funds and personnel time. The libraries in the state have no place upon which to rely for loans of federal documents.

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NEEDS

The Nebraska Public Library Commission proposes to increase the efficient acquisition, storage, and distribution of state and federal government publications by providing three main services:

1. Continually collect and maintain a single complete library of Nebraska and United States publications organized for the use of state employees and citizens through the state-wide interlibrary loan network.

2. Produce current official lists of Nebraska publications giving information on the work of the state government for dissemination to all state agencies and libraries.

3. Establish a depository system for Nebraska publications which will place selected publications in a limited number of libraries throughout the state. This will enable citizens to utilize state publications, and save agencies time and money by making widespread distribution unnecessary.

1010

BENEFITS

The major goal of the Nebraska Publications Clearinghouse is to assure that state and federal publications are obtained and used effectively and efficiently. The major benefits ar

1. A system of accountability and record-keeping for state agencies.

2. Financial savings through inter-agency cooperation.

3. A central source of state and federal publications for use of legislators, employees, and citizens instead of random distribution by individual agencies, thus saving state funds.

4. Citizen awareness of state government activities.

5. Twenty-four hour interlibrary loan location information for state and federal materials in the Nebraska Publications Clearinghouse to anyone in the state.

6. Maximum use of present state resources without requiring a large number of additional personnel (computer-based indexing).

1011

OBJECTIVES

The following objectives based on services an individual needs to function effectively as a legislator, government employee, librarian, educator or concerned citizen have been established as a basis for evaluation at the end of the first year of operation:

1. By June 30, 1973, the Nebraska Publications Clearinghouse System will be designed to locate, organize, and index state publications for 24-hour access.

2. By June 30, 1973, 80% of the publications issued during the fiscal 1972/73 year will be located, organized and indexed so as to be accessible immediately (within 24 hours).

3. By June 30, 1973, an additional 10,000 retrospective (pre-1972) state publications will be located, organized, and indexed so as to be retrieved within 24 hours.

4. By June 30, 1973, 70% of selected federal publications will be located, organized, and indexed so as to be retrieved immediately (within 24 hours).

To successfully achieve the above objectives, the following system components will be utilized:

1. Qualified personnel

2. Existing state-wide teletype network

3. State publications depository

4. Federal publications depository

5. Data Processing services

6. Appropriate indexes and reference tools

1012

LEGISLATION

NEBRASKA PUBLICATIONS CLEARINGHOUSE

NEBRASKA LIBRARY COMMISSION

To repeal 51-110, 111 and 112, Volume 3-A, Revised Statutes of Nebraska, 1943. To amend statutes dealing with required distributions of publications: 2-105; 2-1558; 2-2707; 14-1820; 24-209; 37-301(1); 39-7,134; 48-608; 49-506; 49-617; 54-110; 79-329(6); 79-4,123; 84,904.

SECTION A. Definitions.

As used in this act:

1. "Print" includes all forms of printing and duplicating, regardless of format or purpose, with the exception of correspondence and inter-office memoranda.

2. "State publications" include any multiply produced publications printed or purchased for distribution by the state, the legislature, constitutional officers, any state department, committee or other state agency supported wholly or in part by state funds.

3. "State Agency" includes every state office, officer, department, division, bureau, board, commission and agency of the state, and, where applicable, all subdivisions of each including state institutions of higher education, defined as all state supported colleges, universities, junior colleges, and vocational technical schools.

4. "Governmental publications" include any publications of associations, regional organizations, inter-governmental bodies, federal agencies, boards and commissions or other publishers that may contribute supplementary materials to support the work of the state legislature and state agencies.

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SECTION B. Creation of a Nebraska Publications Clearinghouse.

There is hereby created as a division of the Nebraska Library Commission, a Nebraska Publications Clearinghouse. The Clearinghouse shall establish and operate a publications collection and depository system for the use of Nebraska citizens. To this end, the Nebraska Library Commission shall make such rules and regulations necessary to carry out the provisions of this act.

SECTION C. Depositing of state agency publications.

Every state agency head or his appointed records officer shall notify the Nebraska Publications Clearinghouse of his identity. The records officer shall upon release of a state publication deposit eight (8) copies and a short summary including author, title, and subject of each of its state publications with the Nebraska Publications Clearinghouse for record purposes. Two (2) of these copies shall be forwarded by the Publications Clearinghouse to the Nebraska Historical Society for archival purposes and two (2) to the Library of Congress. Additional copies shall also be deposited in the Nebraska Publications Clearinghouse in quantities certified to the agencies by the Clearinghouse, as required to meet the needs of the Nebraska Publications Depository System. This requirement includes sale items, with the exception that the University of Nebraska Press shall only be required to deposit four (4) copies of its publications.

SECTION D. Depository contracts.

The Nebraska Publications Clearinghouse may enter into depository contracts with any municipal, county, or regional public library, state college or state university library, and out-of-state research libraries. The requirements for eligibility to contract as a depository library shall be established by the Nebraska Publications Clearinghouse. The standards shall include and take into consideration the type of library, ability to preserve such publications and to make them available for public use, and also such geographical locations as will make the publications conveniently accessible to residents in all areas of the state.

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SECTION E. List of available publications.

The Nebraska Publications Clearinghouse shall publish and distribute regularly to contracting depository libraries, other libraries, state agencies and legislators, an official list of state publications with an annual cumulation. The official list will provide a record of each agency's publishing and allow author, agency, title and subject approaches.

SECTION F. State agency lists of current publications.

Upon request by the Nebraska Publications Clearinghouse, records officers of state agencies shall furnish the Clearinghouse with a complete list of its current state publications.

SECTION G. Restriction on general public distribution.

The Clearinghouse shall not engage in general public distribution of either state publications or lists of publications. This act shall not affect the distribution of state publications distributed by state agencies except that they must deposit in the Nebraska Publications Clearinghouse the number of copies of each of their state publications certified by the Clearinghouse.

SECTION H.

The Nebraska Publications Clearinghouse shall provide access to local, state, federal and other governmental publications to state agencies and legislators and through interlibrary loan service to citizens of the state.

Budget Request

		State Publications
100	PERSONAL SERVICES	
111	Permanent Salaries and Wages	$15,2[illegible]00
131	Retirement	60[illegible].00
132	Old Age and Survivor's Insurance	685.00
	TOTAL	$16,513.00
200	OPERATING EXPENSES	
211	Postage	$ 800.00
212	Communication	400.00
214	Data Processing Charges	19,140.00
215	Publishing, Printing & Photography	1,700.00
222	Conference Expenses	900.00
253	Communication Equipment Rental	780.00
	TOTAL	$23,720.00
300	OPERATING SUPPLIES & MATERIALS	
310	Office, Data Processing, Reproduct	$ 200.00
	TOTAL	$ 200.00
400	TRAVEL	
401	Board and Lodging	$ 200.00
402	Commercial Fares	400.00
404	Mileage	200.00
	TOTAL	$ 80[illegible]0
500	CAPITAL OUTLAY	
523	Other Personal Property (books)	$ 4,500.00
	TOTAL	$ 4,500.00
	GRAND TOTAL	$45,733.00

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Federal Publications	Totals
$ 4,500.00	$19,720.00
180.00	788.00
202.00	887.00
$ 4,882.00	$21,395.00
$ 200.00	$ 1,000.00
	400.00
	19,140.00
	1,700.00
	900.00
	780.00
$ 200.00	$23,920.00
	$ 200.00
	$ 200.00
	$ 200.00
	400.00
	200.00
	$ 800.00
$15,000.00	$19,500.00
$15,000.00	$19,500.00
$20,082.00	$65,815.00

Supported by:

Nebraska Public Library Commission Board
Nebraska Library Association
Library of Congress, Washington, D.C.
Council of State Governments, Lexington, Kentucky

1013

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8-1/14

LEGISLATURE OF NEBRASKA

EIGHTY-SECOND LEGISLATURE

SECOND SESSION

Legislative Bill 1284

FINAL READING

Introduced by Appropriations Committee, Richard D. Marvel, 33rd District, Chairman; John S. Savage, 10th District; Robert L. Clark, 47th District; Fern Hubbard Orme, 29th District; Herb Nore, 22nd District; Wayne W. Ziebarth, 37th District; David H. Stahmer, 8th District; Ramey C. Whitney, 44th District; E. Thome Johnson, 15th District

Read first time January 13, 1972

Referred to committee on Appropriations

Sent to printer January 13, 1972

Final form sent to printer March 23, 1972

A BILL

FOR AN ACT to amend sections 2-105, 2-1558, 24-209, 48-608, 79-329, and 79-4,123, Reissue Revised Statutes of Nebraska, 1943, sections 39-7,134 and 49-506, Revised Statutes Supplement, 1969, sections 2-2707, 54-110, and 84-904, Revised

Statutes Supplement, 1971, section 14-1820, Reissue Revised Statutes of Nebraska, 1943, as amended by section 16, Legislative Bill 1275, Eighty-second Legislature, Second Session, 1972, section 37-301, Reissue Revised Statutes of Nebraska, 1943, as amended by section 4, Legislative Bill 777, Eighty-second Legislature, First Session, 1971, and section 49-617, Revised Statutes Supplement, 1971, as amended by section 254, Legislative Bill 1032, Eighty-second Legislature, First Session, 1971, relating to publications; to define terms; to create the Nebraska Publications Clearinghouse as a division of the Nebraska Library Commission; to provide for depositing of state agency publications as prescribed; to provide duties and authority; to repeal the original sections, and also sections 51-110, 51-111, and 51-112, Reissue Revised Statutes of Nebraska, 1943.

Be it enacted by the people of the State of Nebraska,

Section 1. As used in this act, unless the context otherwise requires:

(1) Print shall include all forms of printing and duplicating, regardless of format or purpose, with the exception of correspondence and interoffice memoranda;

(2) State publications shall include any multiply-produced publications printed or purchased for distribution, by the state, the Legislature, constitutional officers, any state department, committee or other state agency supported wholly or in part by state funds;

(3) State agency shall include every state office, officer, department, division, bureau, board, commission and agency of the state, and, where applicable, all subdivisions of each including state institutions of higher education, defined as all state-supported colleges, universities, junior colleges, and vocational technical colleges; and

(4) Governmental publications shall include any publications of associations, regional organizations, intergovernmental bodies, federal agencies, boards and commissions, or other publishers that may contribute supplementary materials to support the work of the state Legislature and state agencies.

Sec. 2. There is hereby created as a division of the Nebraska Library Commission, a Nebraska Publications Clearinghouse. The clearinghouse shall

establish and operate a publications collection and depository system for the use of Nebraska citizens. To this end, the Nebraska Library Commission shall make such rules and regulations as shall be necessary to carry out the provisions of this act.

Sec. 3. Every state agency head or his appointed records officer shall notify the Nebraska Publications Clearinghouse of his identity. The records officer shall upon release of a state publication deposit eight copies and a short summary includng author, title, and subject of each of its state publications with the Nebraska Publications Clearinghouse for record purposes. Two of these copies shall be forwarded by the clearinghouse to the Nebraska Historical Society for archival purposes and two to the Library of Congress. Additional copies shall also be deposited in the Nebraska Publications Clearinghouse in quantities certified to the agencies by the clearinghouse as required to meet the needs of the Nebraska publications depository system. This requirement includes sale items, with the exception that the University of Nebraska Press shall only be required to deposit four copies of its publications.

Sec. 4. The Nebraska Publications Clearinghouse may enter into depository contracts with any municipal, county, or regional public library, state college or state university library, and out-of-state research libraries. The requirements for eligibility to contract

as a depository library shall be established by the Nebraska Publications Clearinghouse. The standards shall include and take into consideration the type of library, ability to preserve such publications and to make them available for public use, and also such geographical locations as will make the publications conveniently accessible to residents in all areas of the state.

Sec. 5. The Nebraska Publications Clearinghouse shall publish and distribute regularly to contracting depository libraries, other libraries, state agencies and legislators, an official list of state publications with an annual cumulation. The official list shall provide a record of each agency's publishing and show author, agency, title and subject approaches.

Sec. 6. Upon request by the Nebraska Publications Clearinghouse, records officers of state agencies shall furnish the clearinghouse with a complete list of their current state publications.

Sec. 7. The Nebraska Publications Clearinghouse shall not engage in general public distribution of either state publications or lists of publications. This act shall not affect the distribution of state publications distributed by state agencies except that the agencies must deposit in the Nebraska Publications Clearinghouse the number of copies of each of their state publications certified by the clearinghouse.

Sec. 8. The Nebraska Publications Clearinghouse shall provide access to local, state, federal and other governmental publications to state agencies and legislators and through interlibrary loan service to citizens of the state.

Sec. 9. That section 2-105, Reissue Revised Statutes of Nebraska, 1943, be amended to read as follows:

2-105. The Secretary of State shall distribute the report as follows: ~~Five~~ Eight copies to the Nebraska Publications Clearinghouse; five copies thereof to each member of the Legislature and to each state officer; one copy by mail to each county clerk, to be by him preserved as one of the public records of the county; one copy by mail to each state and territorial library, ~~the--library of-Congress,-the-Senate-library,~~ the library of the House of Representatives, and the library of the ~~agriculture department~~ Department of Agriculture of the United States; one copy to each public library in the state; one hundred copies to the state library; and the balance to the secretary of the State Board of Agriculture, to be by him distributed as the board may direct.

Sec. 10. That section 2-1558, Reissue Revised Statutes of Nebraska, 1943, be amended to read as follows:

2-1558. (1) Within sixty days after a watershed conservancy district is created and certified to the

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county clerk in the county or counties involved, the individual or joint board of soil and water conservation district supervisors shall appoint a board of directors to serve until the end of the following odd-numbered year. A special election shall be held in November of such odd-numbered year for the purpose of electing directors for the district. Such election shall be governed by rules and regulations as adopted by the Nebraska Soil and Water Conservation Commission. Such board of directors shall, under the supervision of the individual or joint board of soil and water conservation district supervisors, be the governing body of the watershed conservancy district. No person shall be eligible to be a director of a watershed conservancy district who is not a resident taxpayer of legal voting age in the district in which he seeks election.

(2) The board of directors of a watershed conservancy district shall consist of a minimum of five members when the watershed conservancy district lies entirely within one soil and water conservation district. If the territory embraced within a watershed conservancy district lies within more than one soil and water conservation district, the board of directors shall consist of not more than four members residing in the majority area located in a soil and water conservation district and one or two members from each minority area located within additional soil and water conservation

districts. The number of directors residing in and to be elected from the majority area and each minority area shall be determined on a proportional number of acres in each area in the district. The determination of the number of directors from each district shall be made by the joint board of soil and water conservation districts. In addition, when a watershed conservancy district includes an area or areas outside of a soil and water conservation district that has been included as a part of the watershed conservancy district as provided for in section 2-1554, that territory shall be represented by one director if the total population as given in the most recent federal decennial census is one thousand to ten thousand; by two directors if the population ranges from ten thousand to twenty-five thousand; by three directors if population ranges from twenty-five thousand to one hundred thousand; and by four directors if population exceeds one hundred thousand.

(3) The board of directors shall annually elect from its membership a chairman, vice-chairman, secretary and treasurer, or combination secretary-treasurer. The secretary-treasurer or treasurer shall execute an official bond for the faithful performance of the duties of his office, such bond to be approved by the board of directors. The bond shall be executed with at least three solvent personal sureties whose solvency must exceed the amount of the bond, or by a corporate surety

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company authorized to do business in this state and shall be an amount determined by the board of directors. The premium on the bond shall be paid by the board of directors with funds of the watershed conservancy district.

(4) A majority of the board of directors shall constitute a quorum and the concurrence of a majority in any matter within their duties shall be required for its determination.

(5) A director shall receive no compensation for his services but he shall be entitled to compensation for his actual expenses including travel expenses incurred in the discharge of his duties.

(6) No member of the board of directors has any authority to perform the function of sections 2-1550 to 2-1565 except when duly authorized by official action of the board.

(7) In the event of death, resignation, or removal from the district of any director elected as provided, the other directors, by a majority vote thereof, shall appoint a director to serve the unexpired term of such elected director. The board of directors shall so notify the individual or joint boards of soil and water conservation districts of the name of the newly appointed member. When vacancies exist in such number as to exceed a quorum, appointments to fill the unexpired terms shall be made by the individual or joint board.

(8) Copies of the minutes of each meeting, annual budget, and annual audit shall be distributed within thirty days to the office of each of the individual soil and water conservation districts and the office of the Nebraska ~~Soil and Water Conservation~~ Natural Resources Commission, and eight copies to the Nebraska Publications Clearinghouse. The commission and individual or joint soil and water conservation districts may request additional documents as they deem necessary.

Sec. 11. That section 2-2707, Revised Statutes Supplement, 1971, be amended to read as follows:

2-2707. The report of the official test required by section 2-2701 shall be published and made available in the Agricultural Engineering Department of the University of Nebraska, eight copies to the Nebraska Publications Clearinghouse, and in such other places as may be designated by the board of engineers.

Sec. 12. That section 14-1820, Reissue Revised Statutes of Nebraska, 1943, as amended by section 16, Legislative Bill 1275, Eighty-second Legislature, Second Session, 1972, be amended to read as follows:

14-1820. As soon after the end of each fiscal year as may be expedient, the board shall cause to be prepared and printed a complete and detailed report and financial statement of its operations and of its assets and liabilities. A reasonably sufficient number of copies of such report shall be printed for distribution

to persons interested, upon request, eight copies shall be filed with the Nebraska Publications Clearinghouse, and a one copy thereof shall be mailed to the mayor and members of the city council and filed with the city clerk of the city of the metropolitan class.

Sec. 13. That section 24-209, Reissue Revised Statutes of Nebraska, 1943, be amended to read as follows:

24-209. The Supreme Court Reports shall be deposited in the State Library. Copies thereof shall be distributed by the librarian to each judge of the Supreme, district, county, and municipal courts, to each county law library, to each state and territorial library, to each officer of the executive department of this state, and to each judge of the United States District and Circuit Courts of this state; to the Nebraska Workmen's Compensation Court, two copies; to the library of the College of Law of ~~The~~ the University of Nebraska, as provided in sections 85-176 and 85-177; and to the ~~library of Congress and State Historical Society, two~~ Nebraska Publications Clearinghouse, eight copies. One complete set of Supreme Court Reports and one volume of all subsequent reports shall be furnished to each judge of a separate juvenile court by the State Librarian. The balance of said reports shall be sold as called for at the rate of five dollars per volume. The money arising from such sales shall be paid into the

General Fund of the state treasury.

Sec. 14. That section 37-301, Reissue Revised Statutes of Nebraska, 1943, as amended by section 4, Legislative Bill 777, Eighty-second Legislature, First Session, 1971, be amended to read as follows:

37-301. (1) The Game and Parks Commission is hereby authorized and empowered, in accordance with the provisions of this act, other provisions of law and lawful regulations, to fix, prescribe, and publish regulations as to open seasons and closed seasons, either permanent or temporary, and as to bag limits or the methods, or type, kind and specifications of hunting or fishing gear used in the taking, killing, hunting, or pursuing of any game, game fish, game animals, fur-bearing animals or game birds or as to the age, sex, species or area of the state in which any game, game fish, game animals, fur-bearing animals or game bird may be taken, hunted, killed or pursued, or as to the taking, killing, hunting, or pursuing of any particular kinds, species, or sizes of game, game fish, game animals, fur-bearing animals, and game birds defined in this act, in any designated waters or areas of this state, after due investigation and having due regard to the distribution, abundance, economic value, breeding habits, migratory habits, and causes of depletion or extermination of the same in such designated waters or areas, and having due regard to the volume of the

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hunting, trapping and fishing practiced therein and the climatic, seasonal, and other conditions affecting the protection, preservation, and propagation of the same in such waters or areas. Such regulations may be amended, modified, or repealed from time to time, subject to the above limitations and standards, and such regulations and all amendments, modifications, and repeals thereof shall be based upon investigation and available but reliable data relative to the above limitations and standards. Each regulation and each amendment, modification, or repeal thereof, when made and issued, shall be placed on file in the office of the commission, and a certified copy thereof shall be sent by either registered or certified mail to the clerk and sheriff of each county, the whole or any part of which is affected thereby, not less than fifteen days before the taking effect of such order, and eight copies shall be filed with the Nebraska Publications Clearinghouse. These officers shall immediately post such copy so received in a conspicuous place in his or her office.

(2) A copy of each such regulation, amendment, modification, and repeal may be published by the commission in a legal newspaper or newspapers of general circulation in the area affected thereby and shall also be included and printed in each official compilation of the Nebraska game and fish laws.

(3) Each such regulation, amendment, modification, and repeal shall specify the date when it shall become effective and while it remains in effect, shall have the force and effect of law.

(4) Regardless of the provisions of this section, or of other sections of this chapter which empower the commission to set seasons on game birds or animals or provide the means and method by which such seasons are set or promulgated and regardless of the provisions of sections 84-901 to 84-916, the commission may close or reopen any open season previously set on game birds or animals in all or any specific portion of the state. The commission shall only close or reopen such seasons by majority vote at a valid special meeting called under the provisions of section 81-803 and other provisions of statutes regarding the holding of public meetings. Any closing or reopening of an open season previously set by the commission shall not be effective for at least twenty-four hours after such action by the commission. The commission shall make every effort to make available to all forms of the news media the information on any opening or closing of any open season on game birds or animals previously set. The commission may only use this special provision allowing the commission to open or close game bird or animal seasons previously set in emergency situations in which the continuation of the open season would result in grave danger to human life or

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property.

Sec. 15. That section 39-7,134, Revised Statutes Supplement, 1969, be amended to read as follows:

39-7,134. In order to promote public safety and to preserve and protect state highways and prevent immoderate and destructive use of the same, the Department of Roads may formulate and promulgate rules and regulations in regard to the use of and travel upon the state highways. Such rules and regulations shall be consistent with the provisions of Chapter 39, shall be published and issued in pamphlet form by the department, and shall be designated as the official state highway rules and regulations of the Department of Roads. Eight copies of the pamphlets shall be furnished to the Nebraska Publications Clearinghouse. Such pamphlets shall be available upon request to the general public free of charge.

Such rules and regulations may include specifications, standards, limitations, conditions, requirements, definitions, enumerations, descriptions, procedures, prohibitions, restrictions, instructions, controls, guidelines, and classifications relative to the following:

(1) The issuance or denial of special permits for the travel of vehicles or objects exceeding statutory size and weight capacities upon the highways as authorized by section 39-722.01;

(2) The design, use and maintenance of a system of uniform traffic control devices, signs, signals, and markings consistent with Chapter 39, for use upon the streets, roads and highways within the state;

(3) The use of highways in obedience to the uniform traffic control devices, signs, signals and markings herein referred to; the use thereof when under construction, barricaded or under repair; the use thereof in obedience to detour and other similar signs; and may include restrictions, limitations, or prohibitions relative to parking, standing, or stopping a vehicle thereon, use of bridges and other structures for other than vehicular travel purposes, and occupancy of the right-of-way, or any portion thereof, by persons, animals, structures, objects or things of any kind or nature;

(4) Qualification and prequalification of contractors, including but not limited to maximum and minimum qualifications, ratings, classifications, classes of contractors or classes of work, or both, and procedures to be followed;

(5) The setting of special load restrictions and special speed restrictions, as provided in Chapter 39;

(6) The placing, location, occupancy, erection, construction, or maintenance, upon any highway or area within the right-of-way, of any pole line, pipe line or other utility located above, on or under the level of the

ground in such area;

(7) Contents, use and purpose of violation cards, warning cards, summons, tickets, and such other notifications of law violations as may be necessary for use by the Nebraska State Patrol, weighing station personnel, and such other law enforcement agencies being a part of the department, necessary for notification of violations of law;

(8) Protection and preservation of trees, shrubbery, plantings, buildings, structures, and all other things located upon any highway or any portion of the right-of-way of any highway by the department;

(9) Applications for the location of, and location of, private driveways, commercial approach roads, facilities, things or appurtenances upon the right-of-way of state highways, including but not limited to procedures for applications for permits for such driveways and things, and standards for the issuance or denial of such permits, based on highway traffic safety, and the foregoing may include reapplication for permits, applications for permits for existing facilities, and, in any event, issuance of permits may also be conditioned upon approval of the design of such facilities;

(10) Outdoor advertising signs, displays and devices in areas where the department is authorized by law to exercise such controls; and

(11) The Grade Crossing Protection Fund provided for in section 39-7,136, including but not limited to authority for application, procedures on application, effect of application, as well as procedures and effect of granting such applications and standards and specifications governing the type of control thereunder.

The foregoing shall not be deemed amendatory or in derogation of any other grant of power or authority to the department to make or promulgate rules and regulations, but shall be considered additional and supplementary thereto.

Sec. 16. That section 48-608, Reissue Revised Statutes of Nebraska, 1943, be amended to read as follows:

48-608. The Commissioner of Labor shall cause to be printed for distribution to the public the text of sections 48-601 to 48-668, his regulations and general rules, his annual reports to the Governor, and any other material he deems relevant and suitable, and shall furnish <u>eight copies of</u> the same <u>to the Nebraska Publications Clearinghouse, and one copy</u> to any person upon application therefor.

Sec. 17. That section 49-506, Revised Statutes Supplement, 1969, be amended to read as follows:

49-506. After all the requisitions before mentioned have been filled by the Secretary of State he shall deliver one copy of the laws and journal to each

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state officer, state institution, and state board, ~~and~~ two copies to ~~the--librarian--of--the--State--Historical Society and~~ the Revisor of Statutes, and eight copies to the Nebraska Publications Clearinghouse. Distribution of copies to the library of the College of Law of the University of Nebraska shall be as provided in sections 85-176 and 85-177. The remaining copies shall be delivered to the State Librarian who shall use the same, so far as required for exchange purposes, in building up the State Library, and in the manner specified in sections 49-507 to 49-509.

Sec. 18. That section 49-617, Revised Statutes Supplement, 1971, as amended by section 254, Legislative Bill 1032, Eighty-second Legislature, First Session, 1971, be amended to read as follows:

49-617. The Revisor of Statutes shall cause the statutes to be printed. The printer shall deliver all completed copies to the State Librarian. These copies shall be held and disposed of by such librarian as follows: Sixty copies to the Nebraska State Library to exchange for statutes of other states; five copies to the Nebraska State Library to keep for daily use; fifteen copies to the Nebraska Legislative Council for bill drafting and related services to the Legislature and executive state officers; not to exceed twenty copies to the Attorney General; eight copies to the Nebraska Publications Clearinghouse; six copies to the State

Railway Commission; four copies to the Secretary of State; four copies to the Clerk of the Nebraska Legislature; two copies each to the Governor of the state, the Chief Justice and each Judge of the Supreme Court, the Clerk of the Supreme Court, the Reporter of the Supreme Court, the Auditor of Public Accounts, ~~the Nebraska State Historical Society,~~ and the Revisor of Statutes; one copy each to the Secretary of State of the United States, the library of the Supreme Court of the United States, each newly elected member of the Legislature or members appointed to fill a vacancy of the Legislature and such copies as necessary to complete previously issued volumes to elected members of the Legislature, the Adjutant General, the Air National Guard, the Commissioner of Education, the State Treasurer, the Board of Educational Lands and Funds, the Director of Agriculture, the Director of Administrative Services, the Director of Aeronautics, the Department of Economic Development, the Commissioner of Labor, the Director of Health, the Director-State Engineer, the Director of Banking, the Director of Insurance, the Director of Motor Vehicles, the Director of Veterans' Affairs, the Director of Water Resources, the Director of Public Welfare, the Director of Public Institutions, the Nebraska Emergency Operating Center, each judge of the Nebraska Workmen's Compensation Court, each judge of the Court of Industrial Relations, the Nebraska Liquor

Control Commission, the Nebraska Natural Resources Commission, the State Real Estate Commission, the secretary of the Game and Parks Commission, the Board of Pardons, each state institution under the Department of Public Institutions, each state institution under the State Department of Education, the State Sheriff, the Tax Commissioner, the State Surveyor, the Nebraska State Patrol, Purchasing Agent, State Personnel Office, Nebraska Motor Vehicle Industry Licensing Board, Board of Trustees of the Nebraska State Colleges, each of the State Teachers Colleges, each district judge of the State of Nebraska, each district county judge, each judge of a separate juvenile court, the Lieutenant Governor, each United States Senator from Nebraska, each United States Representative from Nebraska, each clerk of the district court for the use of the district court, each associate county judge, each county attorney, and each county law library of the State of Nebraska, and each judge of the municipal court, and the inmate library at all state penal and correctional institutions; Provided, copies of the statutes distributed without charge, as above listed, shall be the property of the state or governmental subdivision of the state and not the personal property of the particular person receiving a copy. Distribution of statutes to the library of the College of Law of the University of Nebraska shall be as provided in sections 85-176 and 85-177.

Sec. 19. That section 54-110, Revised Statutes Supplement, 1971, be amended to read as follows:

54-110. It shall be the duty of the Secretary of State from time to time to cause to be published in book form a list of all brands and marks on record at the time of such publication. Such lists may be supplemented from time to time. The publication shall contain a facsimile of all brands and marks recorded, together with the owner's name and post-office address. The records shall be arranged in convenient form for reference. It shall be the duty of the Secretary of State to send, without any charge, eight copies to the Nebraska Publications Clearinghouse, and to each brand inspector of record and to the county sheriff of each county in the Nebraska brand inspection area one copy of the brand and mark book and supplements thereto, which shall be kept as a matter of public record. The books and supplements may be sold to the general public at not to exceed twelve dollars per copy.

Sec. 20. That section 79-329, Reissue Revised Statutes of Nebraska, 1943, be amended to read as follows:

79-329. The State Board of Education shall have authority (1) to provide for the education of and approve special educational facilities and programs provided in the public schools for physically handicapped children other than the deaf and visually handicapped, (2) to act

as the state's authority for the approval of all types of veterans educational programs, financially supported in whole or in part by the federal government, (3) to supervise and administer any educational or training program for persons under twenty-one years of age which may hereafter be established within the state by the federal government, except higher education in approved colleges, (4) to coordinate educational activities in the state that pertain to elementary and secondary education, and such other educational programs as are placed by statute under the jurisdiction of the board, (5) to receive and distribute according to law any money, commodities, goods, or services made available to the board from the state or federal government or from any other source, (6) to publish, from time to time, directories of schools and educators, pamphlets, courses of study, handbooks on school constitution and other matters of interest to educators and similar publications, which publications may be distributed without charge to schools and school officials within this state or may be sold at a price not less than the actual cost of printing with the proceeds of such sale being transmitted to the State Treasurer and by him deposited in the state treasury to the credit of the General Fund, and to furnish eight copies thereof to the Nebraska Publications Clearinghouse; and (7) when necessary for the proper administration of the functions

of the department and with the approval of the Governor, to rent or lease space outside the State Capitol.

Sec. 21. That section 79-4,123, Reissue Revised Statutes of Nebraska, 1943, be amended to read as follows:

79-4,123. For the purpose of instruction in fire dangers and in methods of fire prevention, it shall be the duty of the first assistant state fire marshal and the Department of Education to prepare a book conveniently arranged in chapters or lessons, such chapters or lessons to be in number sufficient to provide a different chapter or lesson for each month of the maximum school year. The expense of publishing the books of instruction, or other literature on the subject of fire dangers, shall be paid out of the appropriation for the maintenance of the office of the State Fire Marshal. Such books of instruction shall be distributed by the department in quantities sufficient to provide a copy for each teacher, and eight copies shall be furnished to the Nebraska Publications Clearinghouse. Every teacher or instructor in every public, private, or parochial school shall devote not less than thirty minutes in each school month to instruction of pupils in the subject of fire dangers and in the methods of fire prevention.

Sec. 22. That section 84-904, Revised Statutes Supplement, 1971, be amended to read as follows:

84-904. (1) Except as provided in subsections (2) and (4) of this section, each agency shall file eight copies with the Nebraska Publications Clearinghouse, and one copy with the Clerk of the Legislature, not more than thirty nor less than ten days prior to the commencement of each regular legislative session, a certified copy of the rules of the agency in force and effect at the time of filing, properly indexed in the manner prescribed for filing with the Secretary of State, for the consideration of the Legislature. Such rules, when considered by the Legislature, may be rejected, changed, altered, amended, or modified in such manner as it deems advisable.

(2) In lieu of the complete compilation provided for in subsection (1) of this section, each agency may file a report showing only the changes, alterations, additions, or deletions in its rules that have been made since the most recent filing with the Clerk of the Legislature, together with the affidavit of the head of the agency that there have been no other changes, alterations, additions, or deletions. If there have been no changes, alterations, additions, or deletions, the affidavit shall so state and only the affidavit shall be filed.

(3) A certified duplicate copy of the filing made with the Clerk of the Legislature shall be filed with the Secretary of State on the same date. Such certified compilation, when duly filed, shall supersede all rules

previously filed. This shall not be construed as precluding any such agency from making additional compilations as often as it is deemed necessary or advisable.

(4) Beginning thirty days prior to the regular session of the Legislature in 1973 each agency shall file new rules with the Clerk of the Legislature. The clerk shall retain all present rules on file in a separate but secure place for two years. All such transferred rules shall be destroyed by the clerk at the end of the two-year period. Thereafter, each agency shall file a certified copy of its rules as set forth in subdivision (1) of this section, or in lieu thereof file an affidavit as set forth in subdivision (2) of this section, setting forth by date, rule number, and subject content sufficient to identify such rules, stating which rules on file are still in force. The clerk shall transfer all rules superseded or not covered by affidavit of the agency to a separate but secure place and retain the same for a two-year period after which such rules so transferred shall be destroyed.

Sec. 23. That original sections 2-105, 2-1558, 24-209, 48-608, 79-329, and 79-4,123, Reissue Revised Statutes of Nebraska, 1943, sections 39-7,134 and 49-506, Revised Statutes Supplement, 1969, sections 2-2707, 54-110, and 84-904, Revised Statutes Supplement, 1971, section 14-1820, Reissue Revised Statutes of Nebraska,

1943, as amended by section 16, Legislative Bill 1275, Eighty-second Legislature, Second Session, 1972, section 37-301, Reissue Revised Statutes of Nebraska, 1943, as amended by section 4, Legislative Bill 777, Eighty-second Legislature, First Session, 1971, and section 49-617, Revised Statutes Supplement, 1971, as amended by section 254, Legislative Bill 1032, Eighty-second Legislature, First Session, 1971, and also sections 51-110, 51-111, and 51-112, Reissue Revised Statutes of Nebraska, 1943, are repealed.

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LEGISLATURE OF NEBRASKA

EIGHTY-SECOND LEGISLATURE

SECOND SESSION

Legislative Bill 1284A

FINAL READING

Introduced by Richard D. Marvel, 33rd District

Read first time March 6, 1972

Placed on General File

Sent to printer March 6, 1972

Final form sent to printer March 22, 1972

A BILL

FOR AN ACT to appropriate sixty-five thousand eight hundred fifteen dollars from the state General Fund for the period of July 1, 1972 to June 30, 1973, to the Nebraska Library Commission, Agency No. 34, for Program 259, to aid in carrying out the provisions of Legislative Bill 1284, Eighty-second Legislature, Second Session, 1972; and to provide restrictions.

Be it enacted by the people of the State of Nebraska,

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LB1284A

Section 1. There is hereby appropriated sixty-five thousand eight hundred fifteen dollars from the State General Fund for the period of July 1, 1972 to June 30, 1973, to the Nebraska Library Commission, Agency No. 34, for Program 259, to aid in carrying out the provisions of Legislative Bill 1284, Eighty-second Legislature, Second Session, 1972; Provided, that not more than twenty-one thousand three hundred ninety-five dollars may be used for personal services.

Sec. 2. The Director of Administrative Services is hereby authorized and directed to draw his warrants upon the proper fund in the state treasury for, but never in excess of, the sum herein specified upon presentation of proper vouchers. The State Treasurer shall pay the warrants out of money in the General Fund not otherwise appropriated.

L4200H001-1976

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NEBRASKA PUBLICATIONS CLEARINGHOUSE
a division of . . . nebraska library commission

GUIDE TO NEBRASKA STATE AGENCIES

January 1976 *

*A supplement to the Nebraska State Publications Checklist.

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GUIDE TO NEBRASKA STATE AGENCIES

published by

NEBRASKA PUBLICATIONS CLEARINGHOUSE
1420 P Street, Lincoln, NE 68508

January 1976

This Guide is designed for use in requesting publications from Nebraska state agencies. The information was compiled from the Nebraska Blue Book, Nebraska statutes, and from a survey of state agencies themselves. The Guide is designed for use in conjunction with the Nebraska State Publications Checklist.

The current state agencies are arranged alphabetically by the main word of each agency name. The Publications Clearinghouse classification number assigned to each agency and its subdivisions appears to the left of that agency's name. Current mailing addresses, locations, and telephone numbers of Nebraska state agencies are listed beneath the agency's name. "Nebraska" and "state" have been deleted from most agency names (for indexing purposes). Cross references are included in this Guide as well as in the Checklist Index for subdivisions that may be difficult to locate and for variant agency names.

When requesting your own copy of a publication from the issuing agency, please direct your request to the specific subdivision of that agency which published it. For convenience in obtaining University of Nebraska publications, we have included a specific office on each campus to which requests may be directed (see page 21). It is still necessary to specify the College or Department which actually issued the publication.

Addresses are listed for main agencies and any of their sub-divisions with different addresses. Unless otherwise indicated, all locations are in Lincoln; all area codes are 402; and all room numbers are in the State Capitol.

1202 Comm., see E4000

A1000 ABSTRACTERS BD. OF EXAMINERS
139 So. 12th. 68508. 432-8818.

Academy of Sciences - a div. of UNL. Its pubs. are classified under U2000

A1500 ACCOUNTANCY, BD. OF PUBLIC
2303 State Capitol. 68509. 471-2111.

Adjutant General, see M2000

A2000 ADMINISTRATIVE SERVICES, DEPT. OF
1315 State Capitol. 68509. 471-2331.

A2100 ACCOUNTING DIV.
Room 1010. 471-2592.

A2200 BUDGET DIV.
Room 1322. 471-2526.

A2400 DATA PROCESSING SERVICE DIV.
Room 1306. 471-2065.

A2500 GENERAL SERVICES DIV.
930 So. 13th. 68508. 471-2391.

A2580 TRANSPORTATION SERVICES BUR.
930 So. 13th. 68508. 471-2391.

A2600 TELECOMMUNICATIONS BUR.
1800 No. 33rd. 68503. 471-2761.

A2700 MATERIEL DIV.
Room 1401. 471-2401.

A2800 OFFICE OF PLANNING & PROGRAMMING
Room 1319. 471-2414.

A2900 BUILDING DIV.
11th floor. 471-2777.

A4000 AERONAUTICS, DEPT OF
P. O. Box 82088. 68501. Aviation Bldg., Lincoln Municipal Airport. 471-2371.

A4500 AGING, COMM. ON
P. O. Box 94784. 68509. 300 So. 17th. 471-2306.

Agricultural Experiment Stations, see U2300

Agricultural Extension, see U2250

A4800 AGRICULTURAL PRODUCTS INDUSTRIAL UTILIZATION COM. (GASOHOL COM.)
Room 101, Lancaster Bldg., 231 So. 14th. 68508. 471-2941.

Agriculture & Natural Resources, Institute of, see U2200

A5000 AGRICULTURE, DEPT. OF
P. O. Box 94844. 68509. 1420 'P'. 471-2341.

A5100 AGRICULTURAL STATISTICS, DIV. OF
P. O. Box 81069. 68501. 129 No. 10th. 471-5541.

A5200 ANIMAL INDUSTRY, BUR. OF

A5300 DAIRIES, FOODS & DRUGS, BUR. OF

A5320 DAIRY TRADE PRACTICES DIV.

A5400 LABORATORY DIV.
3703 So. 14th. 68502. 471-2357.

A5500 PLANT INDUSTRY, BUR. OF

A5510 ENTOMOLOGIST

A5520 FEED & AGRICULTURAL CHEMICALS

A5540 SEED LAB.
3701 So. 14th. 68502. 471-2394.

A5560 WEED CONTROL

A5600 POTATO DEVELOPMENT, DIV. OF

A5700 POULTRY & EGG MARKET NEWS SERVICE

A5800 WEATHER CONTROL COMM.

A5850 WEIGHTS & MEASURES, BUR. OF

A5900 WHEAT DEVELOPMENT, UTILIZATION & MARKETING, DIV. OF
101 Terminal Bldg., 941 'O'. 68508. 471-2359.

A7000 AGRICULTURE, BD. OF (STATE FAIR BD.)
P. O. Box 81223. 68501. Fairgrounds, 17th & Holdrege. 432-5371.

Air National Guard, see M2000

Alcoholism, Div. on, see I2100

A7400 AMERICAN REVOLUTION BICENTENNIAL COMM.
Radisson Cornhusker Hotel. 68508. 477-1975.

A7600 ANATOMICAL BD.
42nd & Dewey. Omaha. 68105. 541-4000.

Architects, see E6000, L2000

Army National Guard, see M2000

A8000 ARTS COUNCIL
8448 W. Center Rd. Omaha. 68124. 554-2122.

A8500 ATHLETIC COMM.
P. O. Box 94743. 68509. Executive Bldg., 521 So. 14th. 471-2009.

Attorney General, see J2000

A9000 AUDITOR OF PUBLIC ACCOUNTS
2303 State Capitol. 68509. 471-2111.

B1000 BANKING, DEPT. OF
5th floor, Lincoln Bldg., 10th & 'O'. 68508. 471-2171.

B1200 FINANCIAL INSTITUTIONS

B1400 SECURITIES DEPT.

B5000 BARBER EXAMINERS, BD. OF
P. O. Box 94723. 68509. Executive Bldg., 521 So. 14th. 471-2051.

Beatrice State Home, see I2410

Bicentennial Comm., see A7400

Big Blue River Compact Administration, see I3710

Blind & Physically Handicapped, Library for, see L4100

Blind, Rehabilitation for, see I2600

Blind, School for the, see E2280

Blue Valley Mental Health Center (Beatrice), see I2476

Board of ..., see main word of agency name

Brand Div., see S1100

Budget Div., see A2200

B8000 BUILDING COMM.
c/o State Engineer, Dept. of Roads. P. O. Box 94759.
South Jct. US77 & N2. 477-6012.

Bureau of ..., see main word of agency name

Business Research, Bur. of, see U2650

Canvassers, Bd. of, see S1200

C1000 CAPITOL MURAL COMM. (INACTIVE)

Central Nebraska Public Power & Irrigation District (Holdrege), see P8200

Central Technical Community College (Hastings), see C5520

Chadron State College, see C2400

C1500 CHILDREN & YOUTH, COM. FOR
P. O. Box 94803. 68509. 4th floor E. State Capitol. 471-2510.

C1550 COUNCIL OF YOUTH

Civil Defense Agency, see M2200

Claims Bd., see L5100

Clerk of the Legislature, see L3300

C1800 CODE OF ETHICS BD.
2108 State Capitol. 68509. 471-2380.

Collection Agency Bd., see S1300

C2000 COLLEGES, BD. OF TRUSTEES OF STATE
P. O. Box 94605. 68509. 3rd floor NE, State Capitol. 471-2505.

C2400 CHADRON STATE COLLEGE
Chadron. 69337. 308-432-4451.

C2800 KEARNEY STATE COLLEGE
Kearney. 68847. 308-236-4141.

C3200 PERU STATE COLLEGE
Peru. 68421. 872-3815.

C3600 WAYNE STATE COLLEGE
Wayne. 68787. 375-2200.

C5000 COLLEGES, COORDINATING COMM. FOR TECHNICAL COMMUNITY
P. O. 94601. 68509. 1319 State Capitol. 471-2414.

C5500 CENTRAL NEBRASKA TECHNICAL COMMUNITY COLLEGE AREA
P. O. Box 1468. Grand Island. 68801. 308-384-5220.

C5520 CENTRAL TECHNICAL COMMUNITY COLLEGE (HASTINGS)
P. O. Box 1024. Hastings. 68901. 463-9811.

C5540 PLATTE COMMUNITY COLLEGE (COLUMBUS)
P. O. Box 1027. Columbus. 68601. 564-7132.

C5700 METROPOLITAN TECHNICAL COMMUNITY COLLEGE AREA
13202 'I'. Omaha. 68137. 334-8000.

C5720 METROPOLITAN TECHNICAL COMMUNITY COLLEGE (OMAHA)
13202 'I'. Omaha. 68137. 334-8000.

C5900 MID PLAINS TECHNICAL COMMUNITY COLLEGE AREA
5th & Jeffers. North Platte. 69101. 308-532-6888.

C5920 McCOOK COMMUNITY COLLEGE
1205 E. 3rd. McCook. 69001. 308-345-6303.

C5940 MID PLAINS TECHNICAL COMMUNITY COLLEGE (NORTH PLATTE)
5th & Jeffers. North Platte. 69101. 308-532-6888.

C6100 NORTHEAST TECHNICAL COMMUNITY COLLEGE AREA
801 E. Benjamin. Norfolk. 68701. 371-2020.

C6120 NORTHEAST TECHNICAL COMMUNITY COLLEGE (NORFOLK)
801 E. Benjamin. Norfolk. 68701. 371-2020.

C6300 SOUTHEAST TECHNICAL COMMUNITY COLLEGE AREA
1701 So. 40th. 68506. 488-2326.

C6320 SOUTHEAST TECHNICAL COMMUNITY COLLEGE (FAIRBURY)
924 'K'. Fairbury. 68352. 729-6148.

C6340 SOUTHEAST TECHNICAL COMMUNITY COLLEGE (LINCOLN)
P. O. Box 82107. 68501. 2240 Vine. 474-1361.

C6360 SOUTHEAST TECHNICAL COMMUNITY COLLEGE (MILFORD)
Milford. 68405. 477-5753 (Lincoln Exchange).

C6500 WESTERN NEBRASKA TECHNICAL COMMUNITY COLLEGE AREA
1601 E. 27th, N.E. Scottsbluff. 69361. 308-635-3606.

C6520 NEBRASKA WESTERN COMMUNITY COLLEGE (SCOTTSBLUFF)
1601 E. 27th, N.E. Scottsbluff. 69361. 308-635-3606.

C6540 WESTERN NEBRASKA TECHNICAL COLLEGE (SIDNEY)
Sidney. 69162. 308-245-5450.

Columbus, Platte Community College at, see C5540

Commission (Comm.) ..., see main word of agency name

Committee (Com.) ..., see main word of agency name

Community Affairs, Div. of, see E1200

Community Colleges, see C5000

Computer Network (Univ. of Nebraska), see U8200

Conflicts of Interest Com., see L3100

Conservation & Survey Div., see U2375

C9000 CONSTITUTIONAL REVISION COMM. (INACTIVE)

Consumer Protection Div., see J2300

Cooperative Extension Service, see U2250

Coordinating Council for Postsecondary Education, see E4000

Coordinating Unit for Vocational Education - a div. of UNL. Its pubs. are classified under U2000

C9500 CORRECTIONAL SERVICES, DEPT. OF
P. O. Box 94661. 68509. Central Office Bldg. Lincoln Regional Center. Van Dorn & Folsom. 471-2654.

C9540 PAROLE ADMINISTRATION, OFFICE OF

C9550 PENAL & CORRECTIONAL COMPLEX
P. O. Box 81248. 68501. 14th & Pioneers. 477-3957.
Reformatory Unit for Men. 14th & Pioneers. 471-2861.

C9570 NEBRASKA CENTER FOR WOMEN (YORK)
P. O. Box 33. Rt. 1., York. 68467. 362-3317.

C9580 YOUTH DEVELOPMENT CENTER - GENEVA
P. O. Box 273. Geneva. 68361. 759-3164.

C9590 YOUTH DEVELOPMENT CENTER - KEARNEY
Kearney. 68847. 308-237-3181.

Courts, see specific name of court, e.g., Supreme Court

Crime Comm., see L2500

Crop Improvement Assn. - a div. of UNL. Its pubs. are classified under U2000

Curriculum Development Center - a div. of UNL. Its pubs. are classified under U2000

Curtis School of Technical Agriculture, see U2350

Deaf, School for the, see E2220

Department of ..., see main word of agency name

Division of ..., see main word of agency name

Douglas County Hospital Mental Health Center (Omaha), see I2482

D3000 DRUGS, COMM. ON
4th floor Lancaster Bldg., 1342 'M'. 68508. 471-2691.

Eastern Nebraska Human Services Agency Office of Mental Health (Omaha), see I2483

E1000 ECONOMIC DEVELOPMENT, DEPT. OF
P. O. Box 94666. 68509. Lancaster Bldg., 1342 'M'. 477-8984.

E1200 COMMUNITY AFFAIRS, DIV. OF

E1300 INDIAN AFFAIRS, COMM. ON

E1400 INDUSTRIAL DEVELOPMENT, DIV. OF

E1500 RESEARCH, DIV. OF

E1800 TOURISM, DIV. OF

Economic Opportunity Comm., see T1000

E2000 EDUCATION, DEPT. OF
233 So. 10th. 68508. 471-2295.

E2200 ADMINISTRATIVE SERVICES, DIV. OF

E2220 SCHOOL FOR THE DEAF - OMAHA
3223 No. 45th St. Omaha. 68104. 451-0292.

E2250 SCHOOL FOR THE TRAINABLE MENTALLY RETARDED CHILDREN - COZAD
245 E. 8th. Cozad. 69130. 308-784-3380.

E2280 SCHOOL FOR THE VISUALLY HANDICAPPED - NEBRASKA CITY
P. O. Box 1149. 10th St. & 10th Ave. Nebraska City. 68410. 873-3259.

E2400 INSTRUCTIONAL SERVICES, DIV. OF

E2420 CURRICULUM DEVELOPMENT

E2450 INSTRUCTIONAL TELEVISION

E2480 SPECIAL EDUCATION

E2600 REHABILITATION SERVICES, DIV. OF

E2900 VOCATIONAL EDUCATION, DIV. OF

E4000 EDUCATION, COORDINATING COUNCIL FOR POSTSECONDARY (1202 COMM.)
P. O. Box 94601. 68509. 1319 State Capitol. 471-2414.

E5000 EDUCATIONAL LANDS & FUNDS, BD. OF
P. O. Box 94815. 68509. 620 No. 48th, Suite 101. 471-2014.

E5500 EDUCATIONAL TELEVISION COMM.
P. O. Box 83111. 68501. 1800 No. 33rd. 472-3611.

Educational Television, see also E2450

Electrical Bd., see I3550

Employment Div., see L1100

E6000 ENGINEERS & ARCHITECTS, BD. OF EXAMINERS FOR PROFESSIONAL
512 Terminal Bldg., 941 'O'. 68508. 471-2021.

E6500 ENVIRONMENTAL CONTROL, DEPT. OF
P. O. Box 94653. 68509. 1424 'P'. 471-2186.

E6600 AGRICULTURE POLLUTION CONTROL DIV.

E6650 PERMITS & ENFORCEMENT

E6700 AIR POLLUTION CONTROL DIV.

E6750 ENGINEERING

E6800 SOLID WASTE POLLUTION CONTROL DIV.

E6850 STATE PLANNING

E6860 SURVEILLANCE & ENFORCEMENT

E6900 WATER POLLUTION CONTROL DIV.

E6910 ENGINEERING

E6920 LABORATORY

E6930 OPERATOR TRAINING

E6940 PERMITS & ENFORCEMENT

E6950 PLANNING & DATA PROCESSING

E7000 EQUAL OPPORTUNITY COMM.
1620 'M'. 68508. 471-2024.
Omaha Branch - 5620 Ames, Omaha. 68104. 453-7840.

E8000 EQUALIZATION & ASSESSMENT, BD. OF
P. O. Box 94818. 68509. 1103 State Capitol. 471-2971.

Ethics Bd., see C1800

Examiners, see H2300 and/or main word of agency name

Fair Bd., see A7000

Fairbury, Southeast Technical Community College at, see C6320

Fire Marshal, see I3500

F2000 FIRE FIGHTING PERSONNEL STANDARDS & EDUCATION, COMM. ON
c/o William C. McDonnell. 3419 So. 50th St., Omaha. 68106. 556-0624.

Forestry Office, State, see U2255

G1000 GAME & PARKS COMM.
P. O. Box 30370. 68503. 2200 No. 33rd. 464-0641.

G1200 FIELD SERVICES, BUR. OF

G1500 PLANNING & PROGRAMMING, BUR. OF

G1600 STATE PARKS, BUR. OF

G1800 WILDLIFE SERVICES, BUR. OF

Gas & Oil, see O1000

Gasohol Com., see A4800

Geological Survey (State), see U2375

G2000 GOVERNOR'S OFFICE
2nd floor, State Capitol. 68509. 471-2244.

G2001 BUTLER (1867-1871)
G2002 JAMES (1871-1873)
G2003 FURNAS (1873-1875)
G2004 GARBER (1875-1879)
G2005 NANCE (1879-1883)
G2006 DAWES (1883-1887)

G2007 THAYER (1887-1891, 1891-1892)
G2008 BOYD (1891-1891, 1892-1893)
G2009 CROUNSE (1893-1895)
G2010 HOLCOLM (1895-1899)
G2011 POYNTER (1899-1901)
G2012 DIETRICH (1901-1901)
G2013 SAVAGE (1901-1903)
G2014 MICKEY (1903-1907)
G2015 SHELDON (1907-1909)
G2016 SHALLENBERGER (1909-1911)
G2017 ALDRICH (1911-1913)
G2018 MOREHEAD (1913-1917)
G2019 NEVILLE (1917-1919)
G2020 McKELVIE (1919-1923)
G2021 BRYAN (1923-1925, 1931-1935)
G2022 McMULLEN (1925-1929)
G2023 WEAVER (1929-1931)
G2024 COCHRAN (1935-1941)
G2025 GRISWOLD (1941-1947)
G2026 PETERSON (1947-1953)
G2027 CROSBY (1953-1955)
G2028 ANDERSON (1955-1959)
G2029 BROOKS (1959-1960)
G2030 BURNEY (1960-1961)
G2031 MORRISON (1961-1967)
G2032 TIEMANN (1967-1971)
G2033 EXON (1971-)

G3000 COM. FOR EMPLOYMENT OF THE HANDICAPPED

G3200 COUNCIL OF ECONOMIC ADVISORS

G3400 GOVERNOR'S COM. ON JUDICIAL & SOCIAL REFORM

G3600 GOVERNOR'S COM. ON MENTAL RETARDATION

G4000 GOVERNOR'S HIGHWAY SAFETY COORDINATING COMM.

G4200 HOUSING ADVISORY COUNCIL

G4400 INTERGOVERNMENTAL TASK FORCE ON TOURISM

G4600 OLD WEST TRAIL FOUNDATION BD.

G5000 POLICE STANDARDS ADVISORY COUNCIL

Great Plains Community Health Center (North Platte), see I2463

Great Plains National Instructional Television Library - a div. of UNL. Its pubs. are classified under U2000.

H1000 HALL OF FAME COMM.
1500 'R'. 68508. 432-2793.

Hastings Regional Center, see I2420

Hastings, Central Technical Community College at, see C5520

H2000 HEALTH, DEPT. OF
Lincoln Bldg., 1003 'O'. 68508. 471-2133.

H2125 COMPREHENSIVE HEALTH PLANNING, DIV. OF

H2300 EXAMINING BOARDS, BUR. OF

H2310 BD. OF EXAMINERS IN THE BASIC SCIENCES

H2315 CHIROPRACTIC BD. OF EXAMINERS

H2320 BD. OF EXAMINERS IN COSMETOLOGY

H2325 BD. OF EXAMINERS IN DENTISTRY

H2330 BD. OF EXAMINERS IN EMBALMING

H2335 BD. OF EXAMINERS IN HEARING AID DEALERS & FITTERS

H2340 BD. OF EXAMINERS IN MASSAGE

H2345 BD. OF EXAMINERS IN MEDICINE & SURGERY

H2350 BD. OF EXAMINERS IN NURSING HOME ADMINISTRATION

H2355 BD. OF EXAMINERS IN OPTOMETRY

H2360 BD. OF EXAMINERS IN OSTEOPATHY

H2365 BD. OF EXAMINERS IN PHARMACY

H2370 BD. OF EXAMINERS IN PHYSICAL THERAPY

H2375 BD. OF EXAMINERS IN PODIATRY (CHIROPODY)

H2380 BD. OF EXAMINERS IN SANATARIANS

H2400 HEALTH & MEDICAL CARE ADMINISTRATION, BUR. OF

H2410 DEVELOPMENTAL DISABILITIES PROGRAM

H2420 EMERGENCY HEALTH SERVICES, DIV. OF
1st floor, Terminal Bldg., 941 'O'. 68508. 471-2133.

H2430 HOSPITAL & MEDICAL FACILITIES, DIV. OF

H2440 LICENSURE & STANDARDS, DIV. OF

H2450 RADIOLOGICAL HEALTH, DIV. OF

H2700 COMMUNITY HEALTH SERVICES, BUR. OF

H2710 COMMUNITY MENTAL HEALTH, DIV. OF
P. O. Box 80499. 68501. Lincoln Regional Center, Van Dorn & Folsom. 477-3971.

H2720 DISEASE CONTROL, DIV. OF

H2740 DENTAL HEALTH, DIV. OF

H2750 ENVIRONMENTAL ENGINEERING, DIV. OF

H2760 MATERNAL & CHILD HEALTH, DIV. OF

H2770 ENVIRONMENTAL HEALTH SERVICES, DIV. OF

H2780 COMMUNITY HEALTH NURSING, DIV. OF

H2790 PUBLIC HEALTH EDUCATION, DIV. OF

H2800 SUPPORTING SERVICES, BUR. OF

H2810 BUDGETS & ACCOUNTS, DIV. OF

H2825 CENTRAL ADMINISTRATION DIV.

H2850 HEALTH DATA & STATISTICAL RESEARCH, DIV. OF

H2860 LABS, DIV. OF
P. O. Box 2755, 68502. 3701 So. 14th. 471-2122.

H2870 LEGAL COUNSEL

H2880 PERSONNEL, DIV. OF

H2885 RENAL DISEASE & BIRTH DEFECTS, DIV. OF

H2890 VITAL STATISTICS, BUR. OF

Highway Comm., see R6000

Highway Dept., see R6000

Highway Patrol, see R8000

H6000 HISTORICAL SOCIETY
1500 'R'. 68508. 432-2793.

Human Resources Research Foundation - a div. of UNL. Its pubs. are classified under U2000.

Immanuel Community Mental Health Center (Omaha), see I2484

Indian Affairs, Comm. on, see E1300

I1000 INDUSTRIAL RELATIONS, COURT OF
109 Terminal Bldg., 941 'O'. 68508. 471-2935.

Institute for International Studies - a div. of UNL. Its pubs. are classified under U2000

Institute of Agriculture & Natural Resources, see U2200

I2000 INSTITUTIONS, DEPT. OF PUBLIC
P. O. Box 94728. 68509. Lincoln Regional Center. Van Dorn and Folsom. 471-2851.

I2100 ALCOHOLISM, DIV. ON

I2400 MEDICAL SERVICES DIV.

I2410 BEATRICE STATE HOME
P. O. Box 808. Beatrice. 68310. 223-2302.

I2420 HASTINGS REGIONAL CENTER
Hastings. 68901. 463-2471.

I2430 LINCOLN REGIONAL CENTER
P. O. Box 8099. 68501. Van Dorn & Folsom. 477-3971.

I2440 NORFOLK REGIONAL CENTER
P. O. Box 1209. Norfolk. 68701. 371-4343.

I2455 REGION I COMMUNITY MENTAL HEALTH PROGRAM
4110 Ave. 'D'. Scottsbluff. 69361. 308-635-3171.

I2458 PANHANDLE COMMUNITY MENTAL HEALTH CENTER (SCOTTSBLUFF)
4110 Ave. 'D'. Scottsbluff. 69361. 308-635-3171.

I2461 REGION II GREAT PLAINS HUMAN SERVICES DISTRICT
701 East 'C'. North Platte. 69101. 308-532-4050.

I2463 GREAT PLAINS COMMUNITY MENTAL HEALTH CENTER (NORTH PLATTE)
701 East 'C'. North Platte. 69101. 308-532-4050.

I2465 REGION III MENTAL HEALTH, ALCOHOLISM AND DRUG ABUSE PROGRAM
P. O. Box 548. 11 E. 25th. Kearney. 68847. 308-234-2558.

I2467 MID-NEBRASKA COMMUNITY MENTAL HEALTH CENTER (GRAND ISLAND)
P. O. Box 1763. 914 Baumann Dr. Grand Island. 68801 308-382-1943.

I2469 SOUTH CENTRAL COMMUNITY MENTAL HEALTH CENTER (HASTINGS/KEARNEY)
Hastings: P. O. Box 50. Hastings Regional Center. 68901. 463-5864.
Kearney: P. O. Box 548. 11 E. 25th. 68847. 308-234-2558.

I2470 REGION IV COMPREHENSIVE MENTAL HEALTH SERVICES
P. O. Box 769. Norfolk. 68701. 371-7530.

I2473 NORTHERN NEBRASKA COMPREHENSIVE MENTAL HEALTH CENTER (NORFOLK)
P. O. Box 769. Norfolk. 68701. 371-7530.

I2475 REGION V COMMUNITY MENTAL HEALTH PROGRAM
621 Sharp Bldg., 206 So. 13th. 68508. 432-0942.

I2476 BLUE VALLEY MENTAL HEALTH CENTER (BEATRICE)
P. O. Box 114. 729 W. Court. Beatrice. 68310. 228-3386.

I2478 LINCOLN-LANCASTER COMMUNITY MENTAL HEALTH CENTER
134 So. 13th, Rm 1107. 68508. 475-9561.

I2479 PIONEER MENTAL HEALTH CENTER (SEWARD)
P. O. Box 67. 729 Seward. Seward. 68434. 643-3343.

I2480 REGION VI EASTERN NEBRASKA HUMAN SERVICES AGENCY
885 So. 72nd. Omaha. 68114. 444-6543.

I2481 CREIGHTON MEMORIAL ST. JOSEPH HOSPITAL HUMAN SERVICE CENTER (OMAHA)
2305 So. 10th St. Omaha. 68108. 348-2092.

I2482 DOUGLAS COUNTY HOSPITAL MENTAL HEALTH CENTER (OMAHA)
4102 Woolworth. Omaha. 68105. 444-7323.

I2483 EASTERN NEBRASKA HUMAN SERVICES AGENCY OFFICE OF MENTAL HEALTH (OMAHA)
885 So. 72nd. Omaha. 68114. 444-6444.

I2484 IMMANUEL COMMUNITY MENTAL HEALTH CENTER (OMAHA)
6901 No. 72nd. Omaha. 68122. 572-2916.

I2500 VETERANS' HOMES (ADMINISTRATIVE OFFICE)
Grand Island. 68801. 308-382-9420.

I2520 VETERANS' HOME (GRAND ISLAND)
68801. 308-382-9420.

I2540 VETERANS' HOME ANNEX (NORFOLK)
P. O. Box 409. Norfolk. 68601. 371-2701.

I2560 WESTERN NEBRASKA VETERANS' HOME (SCOTTSBLUFF)
P. O. Box 1307. Scottsbluff. 69361. 308-632-3381.

I2600 REHABILITATION SERVICES FOR THE VISUALLY IMPAIRED, DIV. OF
1047 South. 68502. 471-2891.

I2610 ADMINISTRATIVE OFFICE/ORIENTATION & ADJUSTMENT CENTER (LINCOLN)
1047 South. 68502. 471-2891.

I2620 NORFOLK AREA OFFICE
600 So. 13th. Norfolk. 68701. 371-9129.

I2625 NORTH PLATTE DISTRICT OFFICE
1863 W. 'A'. North Platte. 69101. 308-534-3578.

I2630 OMAHA DISTRICT OFFICE
405 So. 16th St., Suite 630. Omaha. 68102. 554-2041.

I2650 SCOTTSBLUFF AREA OFFICE
2018 E. 17th. Scottsbluff. 69361. 308-635-0821.

I2800 MENTAL RETARDATION, OFFICE OF
P. O. Box 94728. 68509. 471-2165.

I2810 REGION I OFFICE OF MENTAL RETARDATION (SCOTTSBLUFF)
P. O. Box 1327. 1721 Broadway. Scottsbluff. 69361. 308-635-3444.

I2820 REGION II SERVICES FOR THE HANDICAPPED (McCOOK)
P. O. Box 693. 301 1/2 Norris. McCook. 69001. 308-345-2495.

I2830 REGION III MID-NEBRASKA MENTAL RETARDATION SERVICES (HASTINGS)
P. O. Box 535. 316 E. South. Hastings. 68901. 462-5176.

I2840 REGION IV OFFICE OF DEVELOPMENTAL DISABILITIES (WAYNE)
114 W. 3rd. Wayne. 68787. 375-2880.

I2850 REGION V MENTAL RETARDATION SERVICES (LINCOLN)
525 Sharp Bldg., 206 So. 13th. 68508. 432-8886.

I2860 REGION VI EASTERN NEBRASKA COMMUNITY OFFICE OF RETARDATION (OMAHA)
885 So. 72nd. Omaha. 68114. 444-6500.

Instructional Media Center - a div. of UNL. Its pubs. are classified under U2000

I3000 INSURANCE, DEPT. OF
P. O. Box 94699. 68509. 1335 'L'. 471-2201.

I3500 FIRE MARSHAL
3rd floor, 1047 South. 68502. 471-2027.

I3550 ELECTRICAL BD.

I3570 PIPELINE SAFETY, DIV. OF

International Studies, Institute for - a div. of UNL. Its pubs. are classified under U2000

INTERSTATE COMPACTS
2nd floor, State Capitol. 68509. 471-2244.

I3705 AGREEMENT ON DETAINERS

I3710 BIG BLUE RIVER COMPACT ADMINISTRATION

I3715 CIVIL DEFENSE & DISASTER COMPACT

I3720 COMM. ON UNIFORM STATE LAWS

I3725 COM. ON INTERGOVERNMENTAL COOPERATION

I3730 COMPACT ON EDUCATION

I3735 COMPACT ON JUVENILES

I3740 COMPACT ON MENTAL HEALTH

I3745 DRIVER'S LICENSE COMPACT

I3750 INTERSTATE AGREEMENT ON QUALIFICATIONS OF EDUCATIONAL PERSONNEL

I3755 INTERSTATE BRIDGE ACT

I3760 INTERSTATE COMPACT TO CONSERVE GAS & OIL

I3765 JOINT STATE BOUNDARY COMM.

I3770 MISSOURI RIVER BASIN COMM.
10050 Regency Circle, Suite 403. Omaha. 68114. 221-9351.

I3775 MULTI-STATE TAX COMM.

I3780 OLD WEST REGIONAL COMM.

I3785 REPUBLICAN RIVER COMPACT ADMINISTRATION
2nd floor, 1420 'P'. 68508. 471-2363.

I3790 UNIFORM ACT FOR OUT-OF-STATE PAROLEE SUPERVISION (ADULTS)

I3795 UNIFORM CRIMINAL EXTRADITION ACT

I4000 INVESTMENT COUNCIL
P. O. Box 94696. 68509. 610 Sharp Bldg., 206 So. 13th. 471-2043.

Job Service, see L1100

Joint Merit System, see M1000

Judges Retirement System, see R4100

J2000 JUSTICE, DEPT. OF (ATTORNEY GENERAL)
P. O. Box 94634. 68509. 2119 State Capitol. 471-2682.

J2300 CONSUMER PROTECTION DIV.
10th floor, State Capitol. 68509. 471-2682.

Kearney State College, see C2800

Labs, see A5400, A5540, E6920, H2860

L1000 LABOR, DEPT. OF
P. O. Box 94600. 68509. 550 So. 16th. 475-8451.

L1100 EMPLOYMENT, DIV. OF

L1500 SAFETY, DIV. OF

Land Surveyors, Bd. of Examiners for, see S5000

L2000 LANDSCAPE ARCHITECTS, BD. OF
3715 Dodge, Omaha. 68131. 342-7050.

L2500 LAW ENFORCEMENT & CRIMINAL JUSTICE, COMM. ON
1st floor, 1420 'P'. 68508. 471-2194.

L2550 LAW ENFORCEMENT TRAINING CENTER (GRAND ISLAND)
P. O. Box 50, Rt. 3, Grand Island. 68801. 308-384-2032.

L3000 LEGISLATIVE COUNCIL
2108 State Capitol. 68509. 471-2221.

L3100 CONFLICTS OF INTEREST COM.
Room 2017. 471-2380.

L3300 CLERK OF THE LEGISLATURE
Room 2018. 471-2271.

L3400 OMBUDSMAN
Room 2227. 471-2035.

L3500 REVISOR OF STATUTES
Room 1018. 471-2225.

Legislature, see L3000

Library, State, see S3600

L4000 LIBRARY COMM.
Basement, 1420 'P'. 68508. 471-2045.

L4100 LIBRARY FOR THE BLIND & PHYSICALLY HANDICAPPED

L4200 PUBLICATIONS CLEARINGHOUSE

L4300 MEDIA SERVICES

L5000 LIEUTENANT GOVERNOR
2315 State Capitol. 68509. 471-2256.

L5100 CLAIMS BD.
P. O. Box 94819. 68509. 3rd floor, NE Quad, State Capitol. 471-2551.

Lincoln Regional Center, see I2430

Lincoln, Southeast Technical Community College at, see C6340.

Lincoln-Lancaster Community Mental Health Center, see I2478

L6000 LIQUOR CONTROL COMM.
1st floor, Lancaster Bldg. 1342 'M'. 68508. 471-2571.

Loup River Public Power District (Columbus), see P8300

McCook Community College, see C5920

Mental Retardation Divs., see E2250, E2480, G3600, H2710, I2410-I2484, I2800-I2860, I3740, U4900

M1000 MERIT SYSTEM, JOINT
11th floor, State Capitol. 68509. 471-2501.

Metropolitan Technical Community College (Omaha), see C5720

M1500 MEXICAN-AMERICAN COMM.
P. O. Box 94848. 68509. 4th floor W., State Capitol. 471-2791.

Meyer Children's Rehabilitation Institute - a div. of UN Medical Center. Its pubs. are classified under U4000.

Mid Plains Technical Community College (North Platte) see C5940

Mid-America, University of, see U8400

Mid-Nebraska Community Mental Health Center (Grand Island), see I2467

Milford, Southeast Technical Community College at, see C6360

M2000 MILITARY DEPT. (ADJUTANT GENERAL)
1300 Military Rd. 68508. 432-7641.

M2200 CIVIL DEFENSE AGENCY

Missouri River Basin Comm., see I3770

M3000 MOTOR VEHICLE INDUSTRY LICENSING BD.
P. O. Box 94697. 68509. 220 Lancaster Bldg., 1342 'M'. 471-2148.

M3500 MOTOR VEHICLES, DEPT. OF
P. O. Box 94789. 68509. 1401 State Capitol. 471-2281.

National Guard, see M2000

N1000 NATURAL RESOURCES COMM.
7th floor, Terminal Bldg., 941 'O'. 68508. 471-2081.

Nebraska ..., see main word of agency name

Nebraska Center for Women (York), see C9570

Nebraska Press, see U5000

Nebraska Psychiatric Institute, see U4900

Nebraska Public Power District (Columbus), see P8400

Nebraska Western Community College (Scottsbluff), see C6520

Norfolk, Northeast Technical Community College at, see C6120

Norfolk Regional Center, see I2440

North Platte, Mid Plains Technical Community College at, see C5940

Northeast Technical Community College (Norfolk), see C6120

Northern Nebraska Comprehensive Mental Health Center (Norfolk), see I2473

N2000 NURSING, BD. OF
P. O. Box 94703. 68509. 4th floor Lancaster Bldg., 1342 'M'. 471-2001

Office ..., see main word of agency name

01000 OIL & GAS CONSERVATION COMM.
P. O. Box 399. Sidney. 69162. 308-254-4595.

Old West Regional Comm., see I3780

Omaha Public Power District, see P8500

Omaha, Metropolitan Technical Community College at, see C5720

Ombudsman, see L3400

Overseas Opportunity Center - a div. of UNL. Its pubs. are classified under U2000

Panhandle Community Mental Health Center (Scottsbluff), see I2458

P1000 PARDONS, BD. OF
P. O. Box 94754. 68509. 10th floor, State Capitol. 471-2156.

P1500 PAROLE, BD. OF
P. O. Box 94754. 68509. 10th floor, State Capitol. 471-2156.

Parole, see also C9540

Patrol, State, see R8000

Penal & Correctional Complex, see C9550

P2000 PERSONNEL, DEPT. OF
P. O. Box 94773. 68509. 5th floor, State Capitol. 471-2075.

Peru State College, see C3200

Pioneer Mental Health Center (Seward), see I2479

Planning & Programming, Office of, see A2800

Platte Community College (Columbus), see C5540

Pollution Control Divs., see E6500-E6950

Power Review Bd., see W1400

P3000 PROBATION ADMINISTRATION, OFFICE OF
P. O. Box 94652. 68509. 3rd floor NW., State Capitol. 471-2141.

P3500 VOLUNTEERS IN PROBATION

Psychiatric Institute, see U4900

P5000 PSYCHOLOGISTS, BD. OF EXAMINERS OF
c/o Dr. Robert L. Schalock. Hastings College. Hastings. 68901. 463-2402.

Public Accountancy, see A1500

Public Employees Retirement System, see R4000

PUBLIC POWER DISTRICTS

P8200 CENTRAL NEBRASKA PUBLIC POWER & IRRIGATION DISTRICT (HOLDREGE)
415 Lincoln. Holdrege. 68949. 308-995-8601.

P8300 LOUP RIVER PUBLIC POWER DISTRICT (COLUMBUS)
2416 14th. Columbus. 68606. 564-3171.

P8400 NEBRASKA PUBLIC POWER DISTRICT (COLUMBUS)
P. O. Box 499. Columbus. 68601. 564-8561.

P8500 OMAHA PUBLIC POWER DISTRICT
1623 Harney. Omaha. 68102. 341-3100.

P9000 PUBLIC SERVICE COMM.
3rd floor, Lancaster Bldg., 1342 'M'. 68508. 475-2641.

Publications Clearinghouse, see L4200

R1000 RACING COMM.
P. O. Box 442. Nebraska City. 68410. 873-7616.

R3000 REAL ESTATE COMM.
P. O. Box 94667. 68509. 600 So. 11th, Suite 200. 471-2004.

Records Management Div., see S1400

Reformatory for Men, see C9550

Rehabilitation Services for the Visually Impaired, Div. of, see I2600

Remote Sensing Center (Conservation & Survey), see U2375

Republican River Compact Administration, see I3785

Reserve Officer Training Corps., see U3700

Retirement Bd. for Nebraska Counties, see R4000

R4000 RETIREMENT SYSTEMS, PUBLIC EMPLOYEES
1232 High. 68502. 471-2053.

R4100 JUDGES RETIREMENT SYSTEM

R4200 STATE EMPLOYEES RETIREMENT SYSTEM

R4300 SCHOOL EMPLOYEES RETIREMENT SYSTEM

R4400 STATE PATROLMEN'S RETIREMENT SYSTEM

R5000 REVENUE, DEPT. OF (TAX COMMISSIONER)
P. O. Box 94818. 68509. 1103 State Capitol. 471-2971.

Revenue, see also E8000

Revisor of Statutes, see L3500

R6000 ROADS, DEPT. OF
P. O. Box 94759. 68509. So. Jct. US77 & N-2. 477-6012.

R8000 STATE PATROL
P. O. Box 94637. 68509. 14th & Burnham. 477-3951.

Ross Ice Shelf Project - div. of UNL. Its pubs. are classified under U2000.

ROTC, see U3700

Safety Patrol, see R8000

School Employees Retirement System, see R4300

School Lands Bd., see E5000

Scottsbluff, Nebraska Western College at, see C6520

S1000 SECRETARY OF STATE
2300 State Capitol. 68509. 471-2554.

S1100 LIVESTOCK BRAND DIV.
6th floor S.W., State Capitol. 68509. 471-2237.

S1200 BD. OF CANVASSERS

S1300 COLLECTION AGENCY BD.

S1400 RECORDS MANAGEMENT DIV.
7th floor, State Capitol. 68509. 471-2559.

Seed Lab, see A5540

Sheldon Art Gallery - a div. of UNL. Its pubs. are classified under U2000.

Sidney, Western Nebraska Technical College at, see C6540

Soil Survey, State (Conservation & Survey), see U2375

South Central Community Mental Health Center (Hastings/Kearney), see I2469

Southeast Technical Community College (Fairbury), see C6320

Southeast Technical Community College (Lincoln), see C6340

Southeast Technical Community College (Milford), see C6360

SPF (Specific Pathogen Free) Swine Accrediting Agency - a div. of UNL. Its pubs. are classified under U2000.

State ..., see main word of agency name

State Colleges, see C2000

State Employees Retirement System, see R4200

State Fair Bd., see A7000

State Library, see S3600

State Parks, see G1000

State Patrol, see R8000

State Patrolmen's Retirement System, see R4400

State Univ. of Nebraska, see U8400

Study Comm. on Undergraduate Education & Education of Teachers - a div. of UNL. Its pubs. are classified under U2000

SUN (State Univ. of Nebraska), see U8400

S3000 SUPREME COURT
2413 State Capitol. 68509. 432-4447.

S3100 COMM. ON JUDICIAL QUALIFICATIONS

S3200 COURT ADMINISTRATOR (DISTRICT & COUNTY COURTS)

S3600 STATE LIBRARY
3rd floor So., State Capitol. 68509. 432-2922.

S5000 SURVEYORS, BD. OF EXAMINERS FOR LAND
P. O. Box 94663. 68509. 620 No. 48th. 471-2566.

1202 Comm., see E4000

Tax Commissioner, see R5000

T1000 TECHNICAL ASSISTANCE AGENCY
12th floor State Capitol. 68509. 471-2216.

Technical Colleges, see C5000

Tourism, Div. of, see E1800

T2000 TREASURER
P. O. Box 94788. 68509. 2001 State Capitol. 471-2455.

T5000 TRANSIT AUTHORITY OF OMAHA
2615 Cuming. Omaha. 68131. 341-0800.

University of Mid-America, see U8400

U1000 UNIVERSITY OF NEBRASKA, BD. OF REGENTS
3835 Holdrege. 68583. 472-7211.

U2000 LINCOLN*
14th & 'R'. 68588. 472-7211

U2200 AGRICULTURE & NATURAL RESOURCES, INSTITUTE OF*
East Campus

U2250 AGRICULTURAL COOPERATIVE EXTENSION SERVICE*
East Campus

U2255 FORESTRY OFFICE, STATE*
East Campus

U2300 AGRICULTURAL EXPERIMENT STATIONS*
East Campus

U2350 AGRICULTURE, SCHOOL OF TECHNICAL (CURTIS)
404 E. 7th. Curtis. 69025. 308-367-4124.

U2375 CONSERVATION & SURVEY DIV.*

U2390 WATER RESOURCES RESEARCH INSTITUTE*
East Campus

U2400 ARTS & SCIENCES, COLLEGE OF*

U2500 ARCHITECTURE, COLLEGE OF*

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* To request pubs. contact: Office of Publications Services & Control. 209 Nebraska Hall. UNL. 68588. 472-3415.

U2600 BUSINESS ADMINISTRATION, COLLEGE OF*

U2650 BUSINESS RESEARCH, BUR. OF*

U2800 DENTISTRY, COLLEGE OF*
East Campus

U2900 ENGINEERING & TECHNOLOGY, COLLEGE OF*

U3100 EXTENSION SERVICE*

U3150 GRADUATE COLLEGE*

U3200 HOME ECONOMICS, COLLEGE OF*
East Campus

U3400 LAW, COLLEGE OF*
East Campus

U3700 RESERVE OFFICER TRAINING CORPS (ROTC)*

U3800 TEACHERS COLLEGE*

U4000 MEDICAL CENTER**
42nd & Dewey. Omaha. 68105. 541-4000

U4200 HOSPITAL**

U4400 MEDICINE, COLLEGE OF**

U4600 NURSING, COLLEGE OF**

U4800 PHARMACY, COLLEGE OF**

U4900 PSYCHIATRIC INSTITUTE**
601 So. 45th St. Omaha. 68106. 541-4601.

U5000 NEBRASKA PRESS
318 Nebraska Hall. UNL. 68588. 472-3581.

U6000 OMAHA***
P. O. Box 688. Omaha. 68101. 60th & Dodge. 554-2200.

U6100 ARTS & SCIENCES, COLLEGE OF***

U6200 BUSINESS ADMINISTRATION, COLLEGE OF***

U6300 CONTINUING STUDIES, COLLEGE OF***

U6500 EDUCATION, COLLEGE OF***

U6600 ENGINEERING & ARCHITECTURE, COLLEGE OF***

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* To request pubs. contact: Office of Publications Services & Control. 209 Nebraska Hall. UNL. 68588. 472-3415.

** To request pubs. contact: Office of Information. Univ. of Neb. Medical Center, 42nd & Dewey, Omaha. 68105. 541-4000.

*** To request pubs. contact: Office of University Relations. 210 Admin. Bldg., UNO. Omaha. 68132. 554-2200.

U6650 FINE ARTS, COLLEGE OF***

U6700 GRADUATE COLLEGE***

U6900 PUBLIC AFFAIRS & COMMUNITY SERVICES, COLLEGE OF***

U8000 SYSTEMS OFFICE
3835 Holdrege. 68583. 472-2191.

U8200 COMPUTER NETWORK

U8400 STATE UNIVERSITY OF NEBRASKA - SUN
1800 No. 33rd. 68503. 472-3587.

University of Nebraska Press, see U5000

V1000 VETERANS' AFFAIRS, DEPT. OF
P. O. Box 94694. 68509. Colonial Shoppes, 3230 So. 13th. 471-2458.

Veterans' Homes, see I2520, I2540, I2560

Visually Handicapped, School for the, see E2280

Visually Impaired, Div. of Rehabilitation Services for the, see I2600

Vital Statistics, Bur. of, see H2890

Vocational Schools, see C5000

W1000 WATER RESOURCES, DEPT. OF
P. O. Box 94607. 68509. 2nd floor, 1420 'P'. 471-2363.

W1400 POWER REVIEW BD.
P. O. Box 94713. 68509. 1220 'J'. 471-2363.

Water Resources Research Institute, see U2390

Wayne State College, see C3600

Weights and Measures, see A5850

Weather Control Comm., Bur. of, see A5800

W2000 WELFARE, DEPT. OF PUBLIC
[illegible]th floor, 1526 'K'. 68508. 471-2369.

W2100 CRIPPLED CHILDREN'S SERVICES

W2200 CENTER FOR CHILDREN & YOUTH (WHITEHALL)
5701 Walker. 68507. 464-3185.

W2300 FINANCE/ADMINISTRATION DIV.

*** To request pubs. contact: Office of University Relations. 210 Admin. Bldg., UNO. Omaha. 68132.

W2400 MEDICAL SERVICES DIV.

W2500 RESEARCH/PLANNING DIV.

W2600 SOCIAL SERVICES
4900 'O'. 68510. 471-2128.

Western Nebraska Technical College (Sidney), see C6540

Whitehall, see W2200

W3000 WOMEN, COMM. ON THE STATUS OF
619 Terminal Bldg., 941 'O'. 68508. 471-2039.

W3500 WORKMEN'S COMPENSATION COURT
13th floor, State Capitol. 68509. 471-2568.

W8000 WYUKA CEMETERY BD. OF TRUSTEES
36th & 'O'. 68510. 432-5502.

Youth Development Center - Geneva, see C9580

Youth Development Center - Kearney, see C9590

Nebraska Publications Clearinghouse
1420 P Street
Lincoln, NE 68508

NE:I

CLASSIFICATION NUMBER ANALYSIS

Sample number: U2375B001.0007-1974/V3.01

1. The first letter of the Agency Number is determined by the initial letter of the key word in the agency's name.
   Example: U - University of Nebraska
   R - Roads, Dept. of
   A - Administrative Services, Dept. of

2. a) The second part of the Agency Number is a four digit number derived by arranging the agencies into alphabetical order, whenever possible.

Example:		
	Landscape Architects, Bd. of	L2000
	Law Enforcement & Criminal Justice, Comm. on	L2500
	Legislative Council	L3000
	University of Nebraska, Bd. of Regents	U0000
	University of Nebrask/Lincoln	U0500

   b) Each subdivision is assigned a number in sequence after the main agency.

Example:		
	University of Nebraska, Bd. of Regents	U0000
	Lincoln	U0500
	Agriculture & Natural Resources, Inst. of	U1500
	Agricultural Cooperative Extension Service	U2250
	Agricultural Experiment Stations	U2300
	Conservation & Survey Div.	U2375

   (The letter and number (nos. 1 & 2 above) combine to form the unique identification for each agency or subdivision.)

3. The second letter in the classification number indicates the Type of Material contained in the publication, which is selected from a list of material categories (see Type of Materials).
   Example: B - general reports, surveys, plans
   D - directories, bibliographies, indexes
   H - handbooks, manuals, guides
   R - rules, regulations

4. The three digits following the second letter form the Accession Number which indicates the number of titles received from that agency in that specific category.
   Example: B001 - is the first general report, plan, survey received from the agency
   D010 - is the tenth directory, bibliography, index received from the agency
   H024 - is the 24th handbook, manual, guide received from the agency

(The classification number now becomes unique for each particular title.)

1/77

5. In the case of an item which is part of a series, the three digit Accession Number identifies the entire series. The Series Number, different for each individual publication in the series, appears after a decimal point. A four digit number is used to allow for publications up to 9999. In this way items in a series will all be shelved together in chronological order.
   Example: B001.0007 - Resource Report Series no. 7.
   B001.0008 - Resource Report Series no. 8.

6. The last four digits of the classification number indicate the date of publication. This number is preceded by a dash.
   Example: T001-1974 - not a series
   B001.0007-1974 - part of a series
   H006- - four blanks indicate year of publication is not known. More information will be given in the abstract.

7. The final number is the Reference Number which appears after the classification number and a slash (/). This number is used only in the Index to the NEBRASKA STATE PUBLICATIONS CHECKLIST, and will indicate in which of the Abstracts sections the abstract appears.
   Example: /V1.01 indicates that the abstract appears in the first issue of Volume 1 - Abstracts section.

   /V2.03 indicates that the abstract appears in the third issue of Volume 2 - Abstracts section.

   /V3.01 indicates that the abstract appears in the first issue of Volume 3 - Abstracts section.

KEY TO TYPE OF MATERIALS

A annual/biennial reports
B general reports, surveys, plans
D directories, bibliographies, indexes
H handbooks, manuals, guides
N newsletters, newspapers
P periodicals, journals
Q laws, codes
R rules, regulations
S statistics
T miscellaneous--doesn't fit any other category
X maps, charts, graphs
Z non-print--films, cassettes, reel-tapes, etc.

NEBRASKA PUBLICATIONS CLEARINGHOUSE

- Until the Legislature established this division of the Nebraska Library Commission in 1972, there was no complete library of Nebraska and United States government publications organized for the use of state employees and citizens. The authorizing legislation, LB1284, directs us to publish a regular checklist of Nebraska publications and also to establish a depository system to place selected publications in a limited number of libraries throughout the state.
- Now that we have the law, we need your cooperation. According to the law, STATE AGENCY RESPONSIBILITIES are:

    1. *To donate eight copies of all publications to the Nebraska Publications Clearinghouse beginning July 1, 1972. This replaces the former requirement of depositing 100 copies of each with the Nebraska State Library.*

    2. *To send a short summary including author, title, and subject with the eight copies on the form to be provided.*

    3. *To supply a few additional copies of those publications selected as depository items.*

- STATE PUBLICATIONS include all official publications (printed or mimeographed reports, bulletins, pamphlets, etc.) issued for public use by any state agency supported wholly or in part by state funds. This does not include correspondence or inter-office memoranda.

Processing of Nebraska State Publication

PUBLICATION PRODUCED
ABSTRACT WRITTEN
ABSTRACT AND 8 COPIES SENT TO CLEARINGHOUSE
ABSTRACT EDITED
ABSTRACT ADDED TO COMPUTER DATA BASE
CHECKLIST PRODUCED PERIODICALLY - INDEXED BY AUTHOR, TITLE AND SUBJECTS
8 COPIES DISTRIBUTED:
IF NETWORK DEPOSITORY ITEM- ADDITIONAL COPIES REQUESTED
CLEARINGHOUSE COPIES PROCESSED- READY FOR LOAN
2 copies ARCHIVES OF STATE HISTORICAL SOCIETY
2 copies LIBRARY OF CONGRESS
1 copy CENTER FOR RESEARCH LIBRARIES
3 copies NEBRASKA PUBLICATIONS CLEARINGHOUSE

Operation will begin July 1, 1972

Think of the BENEFITS! After allocating staff time and agency funds, you want your publication to be widely read. Citizen awareness of your projects creates good will and understanding for your agency. Through the Nebraska Publications Clearinghouse your message will be available to all Nebraskans and citizens of other states via the existing interlibrary loan network. This makes widespread distribution unnecessary, although it is not restricted. Acquisition by the Clearinghouse of your publication will insure inclusion in the state and national checklists which will serve as reference and awareness tools. The collection of state and federal publications will be open to all state employees; and qualified Clearinghouse personnel will aid your research. This means financial savings by controlling costly duplication of work and inefficient use of related information and materials. You will be able to decrease the amount of your storage space, yet your publications will be on permanent file. The Clearinghouse will release your staff time now spent in locating and handling government publications. HELP THE CLEARINGHOUSE HELP YOU!

NEBRASKA PUBLICATIONS CLEARINGHOUSE
Nebraska Library Commission
Mail address: State Capitol
Lincoln, Nebraska 68509
Location: 1420 P St., Lincoln

NEBRASKA PUBLICATIONS CLEARINGHOUSE
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Telephone: 402-471-2045
Location: 1420 P St., Lincoln, NE

Mail Address: State Capitol
Lincoln, Nebraska 68509

NEBRASKA PUBLICATIONS CLEARINGHOUSE
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Mail address: State Capitol
Lincoln, Nebraska 68509
Location: 1420 P St., Lincoln

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NEBRASKA PUBLICATIONS CLEARINGHOUSE

PURPOSE of the Nebraska Publications Clearinghouse, established by the Legislature in 1972, is to increase efficient acquisition, storage, and distribution of state and federal government publications. It will serve as a complete library of these publications organized for the use of citizens & state employees.

SERVICES of the Nebraska Publications Clearinghouse will be to organize the collection for use through the statewide interlibrary loan network. Other duties will be to publish a regular checklist and also to establish a depository system to place selected publications in a limited number of libraries throughout the state.

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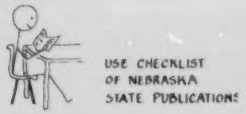

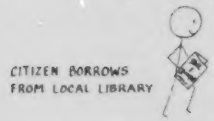

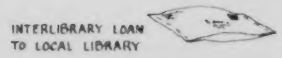

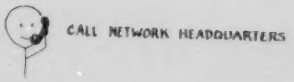

- STATE PUBLICATIONS include all official publications (printed or mimeographed reports, bulletins, pamphlets, etc.) issued for public use by any state agency supported wholly or in part by state funds.

Operation will begin July 1, 1972

- Think of the BENEFITS! A complete, central collection with interlibrary loan services means immediate access (within 24 hours) to state and federal publications. It means citizen awareness of the progress of projects and current activities of the various agencies in our state government. It means a system of accountability and record-keeping. It means qualified personnel and appropriate indexes to aid you in research. It means financial savings by controlling costly duplication of work and inefficient use of related information and materials.

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MARCH 1ST 1867

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NE-J

HOW TO OBTAIN A DOCUMENT FROM THE NEBRASKA PUBLICATIONS CLEARINGHOUSE

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THE NEBRASKA PUBLICATIONS CLEARINGHOUSE, the Documents Depository Division of the Nebraska Library Commission

The Clearinghouse:

- . . . began operation in July 1972, authorized by Legislative Bill 1284
- . . . receives approximately 1000 U.S. Government and 100 Nebraska publications each month
- . . . issues the Nebraska **State Publications Checklist**, an index to Nebraska state documents
- . . . publishes the **Guide to Nebraska State Agencies**, a directory of state departments, commissions, boards, etc.
- . . . deposits copies of all the state publications it receives with the Library of Congress, the State Historical Society, and the Center for Research Libraries in Chicago
- . . . is a total depository for U.S. Government Printing Office publications indexed in the **Monthly Catalog**
- . . . has 75% of the titles featured in the **Selected U.S. Government Publications**
- . . . files copies of all Nebraska and U.S. legislative bills
- . . . is a depository library for the Council of State Government publications
- . . . organizes and maintains these documents as a service to you

If you are seeking material of current interest on topics such as Drug Abuse, Day Care Centers, the special problems of the Elderly, Poverty, Special Education, or other subjects why not take advantage of the documents collections of the Nebraska Publications Clearinghouse? The Clearinghouse has information on a variety of subjects, published by Nebraska state agencies and by the U.S. Government Printing Office, all of which are easily accessible to you.

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nlc

NEBRASKA STATE PUBLICATIONS

If you are looking for material on Drug Abuse, here is how to locate and obtain a specific **state** publication:

1. Use your copy of the **Nebraska State Publications Checklist.**
2. Find the topic "Drugs" in the alphabetical Index (white pages located in the back of the Checklist). You will find several articles on Drug Abuse and Drug Education, as well as publications issued by the Commission on Drugs.
3. Let's select one listing to follow: "Drug Abuse; Some Questions and Answers." Note the number given to the right of the title: H2000T005-71/V1.03. The first two numerals after the dash (71) refer to the year that the document was published. The number following the slash (V1.03) indicates the volume and issue number of the **Nebraska State Publications Checklist—Abstracts** where a summary of the article may be found—in this case volume 1, number 3.
4. The Abstracts section is printed on blue pages in the **Checklist** and each is identified by volume and number (V1.03) in the upper right hand corner of the pages. The number of the document we are seeking is H2000T005-71/V1.03. The initial letter indicates the issuing agency and is arranged alphabetically. The numbers follow in numerical order. The entire call number appears in sequence. Our item: "Drug Abuse; Some Questions and Answers" appears in V1.03 on page 25.
5. **To borrow this publication,** requests may be initiated through your local public library.
   To obtain your own permanent copy, write to the issuing agency (in this case the Department of Health). Addresses of all Nebraska agencies are listed in the **Guide to Nebraska State Agencies** (L42000H001-73) also published by the Nebraska Publications Clearinghouse. This **Guide** was mailed with the first issue of the **Checklist.**

U.S. GOVERNMENT PUBLICATIONS

The U.S. Government also publishes material on Drug Abuse; here is how to locate and obtain a specific **federal** publication:

1. Using the **Monthly Catalog of United States Government Publications,** you will find the subject terms "Drug Abuse" and "Drugs" in the index. This example is from the June 1973 issue.

Drug abuse
veterans, comprehensive treatment and rehabilitative services, reports, 24897-898
Drugs
drug use in America, problem in perspective, National Commission on Marihuana and Drug Abuse, report, 25391
drugs & microbes, slide presentation, announcement, 25548
prescription drugs, we want you to know what we know about, 25198
sold over the counter, effect of promotion and advertising on competition, small business, and welfare of the public, hearings, 24963
see *also* Psychotropic drugs

2. Selecting the first title under the "Drugs," let's find **Drug Use in America; problem in perspective.** The report is issued by the National Commission on Marihuana and Drug Abuse and can also be found in the index under that Commission's name. The number following the title (i.e. 25391) is the entry number. Each publication has a separate entry number so that it is easier to find than if just a page number were given.
3. By looking at entry no. 25391 on page 68 in the same issue of the **Monthly Catalog** we find the following bibliographic information:

MARIHUANA AND DRUG ABUSE COMMISSION
801 19th St. NW., Washington, DC 20006

25391 Drug use in America, problem in perspective, 2d report of National Commission on Marihuana and Drug Abuse [with bibliography]. Mar. 1973. xvii+481 p. il. *Paper, $2.60 (S/N 5266-00003). ● Item 1089 L.C. card 73-601309 Y 3.M 33/2: 1/973

4. The black dot indicates that it is an item sent to depository libraries. The Nebraska Publications Clearinghouse has received this publication since it was printed after October 1972 when we were designated as such.

5. **To borrow this publication,** requests may be initiated through your local public library. State the title, Superintendent of Documents number (i.e. Y 3.M33 /2:1/973), month, year, and page of the **Monthly Catalog** issue, and the entry number for the title. For example:

   Drug Use in America, problem in perspective. 2nd report of the National Commission on Marihuana and Drug Abuse. Mar. 1973. SuDoc Y 3.M33/2: 1/973. Mo. Cat. June 1973, p. 68, entry no. 25391.

   To obtain your own permanent copy, consult the Monthly Catalog. Information is given on the inside cover.

Nebraska State Agencies—If you need a specific title of a Nebraska or U.S. Government publication, or even if you are looking for information on a certain subject, please call the Nebraska Publications Clearinghouse at 471-2045. We will be happy to locate the publication or information that you need and arrange for you to borrow it.

For further information or to have specific questions answered please don't hesitate to contact:

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Publications Clearinghouse
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Lincoln, Nebraska 68508

TWX 910-621-8119
Phone 402-471-2045

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1085

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- Congressional bills, hearings and public laws
- economic and business guides, statistics, indexes
- federal regulations, the **Federal Register**, the **Code of Federal Regulations**, **U. S. Statutes at Large.**

maintains a collection of Nebraska government publications

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- annual reports of state agencies
- educational materials, teacher guidelines, curriculum planning
- highway maps
- plans and surveys
- State Constitution, statutes and regulations
- State legislative bills and committee reports
- tax manuals.

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issues

- the **Nebraska State Publications Checklist**
- the **Guide to Nebraska State Agencies**

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Desk to legislators & state agency personnel

NE:K

WHAT'S UP DOC?

A list of new publications
received by the Nebraska
Publications Clearinghouse

THESE PUBLICATIONS ARE AVAILABLE ON LOAN FROM THE
NEBRASKA PUBLICATIONS CLEARINGHOUSE (471-2045)

Vol. 4, No. 9
May 1977

State Documents No.

Administrative Services, Dept. of.
NEBRASKA STATE GOVERNMENT DIRECTORY.
1977. annually. 120p. A2500D001-1977

Aeronautics, Dept. of
NEBRASKA AIRPORT DIRECTORY.
1976. annually. 230p. A4000D001-1976

PIREPS.
1977. monthly. 4p. A4000N001-1977

Agricultural Products Industrial Utilization Comm.
NEBRASKA TWO (2) MILLION MILE GASOHOL ROAD TEST
PROGRAM PROGRESS REPORT. By William A. Scheller.
1977. pub. irreg. 15p. A4800B003-1977

Agriculture, Dept. of (Agricultural Statistics)
FEED GRAINS, NEBRASKA, 1975 AND 1971-1975
AVERAGE (SUPPLEMENT TO NEBRASKA FEED GRAINS
1965-1969).
1977. annually. 2p. A5100S054-1975

PRELIMINARY COUNTY ESTIMATES AND STATE AGRICULTURAL
DATA; CROPS, LIVESTOCK PRICES, FARM INCOME, FARMS,
IRRIGATION AND FERTILIZER STATISTICS, NEBRASKA 1976.
1977. annually. approx. 64p. A5100S056-1976

Agriculture, Dept. of (Plant Industry, Bur. of)
NEBRASKA NURSERYMEN AND DEALERS, 1976-77
CERTIFICATES VALID TO JULY 1, 1977.
1977. annually. 26p. A5510D001-1977

REPORT OF COMMERCIAL FEEDS AND COMMERCIAL FERTILIZERS.
1975. annually. 48p. A5520B001-1975

Agriculture, Dept. of (Wheat Development, Utiiization & Marketing)
BULGAR RECIPES.
1977. 7p. A5900H004-1977

American Revolution Bicentennial Comm.
NEBRASKA BICENTENNIAL ALBUM.
1977. 28p. A7400T003-1977

Barber Examiners, Bd. of
LAW RELATING TO THE PRACTICE OF BARBERING, 1976.
1976. pub. irreg. 21p. B5000Q001-1976

Correctional Services, Dept. of
ANNUAL REPORT.
1976. annually. 66p. C9500A001-1975

Drugs, Comm. on
COUNSELOR CERTIFICATION PROGRAM.
1977. folder. D3000T001-1977

DRUG TREATMENT SERVICES DIRECTORY.
1976. 24p. D3000D001-1977

Economic Development, Dept. of
COUNTY CLERKS' MANUAL, NEBRASKA. EDITED BY James H. Moylan.
1976. 328p. E1000H006-1976

Educational Television Comm.
NEBRASKA EDUCATIONAL TELEVISION NETWORK FACTS.
1977. pub. irreg. 60p. E5500H001-1977

REPORT OF THE RADIO SUBCOMMITTEE TO THE NEBRASKA EDUCATIONAL TELEVISION COMMISSION. BY Edwin C. Nelson, James D. Johnson and Alvin Gilmore.
1976. (47p.) E5500T004-1976

Game & Parks Comm. (Wildlife Services, Bur. of)
NEBRASKA'S ENDANGERED AND THREATENED WILDLIFE.
1977. pub. irreg. 35p. G1800H001-1977

Health, Dept. of
NEBRASKA DEPT. OF HEALTH RESOURCES.
1977. folder. H2000D008-1977

Health, Dept. of (Licensure & Standards, Div. of)
STANDARDS' VIEWS.
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WHAT'S UP DOC? is changing! Its revised format lists Nebraska and Federal publications by their main topics. In addition, it is now available to all libraries in Nebraska. Further changes and refinements are planned for the near future--we welcome any comments or suggestions you might offer.

SPECIAL NOTE TO PUBLIC LIBRARIES: Beginning with this issue, all public libraries who do not receive the Nebraska State Publications Checklist will receive WHAT'S UP DOC?. We hope it will prove useful. If, however, you do not wish to continue receiving WHAT'S UP DOC?, or wish to receive the Checklist instead, please write us at the address below.

Nebraska Publications Clearinghouse
Nebraska Library Commission
1420 P Street
Lincoln, NE 68508

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a monthly guide to new documents

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B. Letters and commentaries

E. Labels

F. Legislation and legal materials

H. Manuals

J. Promotional materials

L. Shipping lists

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least one copy of each of its publications with the state publications distribution center and a list of its publications for a calendar year.

INTERSTATE COMPACTS AND FUNCTIONS

The State Publications Distribution Center will maintain appropriate liaison with the following entities for the purpose of maintaining collections of publications, reference, and research materials concerning these multi-state cooperative functions:

a) California-Nevada Compact Commission.
b) Columbia Compact Commission.
c) Multistate Tax Commission.
d) Tahoe Regional Planning Agency.
e) Western Interstate Commission for Higher Learning.
f) Western Interstate Nuclear Board.
g) Commissioners on Uniform State Laws.

Compliance with these rules and regulations will be complete when materials have been deposited at:

Documents Distribution Center
c/o Nevada State Library
Carson City, Nevada 89701

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f. accept and shelve all state publications forwarded to the depository library.

g. provide ILL service concerning state publication requests for the region served

h. gather statistics concerned with state publications

i. shelve, index and maintain Nevada county and city publications where these are available through the depository system

EXECUTIVE ORDER OR REQUEST (submitted August, 1968)

To establish:

Within the Nevada State Library and under the direction of the State Librarian, a State Publications Distribution Center for depositing and distributing State publications and for promoting an orderly depository library system for State publications.*

To request:

1. The Superintendent of State Printing print 18 copies** of each state publication for deposit with the State Publications Distribution Center.

2. Each State agency, board, commission, etc., authorized to publish immediately upon release of a publication, deposit 18 copies with the State Publications Distribution Center.

3. Any department, division, bureau, board, or commission of the State government issuing a report, a pamphlet, document, or other publication intended for general public use or distribution, which publication is reproduced by duplicating process such as mimeograph, multigrpah, planography, rota-print, multilith, or xerox shall cause to be delivered 18 copies to the State Publications Distribution Center.

4. Each State agency, board, commission, etc., shall furnish to the State Publications Distribution Center monthly a list of all its printed and mimeographed publications issued for public distribution, and the State Publications Distribution Center shall make and furnish to each depository and such other agencies and institutions which request it an Official Nevada Publications List.

5. The State Publications Distribution Center may make such rules and regulations as are necessary to carry out the purpose of this request.

* "State publication" means any printed or mimeographed public record issued by any government agency, board, council, commission, etc., or the legislature, or court system for public distribution. (It does not include the Nevada Revised Statutes, Nevada Reports or correspondence and interoffice communications not of vital interest to the public.)

** Additional copies may be required at some future time.

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February 3, 1967

ASSEMBLY BILL NO. 165--Messrs. Close, Bowler, White, Bishop, May, Hilbrecht, Mrs. Tyson, Mr. Tim Hafen, Miss Dungan, Messrs. Viani, Wilson, Espinoza, Smith, Lowman, Frank Young and Bryan Hafen.

SUMMARY--Provides for preservation of official state publications. (BDR 29-258)

AN ACT relating to the preservation of official state publications; to amend Title 29 of NRS by adding a new chapter providing for the publication and distribution of official state documents to public libraries and other state agencies and institutions; making an appropriation; and providing other matters properly relating thereto.

WHEREAS, The State of Nevada makes no provision for the collection and preservation of the publications of departments, agencies, boards, councils and commissions of state government; and

WHEREAS, The people of the state have a vital interest in the records of its government; and

WHEREAS, Libraries are established and supported as depositories, service agencies and information centers accessible to the people of the state; now, therefore,

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN SENATE AND ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. Title 29 of NRS is hereby amended by adding thereto a new chapter to to consist of the provisions set forth as sections 2 to 6, inclusive, of this act.

Sec. 2. The intent of the legislature in the enactment of this chapter is that:

1. All state publications be made available to all inhabitants of the state by distribution to public libraries as specified in this chapter; and

2. All public libraries assume the responsibilities of keeping such documents readily accessible and organized for use, and rendering assistance in their use to qualified patrons without charge.

Sec. 3. As used in this chapter:

1. "State publication" means any document, pamphlet, periodical, magazine, directory, register, memorandum, regulation, report, hearing, legislative bill, volume of daily and final assembly and senate histories, journals of the senate and assembly, appendixes to the journals of the senate and assembly or Statutes of Nevada, or book issued by the state, its officers, departments, agencies, or state-appointed commissions, councils or professional boards.

2. "State publication" does not include:

(a) Nevada Revised Statutes, Nevada Reports and digest or annotations prepared by the legislative counsel.

(b) Publications supported by the sale of copies, subscriptions or memberships.

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NEVADA STATE LIBRARY
Carson City, Nevada 89701
(702) 882-7372

MIKE O'CALLAGHAN
Governor

JOSEPH J. ANDERSON
State Librarian

RULES AND REGULATIONS FOR STATE PUBLICATIONS DISTRIBUTION CENTER

Adopted January 10, 1972
Effective March 1, 1972

The following rules and regulations are promulgated for the purpose of implementing chapter 378 of NRS which provides for the establishment of a Documents Distribution Center in the Nevada State Library, and for the distribution of state publications to depository libraries.

It is the expressed legislative intent that:

1) State and local government publications be deposited, when funds permit, with the Documents Distribution Center and then distributed to depository libraries.

2) Designated depository libraries and the Nevada State Library retain copies of publications and make them available to employees of the State of Nevada and the general public for research and reference use.

DEFINITIONS

1. "State agency" includes the legislature, constitutional officers or any department, division, bureau, board, commission or agency of the State of Nevada.

2. "State publication" includes any document issued in print by any state agency and which may legally be released for public distribution. This includes everything from lengthy technical reports to brief printed or mimeographed leaflets. It does not include:

a) Nevada Revised Statutes or supplements thereto;
b) Nevada reports;
c) Bound volumes of the Statutes of Nevada.
d) The Nevada Digest or Annotations to Nevada Revised Statutes supplements thereto and later case service prepared by the Legislative Counsel.
e) Items published by the University of Nevada Press which are not in the nature of public documents and other University items not designed for external distribution.
f) Correspondence and intraoffice communications which are not of vital interest to the public.
g) Publications from established agencies which are required by federal and state law to be distributed to depositories which duplicate those designated by the Documents Distribution Center.

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INTRODUCTION

July, 1968 saw the beginning of a Nevada state documents depository system. The depositories and other libraries interested in state publications need a manual that explains state publications, their uses and their management.

This manual is an attempt to bring in a single volume the most useful and most frequently needed information, collected from many sources: The state statutes, the Legislative Counsel Bureau, various publications in the field, and the personal experience of librarians. Its purpose is to assist both depository and non-depository libraries, but especially the former, in the acquisition, processing and use of state publications. It is hoped that it will be useful not only for the orientation of new staff members but also for reference by experienced librarians.

It makes no claim to being exhaustive or has it any intention of being mandatory. The references given are the ones considered most important; examples of cards, forms, etc., are given in the hope they may be helpful in libraries where those procedures have not become routines; such processes as binding and cataloging will probably be governed by a library's treatment of non-government material. In some cases recommendations have been made, based on satisfactory experience in libraries, but local conditions may dictate some other procedure.

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Congress in Washington, D. C. Since publications go to the Library of Congress, items published by Nevada State agencies are publicized nationally and every state in the union can locate material published in Nevada through the Monthly Checklist of State Publications.

With this distribution, it is assured that several copies of each item will be preserved, and that these titles are available to patrons throughout the State.

The above depository system is, of course, contingent upon the capacity of State agencies to provide 18 copies of each publication within budget limitations. The Distribution Center can provide complete bibliographical control and preservation of State publications to the degree that it is successful in receiving sufficient copies of each publication issued.

PROPOSALS FOR A STATE DEPOSITORY PLAN

1. Five regional depository libraries will be established:

   University, Reno
   University, Las Vegas
   Washoe County
   Clark County
   Elko-Lander-Eureka Library System

   and the Nevada State Library which will be designated as the State Publications Distribution Center.

2. Each depository will receive two copies of each state publication (excluding the Nevada Revised Statutes, the Nevada Reports and digests or annotations prepared by the Nevada Legislative Counsel. All state agencies, boards, etc., will be requested to send their publications to the Nevada State Library (Distribution Center) which will then forward the two copies to the designated depositories.

3. The University of Nevada Press will be excluded except for publications published for a state agency.

4. A Classification for state, county, and municipal documents, by Raynard Swank is proposed as a state depository system classification scheme (and with municipal and county publications when available). Enclosed is a copy of a description of the scheme.

5. The Nevada State Library will compile monthly and annually a publications list with correct ALA entry, an author, subject and title index and a classification number.

6. The regional depository libraries must agree to:
   a. provide shelf space with adequate provisions for expansion
   b. organize publications in a manner commonly agreed upon
   c. provide processing and shelving of all state publications within 30 days after receipt of materials
   d. provide library trained staff to render service without charge to qualified patrons in the use of such publications
   e. Dispose of publications only in accordance with disposal policies established by the State Librarian

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NEVADA STATE PUBLICATIONS DISTRIBUTION CENTER

The State Division of Insurance needs to know the number of accidental highway deaths occurring in Nevada for the past five years; Humboldt County Library has a patron wishing to know names of Nevada physicians by geographical area; and a University of Nevada student doing research on water and agriculture must have a list of publications by State agencies on water supply in Nevada. Can these patrons be served adequately? Is there an agency which can furnish this information? If the patrons travel to scattered State agencies, then some information may be obtained. But certainly not all.

Why? Because State agency publications are allowed to go out of stock or out of print, and are not preserved for future research. Hundreds of books and pamphlets are lost annually, because there is no central agency or legally established provision that such valuable information sources be collected, preserved, publicized, and deposited in libraries accessible to users.

Documents departments at the Universities and the State Library have devised systems and procedures for controlling the mass of materials coming from State agencies. But without legislative provisions and complete cooperation from State and University departments, completeness and control is impossible. The publications are too scattered and too many for control.

A central collecting and processing agency, established by the State legislature, should catalog the material, list this information in a periodic bulletin and forward that bulletin to libraries in and out of Nevada. Concomitantly, several copies of each title should be collected and distributed to depository libraries in Washoe, Clark and Elko or depository libraries regionally accessible to the people of the State.

Nevada is one in a minority of states which has no legislative backing for a state publications distribution center. Louisiana and Hawaii have had excellent legislative statements for ten or more years. Montana and New Mexico are examples of the best state publications depository laws in the United States. And, of course, California having passed a "Library Distribution Law" for state publications almost thirty years ago is far ahead of every state in the union in preserving and disseminating its publications.

In 1967 the Nevada Library Association presented Assembly Bill 165 to the Nevada Assembly for its consideration. This bill made provision for the State Printer to print extra copies of each title and distribute them to designated depositories. In addition, the bill required that State agencies agree to deposit titles printed commercially or by multilith with the State Printer. The depository system included a cost estimate of $18,000.00 annually. The bill was lost in committee.

Recently, the Nevada State Library requested that the Governor establish a distribution center by administrative directive in the documents section of the Library to carry out these responsibilities. The Governor, however, declined to issue the order, considering it not advisable to establish by administrative order a program which had been rejected by the legislature (AB-165).

The Nevada Library Association again plans to submit a bill to the 1969 legislature based upon those laws successfully passed in other states. Essentially this bill provides that State agencies deposit their titles with a Distribution Center within the Nevada State Library. Supported by legislative provision, the

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NEVADA STATE PUBLICATION DEPOSITORY SYSTEM

Manual for

Acquisition . Processing . Use

Compiled by Document Section
Nevada State Library
May, 1969

1128

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P 2164

Distribution Center can periodically remind each agency to forward its publications to the Center.

The Distribution Center is a first step in organizing and locating the aggregation published over 100 years of Nevada State agency history. It is difficult to appreciate the confused and involved state government organization and reorganization which has occurred in Nevada history. Territorial agencies became State agencies, then dropped from recorded history only to be revived under another name by a governor or legislature 40 years later. State fairs were established, prospered and allowed to disappear. Small divisions grew, took over functions of a mother agency and, in turn, were replaced by the modern super-departments of today's fast moving State government. And for every evolutionary change of a State agency, publications should exist to describe its program and functions.

To organize the publications of an evolving government, one must pinpoint exactly which agencies existed, and when and for what purpose. From this search, historic bibliographies can be created and research may proceed. Periodically individuals have taken it upon themselves to trace Nevada agencies. Among them is Doctor Helen Poulton, University of Nevada reference librarian. Dr. Poulton produced an invaluable listing of State agencies, their histories and the correct bibliographic entry for the agencies she had located. Before Dr. Poulton, the W. P. A. had included in its American Imprints Inventory a Check List of Nevada Imprints 1859-1890 over half of which included State agency publications.

Dr. Poulton's work, finished in 1964, is fast becoming obsolete, however. After each legislature, departments and agencies change. A permanent file should be created (based on Dr. Poulton's work) and updated immediately after each state legislature has adjourned.

For over a century the State Library has recognized its responsibilities and has collected a substantial number of State fiscal reports and an occasional agency bulletin or circular. Recently, the State Librarian enlarged the Documents section and included in its responsibilities the collection of Nevada State publications with a view to developing a State depository system which could receive legislative sanction. Without legislative sanction and on a volunteer basis, 90% of State agencies have been able to comply with the requested 18 copies. With this encouraging response from State agencies wanting to participate in the State Publications Distribution Center program, the Documents section has proceeded with descriptive and subject cataloging of State publications received. Agencies not cooperating with the program have been deterred by budget limitations or the desire to continue with already established mailing lists. To achieve complete bibliographical control and public knowledge of deposit locations, the cooperative approach has distinct advantages.

The Official Publications List in new format not only correctly identifies a title by issuing agency but also indexes the material by subject for rapid retrieval.

A person wanting geological information on the Elko or Bare Mountains area searches this checklist and every title published in Nevada by State or University agencies on this subject should be found. An annual cummulation is planned, and a separate listing for State agency periodicals should appear in January of every year.

The depository system includes the two universities and three public libraries in Washoe, Clark, and Elko counties. Distribution also is made to the Legislative Counsel Bureau, the State Archives, the California State Library and the Library of

3. "Print" means all forms of printing and duplicating other than by use of carbon paper. This in intended to include publications issued in a microform format.

AGENCIES TO DEPOSIT PUBLICATIONS

Each state agency shall, upon release, deposit at least two copies and as many additional copies, up to 50, as needed and as funds appropriated for printing will permit.

If sufficient funds have been appropriated to print fifty copies they shall be so printed and deposited with the Distribution Center unless there has been mutual agreement between the agency and the Distribution Center that a lesser number of copies will be needed for distribution.

Each agency is urged at budget preparation time to request sufficient funds to provide for the printing of 50 additional copies of its publications.

DISTRIBUTION CENTER TO DISTRIBUTE PUBLICATIONS

Upon receipt of state publications; the distribution center shall distribute copies of such publications as follows:

a) One copy to the division of archives of the office of the Secretary of State.
b) One copy to the Legislative Counsel Bureau.
c) Two copies to the Library of Congress.
d) One copy to the California State Library.
e) Two copies to each designated depository library in Nevada.
   University of Nevada at Reno.
   University of Nevada at Las Vegas.
   Washoe County Library.
   Clark County Library District.
   Elko County Library.
f) Two copies in the state library's permanent reference collection.

The remaining copies shall be used for exchange purposes with other states and for meeting the needs of non-depository school and public libraries in Nevada.

DISTRIBUTION CENTER TO ISSUE LISTS

The distribution center shall publish on a regular basis a list of state publications and, upon request, shall distribute such list to all state agencies and libraries in Nevada.

CITY AND COUNTY PUBLICATIONS

All city, county and regional agencies shall, upon release, deposit at

4

Xerox copy

NHB
AUG 76 NH:B2

NEW HAMPSHIRE STATE LIBRARY
Concord, N.H. 03301

June 15, 1976

Brenda Olds, Secretary
ALA GODORT State Documents Task Force
Legislative Reference Library
Box 12488, Cap. Sta.
Austin, Texas 78711

Dear Ms. Olds:

With reference to your letter of June 11, 1976, requesting documents on our state depository program, I am not complying with your request at this time.

Our depository program is only two years old, and we are feeling our way in the dark right now. We would certainly be interested in borrowing a copy of "Documents on Documents." It would shed some light on how other states are coping with the problems of administering the state depository programs, and might give us some ideas how to improve our own depository program.

Yours sincerely,

Eleanor O'Donnell

Eleanor O'Donnell
Asst. Catalog Librarian
N.H. State Library

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and council on a continuing basis with respect to the implementation of a reports management system and shall make recommendations for proposed legislation as appears desirable.

3 Public Documents Made Available. Amend RSA by inserting after chapter 202-A the following new chapter:

Chapter 202-B

Distribution of Public Documents

202-B:1 State Depository Libraries, Designated. The state librarian is authorized to designate no more than twenty-five public and academic libraries as state depository libraries.

202-B:2 Copies of All State Agency Publications. Each state agency shall print twenty-five copies of their publications for deposit with the state librarian. Distribution to depository libraries shall be made thereafter by the state librarian, as soon as practicable.

202-B:3 Definitions. As used in this chapter:

I. "State publication" or "publication" includes any document, compilation, code, register, pamphlet, list, book, report, memorandum hearing, leaflet, order, regulation, directory periodical or serial issued by state, constitutional officers, or any department, division, commission or other agency of the state in print.

II. "Print" includes all forms of duplicating other than by the use of carbon paper.

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202-B:4 Distribution Not Required. The state librarian shall not distribute copies of:

I. Joint resolutions, bills, legislative manuals, statutes, and journals as provided under RSA 20;

II. The state reporter and reports provided under RSA 505;

III. Intra-office or inter-office publications and forms.

202-B:5 Duties of Depository Libraries. Depository libraries shall provide adequate facilities for the storage and use of the publications. They shall render reasonable service without charge to qualified patrons who desire to use the publications. They shall catalogue the publications in an acceptable fashion.

4 Biennial Reports; Date Due. Notwithstanding any other provision of law, all agencies required to make a biennial report in even numbered years shall report in odd numbered years.

5 Advisory Commission, Commissioner of Resources and Development. Amend RSA 12-A:6 as inserted by 1961, 223:3 by striking out in line fifteen the words "in each February" and inserting in place thereof the following (biennially, beginning in October 1975), and by striking out in line seventeen the words "calendar year" and inserting in place thereof the following (two calendar years) so that said section as amended shall read as follows:

12-A:6 Advisory Commission; Duties. The commission shall consult with and advise the commissioner of resources and development with respect to the

(c) Correspondence and interoffice communications not of vital interest to the public.

Sec. 4. 1. The superintendent of state printing shall print 30 copies of each state publication for deposit in a library stockroom to be maintained by the superintendent of state printing. He shall distribute them as provided in this chapter.

2. Each agency authorized to publish documents shall deposit 30 copies of each publication with the superintendent of state printing for distribution as provided in this chapter.

3. Each board, commission or council authorized to study, survey or guide governmental functions shall deposit 30 copies of any of its publications with the superintendent of state printing for distribution as provided in this chapter.

Sec. 5 As soon as practicable after the receipt or printing of the state publications, the superintendent of state printing shall distribute the copies as follows:

1. To the University of Nevada library at Reno, two copies.

2. To the Nevada Southern University library at Las Vegas, two copies.

3. To the division of archives in the office of the secretary of state, two copies.

4. To the legislative counsel bureau, one copy.

5. To each regional depository designated by the state librarian, two copies.

6. To the Nevada state library, the remainder, which shall be distributed by the library as follows:

(a) To the Library of Congress, two copies.

(b) To the California state library on exchange, one copy.

(c) The remainder to be retained by the Nevada state library for preservation and use by the public, for issuance to other public libraries in the state and for exchange for documents of other states.

Sec. 6. Monthly the Nevada state library shall compile and issue an official state publications list for distribution to state agencies and departments and to public libraries.

Sec. 7. There is hereby appropriated from the general fund in the state treasury for the support of the state printing office for the purpose of carrying out the provisions of this act:

1. For the fiscal year commencing July 1, 1967, and ending June 30, 1968, the sume of $18,500.

2. For the fiscal year commencing July 1, 1968, and ending June 30, 1969, the sume of $18,500.

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SUMMARY--Provides for central depository for distribution of State publications. Executive estimate of cost: $11,500 per year. (BDR 33-155)

AN ACT relating to a state publications distribution center; requiring state agencies to deposit copies of state publications with the center for distribution to certain libraries and states; and providing other matters properly relating thereto.

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN SENATE AND ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. Chapter 378 of NRS is hereby amended by adding thereto the provisions set forth as sections 2 to 8, inclusive, of this act.

Sec. 2. It is the intent of the legislature in the enactment of sections 2 to 8, inclusive, of this act:

1. That all state publications be made available to all inhabitants of this state by distribution to specified public libraries; and

2. That designated depository libraries assume the responsibilities of keeping such publications readily accessible for use, and render assistance in their use to qualified patrons without charge.

Sec. 3. As used in sections 2 to 8, inclusive, of this act:

1. "Print" means all forms of printing and duplicating other than by the use of carbon paper.

2. "State agency" includes the legislature, constitutional officers, or any department, division, bureau, board, commission or agency of the State of Nevada.

3. "State publication" includes any document issued in print by any state agency and which may legally be released for public distribution, but does not include:

(a) Nevada Revised Statutes;
(b) Nevada Reports;
(c) Digests or annotations prepared by the legislative counsel;
(d) Press items of the University of Nevada which are not in the nature of a public document: or
(e) Correspondence and intraoffice or interoffice communications which are not of vital interest to the public.

Sec. 4. 1. There is hereby created within the state library a state publications distribution center.

2. The state librarian may make such rules and regulations as may be necessary to carry out the purposes of the state publications distribution center.

Sec. 5. Every state agency shall, upon release, deposit at least 18 copies of each of its state publications with the state publications distribution center. Additional copies shall be deposited, in quantities certified to the appropriate state agency by the state publications distribution center, to meet the needs of the depository.

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library system and to provide interlibrary loan service to those libraries without depository status.

Sec. 6. 1. The state publications distribution center may enter into depository agreements with any city, county, district, regional, town or university library in this state. The requirements for eligibility as a depository library shall be established by the state librarian. The standards may include and consider the type of library, its ability to preserve such publications and make them available for public use and its geographical location so as to make the publications conveniently accessible to residents in all areas of the state.

2. The center may also enter into agreements with the appropriate state agencies of other states to establish a program for the exchange of state publications.

Sec. 7. 1. After receipt of any state publications, the state publication distribution center shall distribute copies as follows:

(a) One copy to the division of archives;
(b) One copy to the legislative counsel bureau;
(c) Two copies to the Library of Congress; and
(d) Two copies to each depository library in this state.

2. The center shall retain sufficient copies in the state library for preservation and use by the public. The remaining copies, or additional copies required, shall be used for distribution in accordance with any agreements entered into with other states for the exchange of state publications, and for loaning services to those libraries without depository status.

Sec. 8. The state publication distribution center shall, periodically, publish and distribute to all state agencies, contracting depository libraries and other libraries, upon request, a list of available state publications.

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LETTER OF AGREEMENT

Between participating regional libraries and the Nevada State Library to develop a Nevada State Publications Depository System

Because Nevada has need of organization and distribution of its government publications, the Universities of Nevada and the two largest county libraries have agreed upon a depository system for state publications which will make more readily available those items being published by state government.

This letter sets forth the terms agreed upon for carrying out the proposed depository system.

The objectives of the system shall be:

That all state publications be made available to all inhabitants of the state on a regional basis by distribution to public libraries;
To collect, organize and preserve all state publications;
To establish within the Nevada State Library and under the direction of the State Librarian, a state publications Distribution Center for depositing and distributing state publications and for promoting an orderly depository library system for state publications.

The relationship between the Nevada State Library and the participating libraries shall be as follows:

1. The Nevada State Library agrees to:

   a. place the participating libraries on its mailing list as regional depositories for purpose of having distributed to them such state publications as are obtained in multiple copies from the state printer and state agencies of Nevada government

   b. compile monthly and annually a publications list with correct ALA entry, an author, subject and title index and a classification number

2. In consideration of the distribution to regional depositories of state publications as aforesaid, the participating libraries agree to:

   a. provide shelf space with adequate provisions for expansion
   b. organize publications in a manner commonly agreed upon within 30 days after receipt of material
   c. provide library trained staff to render service without charge to qualified patrons in the use of such publications
   d. dispose of publications only in accordance with disposal policies established by the State Librarian
   e. provide interlibrary loan service concerning state publication requests
   f. gather statistics concerned with state publications
   g. shelve, index and maintain Nevada county and city publi-

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cations when these are available through the depository system

The anticipated duration of this voluntary depository system is July 1, 1968 - June 30, 1969 unless modified by legislation.*

Signed,

_____
Librarian, State of Nevada

_____
Librarian

_____
Library

*Renewable annually

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SUMMARY OF THE SWANK CALSSIFICATION
USED IN THE NEVADA OFFICIAL PUBLICATIONS LIST

I. STATES, TERRITORIES, COLONIES, ETC.

States are indicated by their numbers in the alphabetical list, e.g. Alabama is 1, Colorado is 5, New York is 30, and Wyoming is 48. The District of Columbia is 49.

Territories, provinces, and colonies which have been succeeded by states bearing the same names are arranged after those states by adding the capital letter A to the state symbols, e.g. Colorado Territory is 5A, and Connecticut Colony is 6A.

Territories which have been succeeded by states bearing other names are assigned to the following numbers:

51 Dakota Territory
52 Indian Territory
53 Jefferson Territory
54 Northwest Territory
55 Orleans Territory

Confederate States of America is assigned as follows:

58 Provisional Government
59 Confederate Government

Publications of the seceded states are arranged with those states.

Outlying possessions are assigned as follows:

65 Alaska
69 Canal Zone
73 Guam
77 Hawaii
81 Philippines
85 Puerto Rico
89 Samoa
93 Virgin Islands

II. CONSTITUTIONAL CONVENTIONS are indicated by the symbol A2, e.g. 30-A2. On the second line of the call number, the publications are indicated first by date of the convention, second by series, and third by volume, e.g.

29-A2
938:2-5

III. LEGISLATURES. Both houses, taken jointly, are indicated by A3, the lower house by A4, and the upper house by A5, e.g. 29-A3, 29-A4, and 29-A5.

Legislative series are numbered by the following tables:

Joint houses, under A3

1: Documents
2: Bills (House and Senate bound together)
3: Legislative digests
4: Journals (House and Senate bound together)
5: Session laws, general or public
6: Session laws, local or private
7: Revised statutes and codes
8:
9: Unnumbered publications

Lower house, under A4

1: Documents
2: Bills
4: Journals
9: Unnumbered publications

Upper house, under A5

1: Documents
2: Bills
4: Journals
9: Unnumbered publications

Other series are assigned as needed from number 10 on.

Individual issues of legislative series, except revised statutes, are indicated by session number, if any, instead of date. Superior numbers are used to indicate extra sessions. Thus a Journal of a 64th regular session would be 4:64. A Journal of a second extra session of a 64th assembly would be $4:64^2$. A Bill, number 53, of a 19th assembly would be 2:19-53. A Bill, number 53, of a first extra session of a 19th assembly would be $2:19^1$-53. If no session number is given, then the date is used to indicate sessions, e.g. 5:937, and 2:914-53. Revised statutes and codes are always arranged by date, e.g. 7:877.

IV. LEGISLATIVE COMMITTEES are indicated by adding one capital letter to the legislature symbols. Thus a Joint Committee on Ways and Means would be A3W, e.g. 5-A3W; a House Committee on Appropriations would be A4A, e.g. 5-A4A; and a Senate Committee on Indian Affairs would be A5I, e.g. 5-A5I. Series are assigned as needed.

V. COLLECTED DOCUMENTS, or collected departmental reports, are arranged under the symbol A9, e.g. 29-A9.

Bound sets are arranged first by date and second by volume under the series number 1, e.g.

29-A9
1:936-2

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Separate reports bearing a public document number are arranged first by number and second by date under the series number 2, e.g.

29-A9
2:59-915

VI. DEPARTMENTS, INDEPENDENT COMMISSIONS, AND SPECIAL COMMITTEES OR COMMISSIONS APPOINTED BY THE GOVERNOR OR LEGISLATURE are indicated by Cutter numbers. Thus the Nevada State Department of Education is 29-Ed8; the New York State Department of Correction is 30-C81, and the Colorado Survey Committee of State Affairs is 5-Su7.

Cutter numbers are taken from the first word in the actual name of the department or commission, excepting articles, propositions, and such words as the following: board, bureau, commission, committee, department, division, office, public, and state (except in Department of State).

A Master File of Cutter numbers is kept in order to maintain the consistent use of each number for departments having the same name and function throughout the country. This file also indicates all states and territories under which any particular Cutter number has been used.

Series are indicated by arbitrary numbers similar to those employed by the Superintendent of Documents. The numbers 1, 2, 3, and 9 are reserved for fiscal reports, bulletins, circulars, and unnumbered publications respectively. Other series are assigned as needed to numbers 4 to 8 and from number 10 on. All publications, except fiscal reports, are retained in the series to which they were originally assigned by the publishing offices.

Fiscal reports of an office to its superior office are always classified under the series number 1, never as an issue of a bulletin, circular, or other series. All other reports, monthly, quarterly, semi-annual, etc., if they comprise separate series, are assigned to series numbers from number 4 on, like any other series.

Annual reports, if they cover a calendar year, are indicated by that year, e.g. 1:938. Biennial reports covering two calendar years are indicated by the second year. Annual and biennial reports for periods which close within the year are indicated by the year in which the period closes.

Order of preference for selecting a method of indicating individual issues of any series, except annual and biennial series, is as follows, using 7 as a hypothetical series number.

Whole series	7:49
Volume and number	7:2-8
Year and quarter, month, or week	7:937-3
Cutter by title	7:876

Indexes to volumes are indicated merely by the numbers of the volumes, i.e. the numbers which the volumes would take if they were bound. Thus each index files at the beginning of the unbound volume.

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Unnumbered publications are Cuttered by title, e.g. 9:M28.

Certain groups of related, unnumbered material, especially laws and courses of study, are brought together under the publishing office by assigning a series number to each group and Cuttering the titles, e.g. 6:C45, 6:H34, and 6:M76. Preference is always given to any series numbering already provided. (Laws under 29-L44 cuttered from subject).

Editions are distinguished when necessary by adding the date to the otherwise complete call number. Thus a Bulletin, number 87, which appears annually by the same number, would be 2:87-924, etc. Taking 5 as a "law" number, Election laws for 1937 would be 5:E12-937.

Superior numbers are used only to distinguish parts of, or supplements to, a volume or report, e.g. $1:935^2$.

VII BUREAUS, DIVISIONS, ETC. of departments are indicated by adding one capital letter to the department symbol. Thus the Motor Fuel Tax Division of the Colorado Department of Finance and Taxation is 5-F49M.

Publications are handled in the same manner as those of the departments. But if a publication appears in a series which includes publications of the main department, or of other bureaus, then it is placed with the general series under the main department.

Institutions are never treated as bureaus or divisions, but are always cuttered as separate departments.

VIII. MUNICIPALITIES AND COUNTIES are interfiled at the end of each state by adding their Cutter numbers to the state symbol. Thus, Boulder, Colorado, is 5B66; and Buffalo, New York, is 30B86. The capital letter C is added to the county numbers to distinguish them from the municipal numbers. Thus, Boulder County, Colorado is 5B66C.

Publications of municipal and county departments and bureaus are handled in the same manner as those of the state governments. Thus, the Annual Report of the City Auditor of Colorado Springs, Colorado, is

5C71-Au2
1:date

Under municipalities, the numbers A2, A3, A4, and A5 are reserved for Council, Mayor, Commission, and City Manager respectively. Collected municipal documents are palced under A9.

IX. SUMMARY OF GENERAL ARRANGEMENT, with 45 as the state number:

Constitutional conventions	45-A2
Legislature, both houses	45-A3
Lower house	45-A4
Upper house	45-A5

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Collected documents	45-A9
Departments, bureaus, special commissions	45-Ag8 45-B22 45-C63 45-H34 45-H34M 45-H34S 45-P69 45-P69W etc.
Territory, province, or colony	45A-
Municipalities and counties	45Ab6- 45B48- 45Id1- 45Sel- 45T17C- 45Up5- 45Up5C etc.

ACQUISITION

1. The depositories may receive publications from three sources:

   a. Depository Center (Nevada State Library)
   b. State Printer
   c. Issuing agency

2. The Depository Center receives up to 17 copies of each item published which are then forwarded to the designated depositories.

3. The State Printer collects single copies of each item printed in his office and forwards these to each public library in Nevada. Since many titles are not printed in his office, the publications forwarded to libraries by the State Printer must be considered selected items.

   In addition libraries and interested individuals may be placed on a mailing list for copies (newsprint and ledger paper) of legislative bills, resolutions and histories; and their cumulations. Ledger paper is for binding purposes. (See below under Legislative Publications)

LEGISLATIVE PUBLICATIONS

The Legislative Bill Room (State Capitol, Carson City) distributes the publications of the Legislature.

By writing to the State Printer, Carson City, libraries may subscribe to the Legislative Bill Service, which includes the following publications:

Bills, resolutions
Daily histories
Daily journals
Cumulative histories
Final volumes of the histories

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This service is free of charge.

The interested library must contact the printer at least one month to two weeks before the beginning of the legislative session to be placed on this mailing list.

If items are not received, claims are made to the state printer, to the bill room or to the documents section, Nevada State Library. The latter will attempt to present these claims in person.

Publications not included in the Bill Service and which must be purchased are:

Bound volumes of any of the above.

4. Items not received and forwarded through the Depository Center are:

   a. Titles not detected or located by Depository System
   b. Some titles issued by the University of Nevada
   c. Titles issued by agencies cooperating with the University of Nevada, e.g., Nevada Bureau of Mines, Desert Research Institute, etc.
   d. Titles which cannot be obtained in quantity from the issuing agency
   e. Nevada Revised Statutes, Nevada Reports and digests or annotations prepared by the Nevada Legislative Counsel
   f. Legislative publications

Items not detected by the Depository Center should be claimed from the issuing agency. A copy of that claim should be sent to the Depository Center.

Items issued by the University and agencies associated to the Universities are to be forwarded to all requesting libraries automatically from that agency. Claims are made to the issuing agency. A copy of the claim should be sent to the Depository Cente.. Items not received through the depository system must be purchased from the issuing agency. These include the Nevada Revised Statutes, the Nevada Reports, the Nevada Digest, the bound volumes of the Senate Appendices. Certain publications from the Museum, the University of Nevada Press, the Bureau of Mines, etc., sell their publications. The issues of the Nevada Official Publications and the shipping lists should be checked to determine whether any publications have failed to arrive, and those should be claimed. (See figure 1 for suggested form.)

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LIBRARY
Address
Date

GENTLEMEN:

We have not received the following publication (s), which we believe should have been sent us as a depository library. Can you supply it (them) to complete our files. Thank you.

Signature_____

Title _____

FIGURE 1. Sample Form for Claiming Depository Items

5. Distribution to non-depository libraries

SELECTION AIDS

a. Nevada Official Publications (monthly, annual)
b. Nevada State Serials Index (semi-annual)
c. Agency lists of publications, e.g. Publications of the Nevada Bureau of Mines and Associated Organizations; Max C. Fleischmann College of Agriculture publications, etc.
d. U.S. Library of Congress. Monthly Checklist of State Publications.

SOURCES OF FREE PUBLICATIONS

a. Issuing agency

A depository should try to get on agency mailing lists for the serial publications it needs.

b. The Depository Center (Nevada State Library) when it has copies available.

PUBLICATIONS TO BE PURCHASED

a. Nevada Reports (Secretary of State) $10.00 per volume
b. Bound volumes of Journals of Senate and Assembly $5.00
c. Bound volumes of Appendices $5.00
d. Nevada Digest (Legislative Counsel Bureau) $600.00
e. Nevada Revised Statutes (Legislative Counsel Bureau) $200.00
Reprints are $100.00 if purchaser has previous 6 volume set.
f. Nevada Revised Statutes Annotations (Legislative Counsel Bureau) $135.00

ORGANIZATION AND ARRANGEMENT

ORGANIZATION

Nevada state publications may be integrated with the library's general collection, segregated in a separate department, or partially integrated and partially segregated.

INTEGRATION

Under complete integration, all documents go into the general collection and receive the same treatment as other library materials.

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1. Advantages:

   a. General public and general reference staff will probably use documents more if they are filed with other materials on the same subject.
   b. Time of reference staff is saved in locating documents.
   c. Expertness and experience in using government publications are not imperative.

2. Disadvantages:

   a. Cataloging is expensive, though subsequent saving in time of reference staff probably offsets initial cost.
   b. Shelving of documents without stiff covers among books is a problem.

Complete integration is recommended for non-depositories.

SEPARATE COLLECTION

Documents kept together in a separate collection may be given the same treatment as other library materials or they may receive special, usually less expensive, treatment.

1. Advantages:

   a. The staff are (or become) specialists and thus can give expert assistance to the public (provided the staff turnover rate is low).
   b. Printed indexes and bibliographies may be used extensively, but unless the staff is skilled, valuable reference time may be lost in consulting these tools.
   c. If simple records are kept in lieu of complete cataloging, publications may be made available more quickly and at less expense for processing.
   d. It is easier to house unbound documents apart from the bound general collection.

2. Disadvantages:

   a. Material on same subject is arbitrarily and artificially divided between government and nongovernment publications.
   b. General reference staff needs to know documents collection in order to refer patrons there for the best or additional information.
   c. Many patrons do not understand what kind of information is contained in documents, and may be annoyed if referred from the general reference section to the documents room or vice versa.
   d. If there is not a documents librarian on duty at all hours the library is open, the use of the separate collection is likely to be unsatisfactory.

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RECORDS AND PREPARATION FOR THE SHELVES

TYPES OF RECORDS

The type of records kept for government publications depends to some extent upon the way in which they are organized.

1. Under complete or partial integration, the publications integrated must be given the same treatment as non-government material.

    a. Books and other publications of permanent value are classified, cataloged, and processed according to the individual library's procedures and then shelved with other books in the library's collection.

    b. Periodicals are treated in the same way as non-government periodicals.

    c. Pamphlets have a subject heading assigned and are filed in a vertical file or in pamphlet boxes according to the treatment given other pamphlets.

    Complete integration of publications and records is recommended for non-depository libraries.

2. In a separate collection government publications may be treated as outlined in 1 above, or briefer records may be kept.

    Although cataloging is recommended for all libraries, a complete depository may find full cataloging too expensive and probably unnecessary. By employing selective cataloging and brief cataloging, it can secure many of the advantages of a cataloged collection without all of the expense.

DICTIONARY CATALOG

This manual will not attempt to discuss how to catalog documents since the same procedures should be followed as for non-government publications. Various factors should be considered in selecting publications for cataloging:

1. Permanent value.
2. Use
3. Extent to which available printed indexes may be used as substitute for cataloging (e.g., the publications of the Nevada Bureau of Mines are well-indexed).

    Special libraries, or libraries where certain subjects are in great demand and where reference time is at a premium, may wish to catalog completely even those publications which are analyzed in printed indexes.

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PRINTED INDEXES

Checking Nevada Official Publications in lieu of cataloging or checklisting is not recommended for the following reasons:

1. Because there is a lag between the receipt of the publications and the list, a temporary record must be prepared, or there will be a period when there is no record of new publications.

2. When monthly lists are cumulated, the holdings checked in the superseded issues must be transferred to the annual cumulation.

3. Not all official publications have been listed in the past.

Special printed indexes such as those of the Bureau of Mines may be used in place of analytics. The Library will still wish to keep checking records of the numbers received in each series.

MAIN ENTRY CARDS**

Depository libraries (excepting Legislative Counsel Bureau) now receive one main entry card for each title cataloged at the Depository Center. The main entry card includes classification number, correct form of entry (Poulton*) and correct cataloging form. Some, but not all, include added entries and subject heading tracings (as they appear in the Nevada Official Publications).

These main entry cards may be used in a shelflist-checklist arrangement or an alphabetical arrangement by issuing agency or author. E.g.,

29-Un3A
3:170 Neely, William
Per farm evaluation of benefits to Carson Valley from the Washoe Project. Rev. Cooperative Extension Service. University of Nevada. September, 1963.
11 tables (Nevada. University. Max C. Fleischmann College of Agriculture. Circular 170)

"Extension circular 170."

1. Washoe project. 2. Nevada - Douglas County - Carson Valley - Economic conditions I. Title. (Series)

Or may be simply slipped into a public catalog stamped with a "state documents collection" (or similar note).

* Poulton, Helen J. Nevada State agencies from territory through statehood. Reno, Nevada, University of Nevada Press, 1964.

** Main entry cards have been discontinued May, 1969 due to lack of funds.

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SHELFLIST-CHECKLIST

Many libraries record documents in a combined shelflist-checklist record, either alone or in combination with selective cataloging.

The fact that records in the shelflist-checklist are simple does not mean that they can be compiled by an untrained clerk-typist without assistance. Variations in names of agencies and serial titles, and vagaries in the numbering of serials make the supervision of a trained librarian imperative for the maintenance of adequate records.

A detailed procedure manual for the use of clerical workers is helpful in securing uniformity. This manual should include sample cards, instructions for entering serials and monographs, and procedures for handling documents after entering. It should also emphasize the importance of referring any irregularities, new publications, etc., to the supervising librarian. For new publications the use of a process slip by the librarian in lieu of typing a unit card or giving verbal instructions will probably save time and produce better records. A simple process slip is illustrated in Figure 5.

An "x" after author, title, etc., indicates that a typist is to use information found on the title-page.

The beginning and end of material to be transcribed can be indicated lightly in pencil by some symbol, for example, right angles (⌐ ¬).

The typist should be instructed to capitalize only proper nouns and the first word of a title. If other words are to be capitalized, the first letter of each can be underlined.

Punctuation should be pencilled in lightly on the title-page.

ARRANGEMENT

1. By classification number (if some type of classification system is used). Either an index or a separate alphabetical file is essential.

2. Alphabetically by issuing agency (whether or not a classification system is used). If a classification system is used, the shelflist-checking record serves as an author catalog.

ENTRY

The entry in the shelflist-checklist is under the issuing agency. Decisions to be made are:

1. Whether to enter under the name of the agency immediately responsible for the publication (according to ALA cataloging rules) or under the superior department or agency (e.g., Nevada. Division of Water Resources or: Nevada. Department of Conservation and Natural Resources. Division of Water Resources).

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2. What form of name to use

   a. Direct, i.e., legal (e.g., Nevada. Division of Water Resources or: Nevada. Department of Conservation and Natural Resources. Division of Water Resources)

LIBRARY

1. Call no.

2. Author

   Author as follows:

   Nevada. Dept. of Education

3. Title: x

   Title as follows:

4. Year: x

5. Paging: 166 p.

6. Illus.: Illus.

7. Series:

8. Notes:

9. Tracings (and X ref.)
   1. Universities and colleges--Nevada

10. Special instructions:

FIGURE 5 Process Slip

⌜Nevada Community Profiles⌝

Department of Economic Development
Carson City, Nevada
December, ⌜1967⌝

FIGURE 6, Title-Page

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For a large collection a separate periodicals and serials file (or one file for periodicals and one for serials) should be considered -- it is easier to locate cards for checking in publications and also easier to determine what missing numbers should be claimed if cards for monographs and serials are not interfiled. Frequently issued and revised publications should be treated as serials for convenience.

MINIMUM INFORMATION ON CHECKING RECORDS

Checking records for serials should, if possible, be similar to those used by the library for non-government publications. Essential information on checking record should include:

1. Call number (if collection is classified)
2. Issuing agency)
3. Title) sith notes of important changes
4. Frequency if regular and not given in title
5. Number of copies if more than one
6. Routing instructions if publication is to be routed
7. Retention policy if superseded portions are withdrawn or back file is discarded periodically
8. Indication of whether title-page, table of contents and index are issued
9. Binding information
10. Source (issuing agency) including address if other than Carson City

PROCEDURE FOR CHECKING IN A SERIAL

1. Compare card with publication carefully to be sure that it is the correct one
2. Enter publication on checking record.

   a. Use a hard pencil (no. 3 or 4) to prevent smudging when cards rub together.

   b. Make figures or checks smaller than squares on checking record -- they are easier to read.

   c. Check in a publication that has both a number and date by both because it may be cited sometimes in one way and sometimes in another. A check mark (✓) may be placed beside the printed number on the checking card and the date written in the date box, depending upon the type of card used.

   d. Indicate additional copies by check marks.

   e. File-mark each piece (see Section 4.3) or write the call number in upper left corner.

   f. Attach routing slip if needed.

   g. Stamp each piece with ownership and date stamp.

See figures 7 - 14 for sample checking records, on inserts A, B and C.

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Insert A.

call no.

Nevada. Legislature. Assembly
Assembly daily journal

Vols. per Yr. Begin No. of Copies Route: Ref. Dept.

1960

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Ja			✓	✓	✓	✓				✓	✓	✓	✓	✓			✓	✓	✓	✓											
F																															✓
Mr	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓
Ap	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓		✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			
My		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓
Je																															
Jl																															
Ag																															
S																															
O																															
N																															
D																															

Source: Legislative Bill Service Bind:
Withdraw when bound volume is received.

FIGURE 7. Serial Issued Daily

call no.

Nevada. Division of Oil and Gas Conservation
Division of Oil and Gas Bulletin
Frequency: weekly

Year	Vol	Ja	F	Mr	Ap	My	Je	Jl	Ag	S	O	N	D	ND
1956	-	2098 2099	2182 2183											
1956	-	2100 2101	2184 2185											

Source: Bind: No

FIGURE 8. Serial Issued Weekly

See Page 23 for Instructions.

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Insert B.

call no.

Nevada. State Board of Health

Nevada Health

Frequency: Monthly

Year	Vol	Ja	F	Mr	Ap	My	Je	Jl	Ag	S	O	N	D	TP	IND
1954	1							1	2	3	4	5	6		
1955	2	1	2	3	4	5	6	7	8	9	10	11	12		
1956	3	1	2	3											

Source: Agency
Nye Bldg.
Carson City

Bind: Yes

FIGURE 9. Serial Issued Monthly

call no.

Nevada. Historical Society, Reno

Nevada Historical Society quarterly

Frequency: Quarterly

Year	Vol	Ja	F	Mr	Ap	My	Je	Jl	Ag	S	O	N	D	TP	IND
1955	(44)	—	1	—	—	2	—	—	3	—	—	4	—	In no.	4th
1956	45														

Source:

Bind: Yes

Circle indicates complete v.

FIGURE 10. Serial Issued Quarterly

call no.

Nevada. State Controller's Office

Report

Frequency: Annual

Year	V														
1951-52															
1953															
1954															

Source: NSL

Bind: Yes

FIGURE 11. Serial Issued Annually Covering Calendar Year

See Page 23 for Instructions

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Insert C.

call no.

Nevada. Horse Racing Board
Report

Frequency: Biennial

Year	V.								
1950/52									

Source: NSL

Bind:

FIGURE 12. Serial Issued Biennially Covering Fiscal Years

call no.

Nevada. Dept. of Finance. Printing Division
Nevada blue book

Frequency: Quadrennial

Year									
1938									
1942									
1946									
1950									
1954									

Source: LDA
For earlier editions see:
Nevada. Secretary of State

Bind:
Comes bound

FIGURE 13. Frequently Revised Publication Treated as a Serial

call no.

Nevada. Dept. of Natural Resources
Division of Mines
Special report

1A (7/50) 1B (11/50)	2 (12/50)	3 (12/50)							

Source: LDA

Bind: No

FIGURE 14. Serial Issued Irregularly

See Page 23 for instructions

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CLAIMING MISSING NUMBERS

Unless the serial record is in a visible file with a signal system, it is important to establish some system for following up missing numbers. The checker may type a claim for an earlier issue upon checking in the current one, or he may place a clip or flag on the cards where gaps have been noticed and type claims after all publications for the day have been checked in. He needs to supplement this by a periodic card by card search through the file to catch titles that are no longer being received.

When a claim is sent, a note should be made on the back of the checking card:

v.2 no. 2 claimed 9/6/55

Flags may be placed on cards where missing numbers have been claimed so that a second request may be sent if no reply is received within a reasonable time.

For sample claim form, see Figure 15:

LIBRARY
Address

Gentlemen:
We have not received_____
of the publication_____
which we receive as a depository.

We shall appreciate your supplying these numbers to complete our files.

Date Documents Librarian

Figure 15. Form for Requesting Missing Issues

To make it easier to tell at a glance whether files are complete, a symbol may be added to the card when a volume is complete, e.g., a check in colored pencil by the volume number or year, or a ring around either (see Figures 10 and 16).

BINDING RECORDS

The record of volumes at the bindery may be included on the checking cards if desired.

Bound volumes may be entered on the checking cards or transferred to permanent holdings cards. In general, these forms and procedures should follow as closely as possible the library's practices in handling similar material of a non-government nature.

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MONOGRAPHS

Minimum information to be given on a card for a monograph:

1. Call number (if collection is classified)
2. Corporate author
3. Title
4. Date of publication
5. Collation, consisting of last numbered page, or number of volumes if more than one
6. Occasionally notes of information are needed

See Figure 18 for sample card for a monograph.

Each publication should be file-marked or have the call number written on. The library's stamp (usually combined with the date of receipt) should go on each publication.

TREATMENT OF PUBLICATIONS PRESENTING SPECIAL PROBLEMS

PRELIMINARY EDITIONS

Preliminary editions present a problem because receipt of the corresponding "final" editions is uncertain and unpredictable. Treatment will depend upon their significance, and few generalizations can be made. In many cases, they can be recorded and filed as the final publications would be.

PRESS RELEASES

Press releases often provide useful current statistical information not available elsewhere. Complete depository libraries may want some sort of checking record, but other libraries may be able to provide adequate service by merely filing them as received, under agency, series, or subject.

SEPARATES OF REGULATIONS AND DECISIONS

In libraries where use of certain regulations and decisions is heavy, separates may be allowed to circulate, and the complete volume retained for reference use. In libraries using a vertical or pamphlet file arrangement, they may be conveniently filed with other material on the subject or agency.

FREQUENTLY REVISED PUBLICATIONS

Libraries which find it necessary to keep older editions of revised publications will need records of these editions. Most libraries, however, will retain the latest revision only. Cataloging or entering time may be saved by using for main entry (or only entry in a combined shelflist-checklist), a card with the notation: "Library has latest revision only," with space for pencilled date. As each new date is entered, previous date is erased. A colored flag inserted in the revised publication is a convenient device for indicating to shelvers that the older edition should be removed.

call no. Nevada. State Dept. of Education

Frequency: Monthly
Bound: v.1-25, 1930-54 At bindery: v.26, 1955 (3/13/56)

Year	Vol	JA	F	MR	AP	MY	JE	JL	AG	S	O	N	D	TP IND			
1955	26	1	2	3	4	5	6	7	8	9	10	11	12				
1956	27	1	2														

Source: NSL

Bind: 2 v. together
Circle indicates complete v.

FIGURE 16. Binding Record on Checking Card

call no. Nevada. Dept. of Education
Nevada journal of elementary education
quarterly

Library has v.1-21, Aug. 1932-May 1953
bound.

At bindery: ———

Unbound: (v. 22, Aug. 1953-May 1954 (held for v. 23)

See current checking card for later issues.

Index: in last no. of v.
Tp: none
Bind 2 v. together

FIGURE 17. Separate Binding Record

29-Em7
9:Se5

Nevada. Employment Security Department.
Semi-annual area manpower review Reno standard metropolitan statistical area economic report evaluating the manpower situation. [Carson City, Nevada, 1968.
[4], v. 121 [2], 28 cm. maps, photos, tables.

1. Manpower - Nevada - Reno, Nevada

(cont.)

FIGURE 18. Shelflist Card for Monograph

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call no. Nevada. Bureau of Mines. Publications.

Library has latest revision only: 1955

Source: Bureau of Mines Bind: Pam.

FIGURE 19. Card for Frequently Revised Publication of Which Only Latest is Retained

CUMULATIONS

For maintenance of a "live" collection, superseded issues should be discarded when cumulations are received. As in the case of frequently revised publications, a colored flag inserted in the cumulation will indicate the superseded issues are to be removed when the cumulation is shelved.

Some libraries use a checking card for current issues and a permanent card for cumulations (see Figures 20-21).

call no Nevada. State Library. Reference Services Division.
Nevada Official publications. monthly listing

Year	Vol	JA	F	Mr	Ap	My	Je	JL	AG	S	O	N	D		TP IND

Source: State Library

Discard when annual listing is received
For annual listing see next card

FIGURE 20. Checking Card for Current Issues of a Publication That is Cumulated

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call no.	Nevada State Library. Reference Services Division. Nevada official publications; annual listing

Year	V.								

Source: State Library Bind:
For quarterly listing see preceding card

FIGURE 21. Separate Checking Card for Cumulated Issues

LEGISLATIVE PUBLICATIONS

Records of current legislative material should generally be minimal, because most of the material will eventually be replaced by bound volumes. A simple checking card, with notation as to when issues are to be discarded, will usually suffice for each series (see Figure7). For suggested retention policies, see...

LOOSE-LEAF PUBLICATIONS

Revised pages are usually issued in some sort of series; so a checking card can be used for entering revisions as received. All changes should be made promptly. If this is not done, the publications are of doubtful use, and the library will do well to consider discontinuing receipt of loose-leaf material. Superseded pages should be discarded unless retention is required by depository regulations.

If revised pages are not issued in a numbered series, a sheet inserted at the front of the binder for recording dates revisions are received will indicate at least whether revisions are being received.

CHANGES OF NAME

When a publication or an agency changes name, there are three ways of handling publications:

1. Keep both old and new under old name
2. Use new name in future, but leave old publications under old name
3. Change all publications and records to new name

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The last method is recommended unless there are so many publications or volumes under the old name that the expense of changing would be prohibitive.

Whatever is done, cross references in the shelflist-checklist (or its index) will have to be provided to lead from the name not used to the one under which the publications will be found.

CROSS REFERENCES

Nevada. Dept. of Conservation and Natural Resources.
Division of Water Resources

see

Nevada. Division of Water Resources

FIGURE 22. Cross Reference for Change of Agency Name

Nevada. Dept. of Natural Resources.
Division of Mines
Mining in Nevada

see its

Nevada Journal of mines and geology

FIGURE 23. Cross Reference for Change of Title

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Nevada. Secretary of State
Nevada blue book

see

Nevada. Dept. of Finance. Printing Division
Nevada blue book

FIGURE 24. Cross Reference for Publications Transferred from One Agency to Another

CARDS SUPPLEMENTING THE SHELFLIST-CHECKLIST

Subject and added entry, etc., cards, either added to the shelflist-checklist or filed separately, speed reference service and are well worth the time required to prepare them.

SUBJECT CARDS

MONOGRAPHS

Subject cards should be made for monographs if their value and anticipated use justify the cost.

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call no.
UNIVERSITIES AND COLLEGES--NEVADA
Nevada. Dept. of Education
A restudy of the needs of Nevada in higher education. 1955.
473 p.

FIGURE 25. Subject Card for Monograph

SERIALS

For periodicals and non-monographic series, a simple subject card which omits holdings except for indication of first issue in the library is sufficient. Subject used should be traced on the first checking card or on bound volume card if it serves as the permanent record of holdings.

call no.
JUVENILE DELINQUENCY
Nevada. Dept. of the Youth Authority
Nevada Youth Authority quarterly.
v.1- 1948-
For holdings see main card.

FIGURE 26. Subject Card for Serial

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ADDED ENTRIES

Added entry cards should be prepared as needed for titles and personal authors likely to be remembered, and for agencies (other than the issuing agency) connected with a publication.

CARDS FOR PUBLICATIONS REPRESENTED IN THE PUBLIC CATALOG

If the shelflist-checklist purports to be a complete record of the library's documents holdings, it should include cards for cataloged documents, even though these are also shown in the public catalog. Preferably, the catalog department should prepare an extra card to be filed in the documents department.

If the documents department prepares the record, the card for a cataloged publication should be similar to other records in the department. For monographs, a card similar to that used for uncataloged monographs may be used, with the addition of the call number.

For serials, the documents record may be a plain card, showing call number for the series, or for individual issues if not classified as a series.

GRANTS-IN-AID - NEVADA

29-H53
15:year

Nevada. Department of Highways.
Compendium of laws - regulations relating to highway finance as of...Statistical information... Compiled by Joe L. Cowperthwaite, Fiscal Advisory Service Officer.
Carson City, Nevada 1967-
v. 22 x 28 cm. tables, spiral-bound.

1. Grants-in-aid - Nevada 2. Highway law. 3. Roads - Finance. I. Title.

FIGURE 27. Subject Analytic for Monographic Series

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29-Ed81
1:year

Nevada. State Board for Vocational Education.
Nevada. Office of Superintendent of Public Instruction.
Report. Carson City, Nevada 1864-
v. annual, biennial.
4 annual reports, 1864-1868.
Biennial from 1870-
Title varies: Beginning 1966 changes to report of the Superintendent of Public Instruction and State Board for Vocational Education.
1968 entitled "Leadership and service."

(cont)

FIGURE 28. Added Entry Card for Author of Monographic Series

29-Un3AC
3:63

An analysis of dairy alternatives in Lund Nevada.
Neely, William V
An analysis of dairy alternatives in Lund, Nevada. June, 1966.
11 p. (Nevada. University. Max C. Fleischmann College of Agriculture. Cooperative Extension Service. C63-New series)
1. Dairying - Lund, Nevada. I. Title. II. Title: Dairy alternatives in Lund, Nevada. (Series)

FIGURE 29. Title Card for Monograph

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29-Un3AC
6:nos.

Nevada. University. Max C. Fleischmann College of Agriculture. Cooperative Extension Service.
Leaflets. Reno, Nevada, 1966?
v. illus. 22 cm.

1. Agricultural extension work.
I. Title.

FIGURE 30. Card for Cataloged Serial

Nevada. Dept. of Education. Bureau of Business Education
Business education publications.

call no. 66. Creative selling, a leeder's guide. 1952.
call no. 67. Variety store selling. 1952.
call no. 68. Layouts and facilities for business education. 1952.

FIGURE 31. Card for Series Not Classified Together

REFERRALS FROM THE PUBLIC CATALOG

If government publications are in a separate collection, referrals from the main card catalog are desirable.

1. If the separate collection is cataloged, cards may be filed in the public catalog and also in the documents department.

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2. If materials are recorded in the shelflist-checklist only

   a. Referral cards should be filed in the public catalog under the government agencies whose publications are most used.

   b. Subject referrals should be made from broad headings at least. They are more difficult to establish than agency referrals but can be made gradually on the basis of use.

Nevada. Secretary of State

For all publications of this agency not recorded in this catalog consult the Government Documents Division.

FIGURE 32. Agency Referral from Public Catalog to Documents Department

EDUCATION--Nevada

Additional material on this subject is available in the Government Documents Division.

FIGURE 33. Subject Referral from Public Catalog to Documents Department

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FILE-MARKING

Filing words should be marked or written on the cover of each publication to save the shelver time and to ensure consistency under each agency; e.g., one line under the first filing element, two under the second, etc. If subdivisions are filed under an agency, it is an additional help to the shelver to indicate the title by using a different mark or a colored pencil. This prevents confusing the name of a subdivision with the title of a publications.

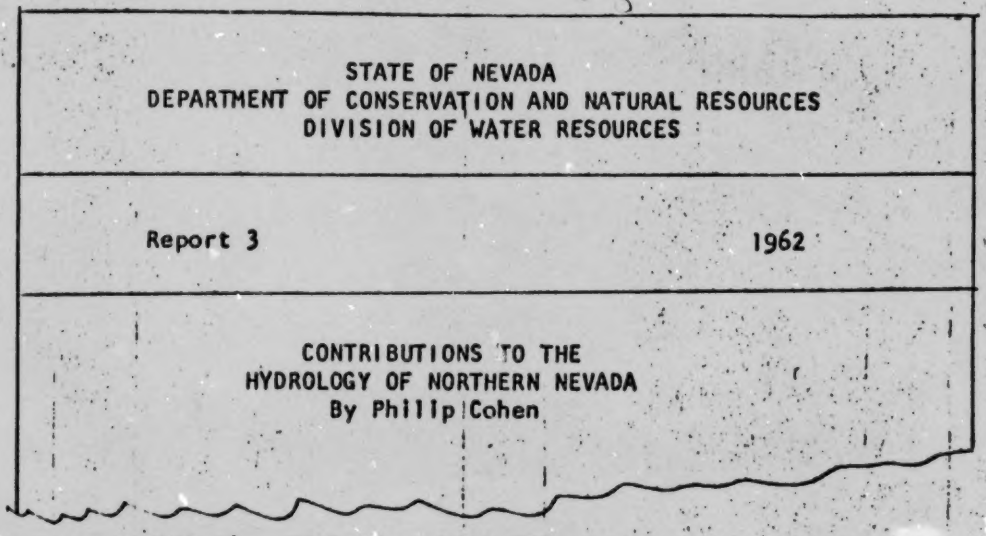

FIGURE 34. Title-Page With File-Marking

PHYSICAL HANDLING

Many government publications are received unbound or without durable covers, and some type of protection should be given them.

In deciding what type of covering materials to use the following points should be considered:

1. Intensiveness of use

   a. Constant use
      Full finding needed to withstand wear and provide accessibility
   b. Moderate use
      Pamphlet binders
      Envelopes
      Loose-leaf binders
      Pamphlet boxes
   c. Infrequent use
      Serials issued infrequently may be tied up in various materials so that they will stand on the shelf and can be labeled. Tying and untying are too time consuming for frequently used materials.

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2. Length of time they will be used

   a. Separate publications frequently revised, such as laws and directories, which are discarded when superseded, need a pamphlet binding, if much used. Otherwise their original paper covers are usually sufficient.

   b. Series such as bulletins, codes, specifications, etc., which are frequently revised or supplemented, need to be kept in some type of loose-leaf cover so that superseded issues can be removed. If heavy use calls for full binding and numbers in series are not revised very frequently, a loose-leaf cover can be kept at the end of the bound series. A stamp "See revised edition" can be used on the original.

3. Frequency of Issue

   Series which are issued daily or weekly, should be filed in one of the following ways:

   a. In manila envelopes on stack shelves
   b. In boxes
   c. Behind guides in vertical files

WEEDING

Minimum retention policies for depository libraries are regulated by the Depository Center of the Nevada State Library.

Most libraries find that retention for the required minimum period is sufficient; a few larger libraries will wish to retain the material longer for purposes of historical research. Non-depository libraries may find the minimum period too long for their particular needs, but after experimenting, should be able to establish a policy based on local conditions and use, type of material, etc.

REFERENCES

Akers, Susan Grey. Simple Library Cataloging. 4th ed. Chicago, American Library Association, 1954, 250 p.

Jackson, Ellen. A Manual for the Administration of the Federal Documents Collection in Libraries. Chicago, American Library Association, 1955. 108 p.

Markley, Anne Ethelyn. Library Records for Government Publications. Berkeley, University of California Press, 1951. 66 p. (Out-of-print)

Osborn, Andrew. Serial Publication, Their Place and Treatment in Libraries. Chicago, American Library Association, 1955. 309 p.

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REFERENCE TOOLS

Introduction

The following makes no attempt at being exhaustive in its listing and treatment of materials for use in reference work. It is hoped that the more important and more useful publications have been noted and that the items consulted open further avenues of approach.

Any publication can be a reference tool if it provides or aids in providing the answer to a specific question. There are certain ones, however, which should be considered as reference works in the ordinary sense of the word, and these consist of both official and unofficial publications dealing with the state of Nevada and its various activities.

Every reference department which expects to service Nevada state publications should include an adequate history of the State and a text on its government. No specific history is suggested since any one chosen from a library's general collection can be utilized satisfactorily.

GOVERNMENT

Any of the following will be helpful with government organization and functions:

Nevada. Budget Division.
The executive budget. Carson City, Nevada.
v. tables. biennial.

1969-70 and 1970-71 has personnel supplement.

Lists superdepartments and divisions.

Nevada. Legislative Counsel Bureau.
Legislative manual. Carson City, Nevada. (1967 latest)
104 p.

various editions

"...presents an abbreviated yet accurate and comprehensive description of the Legislature and the mechanics of its operations so that interested persons may determine where and how they may find solutions to the legislative problems." Includes lists of boards, commissions and public officials in Nevada for certain years.

Nevada. Secretary of State.
Political history of Nevada. (fifth ed.) Rev. by Arthur J. Palmer Jr. Carson City, Nevada, 1965.
213 p. illus., tables.

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"...to present historical political data pertaining to the state of Nevada. Includes Nevada history, listings of state and territorial officers and justices and legislatures.

Nevada. State Department of Education. Division of Instruction. Nevada "the silver state." Rev. ed. Carson City, Nevada, 1967. 147 p. 28 cm. illus., maps

Reference list: pp. 97-147.

A brief look at Nevada and its history and government.

Some earlier titles:

Gorvine, Albert
Administrative reorganization for effective government management in in Nevada. Carson City, State Printing Office, December, 1948. 126 p. illus., tables, charts (Nevada. Legislative Counsel Bureau. Bulletin no. 4)

Helmick, Frank
A survey of the functions of the offices, departments, institutions, and agencies of the state of Nevada and what they cost. Carson City, State Printing Office, 1947. 405 p. illus., tables, charts, (Nevada. Legislative Counsel Bureau. Bulletin no. 1)

League of Women Voters, Nevada.
Know your state; constitution, political parties and elections. etc. 1957. 33 l.

Mack, Effie Mona
Nevada government, a study of the administration and politics of state, county, township, and cities, by E. M. Mack, Idel Anderson and Beualah E. Singleton. Caxton [1953] 384 p. illus.

Bibliography: p. 363-365.

Taylor, Maude Sawin
Manual of Nevada government. An outline of state, county and city organization. Carson City, American Legion Auxiliary, 1950. 52 p.

BIBLIOGRAPHIES, GUIDES AND INDEXES

Historical Bibliography

Armstrong, Robert D , Comp.
A preliminary union catalog of Nevada manuscripts. Compiles and edited by Robert D. Armstrong. Foreword by David W. Heron. Reno, Nevada, University of Nevada Library and Nevada Library Association 1967 218 p. 28 cm.
Cover title: Union catalog of Nevada manuscripts.

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Nevada. Superintendent of State Printing.
Report. Carson City, Nevada. 1879-
v. biennial.

Included in the biennial reports of the Superintendent of State Printing are lists of titles by issuing agency printed by the state printer. (1899-1922).

Norris, Thomas Wayne
A descriptive and priced catalog of books, pamphlets and maps relating directly or indirectly to the history, literature and printing of California and the far West, formerly the collection of Thomas Wayne Norris, Livermore, Calif. Oakland, Homes Book Co., 1948.
217 p. illus. fascisms.

Historical Records Survey
A checklist of Nevada imprints, 1859-1890. Chicago, The Historical Records Survey, 1939.
xv, 127 numbered ℓ. (American imprints inventory, the Historical records survey, Division of Women's and Professional projects, Works Projects Administration, no. 1)
Mimeographed on one side of leaf only: t. p. printed.

"...represents... a careful and painstaking effort to discover and record just as many Nevada imprints as could be found, after extensive search in hundred of libraries throughout the country.

"Among the 520 imprints recorded in this list, 416 (80%) are official documents of the Territory or State of Nevada."

GENERAL

Bowker, Richard R.
State publications. New York, Publishers Weekly, 1899-1909.
4v.

Annotated listing of all state publications which the compiler found in various sources from the time of each state's organization.

Nevada. Bureau of Mines.
Publications of the Nevada Bureau of Mines and associated organizations.
v. frequency varies.

Lists publications of the Nevada Bureau of Mines including older titles. Includes: Bulletins of the Dept. of Geology and Mining (University of Nevada), Bulletins of the State Bureau of Mines and Mackay School of Mines, University of Nevada Bulletins (which include the Geology and Mining series) and the Bureau of Mines Bulletins.

Nev-H
4/69

Nevada. State Library. Reference Service Division.
Nevada official publications list. Carson City, Nevada. No. 1-
February 28, 1953-
v. monthly, annual.

First annual appeared in 1967 without number.
Annual appears at end of calendar year numbered as December.

Title varies: Lists no. 1-89 entitled Official Nevada Publications.

Beginning 1969, January issue includes list of unofficial Nevada periodicals received at the Nevada State Library.

The only listing of state publications for the years between 1953-1968 began the alphabetical index by author, title and subject of state monographs. Body arranged by classification number (Swank, basically an alphabetical arrangement by issuing agency.) Entries are by Poulton and ALA. LC descriptive cataloging.

Nevada. University. Press.
Catalog 1968.
unpaged. illus.

Nevada. State Museum.
Nevada State Museum publications. Carson City, Nevada.
single sheet.

Includes lists of Anthropological papers, Popular series, and unnumbered publications. Received by request.

Nevada. University. Bureau of Governmental Research.
Publications list. ; Reno, Nevada.
2 l.

Includes Technical Reports, Data Series Reports, Miscellaneous Papers, unnumbered publications and the individual Governmental Research Newsletters. Received by request.

Nevada. University. Max C. Fleischmann College of Agriculture.
Max C. Fleischmann College of Agriculture publications. Reno, Nevada. n.d.
unpaged.

Lists Bulletins (old series), Bulletins (new series); Circulars (old series), Circulars (new series), Leaflets, Reports and Technical Reports. By request.

Nevada Library Association.
Nevada in print. 2d ed. Carson City, Nevada State Library, 1961.
32 p.

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Nevada Library Association.
Supplement. Carson City, Nevada State Library, 1964, 1967.

U. S. Library of Congress.
Monthly checklist of state publications.
v. 1- 1910- Washington, U.S. Government Printing Office.

Lists all state publications (including those of state universities and colleges) which have been received by the Library of Congress. Some are late in being listed because of their tardy arrival at the Library. Index has subject, author, and some title entries.

Wilcox, Jerome K.
Manual on the use of state publications. Chicago, American Library Association, 1940.
342 p.

Guide to various bibliographies and works dealing with specific phases of each state's output of publications. Chapters deal with bibliographical aids, constitutions, legislative digests, senate and house journals, state manuals, etc. Nevada is well represented, but the material is a little dated.

INDEXING SERVICES

Nevada State publications are chiefly indexed by the Depository Center in the Nevada Official Publications list. In addition certain more popular periodical titles are indexed by the various commercial publishers such as:

Public Affairs Information Service.
Bulletin of the Public Affairs Information Service, a Cooperative Clearing House of Public Affiars Information. 1915- New York.

ADMINISTRATIVE AGENCY PUBLICATIONS

Administrative Reports

Administrative reports review the work of the departments, boards, and commissions. Some contain statistical material, but usually this is found in a bulletin series or in a separate report or series of reports. These include department reports to the superagency which in many cases are not published and reside only in the mother agency file.

PERIODICALS

Periodicals are necessary in reference work to provide current information. Some of the most useful are:

Inter-Tribal Council of Nevada, Inc.
The Native Nevada. (Palute, Shoshone, Washoe). Reno, Nevada.
March, 1964-
vol. 1- no. 1- 2.50 per year monthly.

Title varies: March, 1964 to 1965 entitled: Newsletter.

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The chief representative of the Nevada Indian colony. Articles of a social, economic and political orientation. Emphasis on local, state and federal relations with Nevada Indians.

Nevada. Department of Highways.
Nevada highways and parks. 1936-
v. 1- no. 1- col. photos. quarterly.

A brightly colored, illustrated magazine dedicated to Nevada topics including history, economics, tourism, gaming and ranch life. Articles and photographs by nationally famous names. Indexed by Nevada State Library to 1961.

Nevada. National Guard.
Weekly bulletin. 1967-
v. weekly.

"Contains items of both official and unofficial nature."

Emphasis on U. S. and state military orders and regulations, but does include articles on clothing, taxes, and movement of local national guard units.

Nevada. State Board for Vocational Education.
Nevada vocational reflector. A quarterly bulletin published by... Printed by the State Department of Education. 1922-
v. 1- no. 1- quarterly.

Title varies: The vocational reflector.

Articles on Nevada vocational education. Includes federal and state laws, manpower needs, teacher awards, and state activities concerning vocational programs.

Nevada. State Board of Fish and Game Commissioners.
Nevada outdoors and wildlife review. Reno, Nevada. 1967-
v. 1- no. 1- quarterly. $2.00 annual subscription.

Signed articles on Nevada wildlife with black and white photos. Conservation, hunting, fishing and packing are among topics discussed.

Nevada. State Board of Health.
Nevada health. 1956-
v. photos. monthly.

Several monthly columns on aspects of public health. Includes some vital statistical information. Centers on state policy in stimulating health education.

Nevada. State Department of Education.
Bulletin. Carson City, Nevada. 1919-1964.
v. 23 cm. illus. quarterly.

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An extensive run of an educational bulletin, now defunct, which covered extensively the educational scene in Nevada from 1919 to 1964. Signed articles. Black and white photos. Spotlight on Educatio.. has taken its place.

Nevada. State Department of Education.
Guidance and pupil personnel services news digest. ; Carson City, Nevada, 1969.
v. 3-4 times a year (irregular).

Academic articles on vocational counseling and guidance usually with a list of references attached.

Nevada. State Department of Education.
Research bulletin. v. 1- no. 1-
v. tables.

Statistics for the state of Nevada on enrollment in elementary and secondary schools.

Nevada. State Department of Education.
Spotlight on education. Carson City, Nevada. v. 1- no. 1- 1969-
v. illus. monthly.

Nevada education in general with emphasis on state coordination and the Nevada State Department of Education. Monthly columns. By county synopsis of educational activity.

Nevada. State Department of Education. Vocational-Technical and Adult Division. Agricultural Education.
The Nevada future farmer. Carson City, Nevada. Published by the Nevada Association Future Farmers of America. 1946-
v. illus. frequency varies (irregular)

Title varies: Future Farmer news round-up from November, 1946 to April, 1961; entitled Nevada future farmer from April, 1961.

1968 issue not dated, and without volume or number.

A newsletter for the Nevada Future Farmers organization.

Nevada. State Prison.
Sagebrush. Carson City, Nevada, 1957-
vol. 1- ed. 1-

Numbering called vols. and books; vols. and nos.; and vols. and editions.

"...written, edited and published ... with the approval of the the Warden... by and for the inmates of the Nevada State Prison."

A somewhat lively account of prison life in the Nevada State

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Prison. Emphasis on personalities in and working for the institution. Some social comment.

Nevada. University. Associated Students.
Sagebrush. Reno, Nevada. 1893-
v. illus. semi-weekly.

A student campus newspaper which presents not only university news, but local, state and national events from a student viewpoint. Some signed articles.

Nevada. University. Bureau of Governmental Research.
Governmental research newsletter. Reno, Nevada, 1961-
vol. 1- no. 1- monthly.

A single topic of governmental or public administration significance presented each month. Some articles are signed and footnoted. Book reviews.

Nevada. University. College of Business Administration. Bureau of Business and Economic Research.
Nevada business review. Trends in Nevada business. 1965-
v. folder (6 pages) monthly.

Several monthly columns devoted to the general economic situation in Nevada. Statistical data available in construction, tourist industry, mining, manufacturing, finance, government, employment, trade, transportation, utilities, and range and livestock. One business oriented article in each issue (signed).

Nevada. University. Max C. Fleischmann College of Agriculture. Cooperative Extension Service.
Range and livestock management. Reno, Nevada, 1965-
v. irregular.

Signed articles on range research concerned with livestock and wild life. Includes references.

STATISTICAL PUBLICATIONS

Statistics are published in administrative reports, in periodicals, and in separate reports. Librarians must be alert to the various sources of needed information. Among the separate reports are:

Nevada. Department of Economic Development.
Nevada community profiles. Carson City, 1964-
v. illus., maps.

Published irregularly.
Supersedes the department's "Basic facts."

Population, economic and political information arranged by county and city. (Information taken from U.S. Bureau of Census counts.)

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Nevada. Department of Highways.
Tabulation of annual traffic census. Including traffic census figures for previous years... Carson City, Nevada, 1940-
v. $1.00 annual.

Traffic count for certain Nevada state and U.S. Highway routes arranged by route number. Count includes commercial, foreign (out of state) passenger cars, Nevada registered passenger cars and a total traffic figure. Averages are cited. Percentage increases and decreases are noted.

Nevada. Employment Security Department.
Las Vegas manpower report.
v. mimeo. monthly.

_____. _____.
Nevada manpower report. 1967-
v. monthly.

_____. _____.
Reno manpower report. 1967-
v. mimeo. monthly.

Monthly labor statistics including labor force (employed percentages), employment as an economic indicator, nonagriculture employment, total work force, Nevada labor turnover rates in mining and manufacturing, and average hours and earnings in selected industries.

Nevada. Employment Security Department. Manpower, Information and Research Section.
Weekly claims activities by local office areas for the week ending... 1958-
v. mimeo (single sheet) weekly.

Records unemployment claims between Nevada and other states, between Nevada and its residents, for federal employees (e.g., military) and for ex-service men just released from the service.

Nevada Gaming Commission.
Report measuring the growth in the gaming industry for the period ending...
v. annual, quarterly.

A statistical summary in dollars of the number of gaming devices in Nevada by county. Includes taxation by county.

Nevada. Office of Labor Commissioner.
Report. 1915- 1st-
v. 23 cm. biennial.

Labor statistics for Nevada including wages in varying occupations and industries.

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Nevada. Office of Superintendent of Public Instruction.
Report. Carson City, Nevada 1864-
v. annual, biennial.

A special chapter on educational statistics in Nevada encompassing State Department of Education expenditure by function and cost, control center, certification, public school staff information and public school enrollment and a tendance.

Nevada. Secretary of State.
Official returns of the primary elections. 1948-
v. tables. biennial.

Lists registration and summary of vote for members of state legislature, U.S. Senate and representative in Congress by county voting district. Also includes nonpartisan summary.

Nevada. Secretary of State.
Official returns of the general elections. 1904-
v. tables. biennial.

1865-1904 a part of the Secretary of State biennial report as State elections" and "Summary of the vote." After 1904 "Summary of the vote" appears irregularly in Secretary of State reports.

Lists registration and summary of vote for members of state legislature, representative in U.S. Congress, U.S. Senate, governor (and other elected state officials), University regents, district judges and members of the Board of Education by county and district.

Nevada. State Controller's Office.
Report. Carson City, Nevada. 1865-
v. 23, 28 cm. annual, biennial (irregular).

Summary of expenditures by state government, by dollars and per centage of total state appropriation. Tables include statistical information on: remittance to state from counties, state and federal funds disbursed to counties, assessed valuation of property, and amount of state and county taxes levied.

Nevada. State Department of Education.
Educational assessment for the school districts of Nevada. An instrument for evaluation of educational programs of county school districts in Nevada.
57ℓ. charts.

"..,an assessment instrument... to improve systems of instruction, identify the specifics that produce problems, and generally evaluate efforts to create sound, well planned and efficient schools and their attendant programs in education."

Nevada. State Department of Education.

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Title I ESEA activities in Nevada 1968. Retrieved and organized by the Federal Relations and Programs Branch of... with the assistance of Mrs. Lu Walford. Carson City, Nevada, 1968.
43 .

"...provides brief narrative descriptions of the various programs designed by Nevada School Districts to attempt to equalize educational opportunities for disadvantaged youth."

Nevada. State Department of Education. Vocational-Technical and Adult Division.
Survey of public school adult education in Nevada for year ending June 30, 1966. Carson City, Nevada, 1966.
52 . tables.

Includes statistics on number of pupils and hours instructed for different aspects of adult education by county school district.

Nevada. State Library.
Report. 1865-
v. illus. annual, biennial.

Includes reference, circulation, state ILL requests, and cataloging and acquisition statistics for the Nevada State Library. Appropriations statistics of federal grants-in-aid for Nevada are compiled.

Nevada. State Inspector of Mines.
Nevada mines, mills, and smelters in operation as of... 1949-
v. annual.

List mine (or mill, smelter), operator, location, number of men, type of operation and type of mineral mined. Arranged by county, then alphabetically by name of mine. Also includes number of operations and employees by county.

Nevada. Tax Commission.
Bulletins. Carson City, Nevada, 1917- 1st-
v. tables.

Bulletins issued describing how to assess various taxable items.

Nevada. Tax Commission.
Comparative statements of segregations of the tax rolls by counties and classes. Compiled from segregations and tax rolls as filed by the County Assessors. All figures are gross (before exemptions) and are subject to changes by the County and State Boards of Equalization. Carson City, Nevada, 1967-
v. tables. annual.

Tables compare assessments for privately-owned lands; railroad lands; livestock, sheep and bees; and special property.

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Nevada. Tax Commission. Local Government Budget Division.
Ad valorem tax rates and budget summaries for Nevada local governments. Fiscal year... 1967-
v. tables. annual.

"...covers every local government taxing unit levying ad valorem taxes for 1968-69 and includes 17 counties, 17 county school districts, 8 other school bond districts, 16 incorporated cities, 1 incorporated town, 42 unincorporated towns, 49 special county districts and 3 multi-county districts. In addition, there are filed with the Tax Commission budgets from approximately 40 other local governments some of whom may levy or receive ad valorem taxes."

Nevada. Tax Commission. Revenue Division.
State and county motor vehicle fuel tax collections. Carson City, Nevada, 1962-
v. mimeo. monthly.

Schedule 1. State and county motor vehicle fuel tax collections. -- Schedule 2. Special 1¢ county tax.-- Schedule 3. 1¢ allocation.-- Schedule 4. Recapitulation of motor vehicle fuel tax and miscellaneous revenue.

_____. _____. _____. Cigarette Tax Branch.
Report of net revenue received from the state cigarette wholesalers from the sale of decalcomania and meter machine stamps for the month of .... Carson City, Nevada, 1962-
v. mimeo (single sheet) monthly, annual.

Nevada. Tax Commission. Revenue Division. Liquor Tax Branch.
Report of imports of beer, wine and liquors and the excise tax from the licensed importers for the month of .... received and deposited in 1962-
v. monthly.

_____. _____. _____. Liquor Tax Branch.
Report of liquor gallonage revenues for fiscal year ....
v. mimeo (single sheet) annual.

_____. _____. Sales and Use Tax Division.
Taxable sales by sales and use tax collected and percentage of total tax collected by counties for state and local school support. 1956-
v. tables. irregular.

Nevada Taxpayers Association.
Nevada fiscal facts. Carson City, Nevada, 1968.
1 v. (loose-leaf) illus., maps, tables.

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DIRECTORIES

A number of agencies issue directories. Among the most useful are those listed below:

Government Officials and Employees

A. Carlisle & Co. of Nevada, Comp.
Roster of elected and appointed city officials of Nevada 1967. Compiled every two years by ... since 1917. Reno, Nevada, 1967.
10 p. 23 cm.

Nevada. Buildings and Grounds Division.
Telephone directory Carson City, Las Vegas, Reno. 1968
55 p.

_____. _____.
1968 Las Vegas telephone directory. July, 1968.
unpaged.

Useful tools for locating state employee by agency and surname. Also includes locations of agencies, their heads of departments and sub-divisions of departments.

Nevada. Legislative Counsel Bureau.
Handbook of the Nevada legislature. ...session.... Carson City, Nevada, State Printing Office. 1915-
v. ports. 15 cm. biennial.

List of members, officers and committees, and rules of the two houses of the Nevada legislature; also State Officers and boards.

Nevada. University.
Campus directory 1968-69. Reno, Nevada, 1969.
unpaged. annual.

A telephone directory which includes student surnames, faculty and professional staff. Stead campus included in 1968-69.

Some state agencies issue directories listing their own employees. Others include a list in their annual reports.

Professions and Vocations

Another type of directory is published by the various licensing and regulatory bodies. Among them are:

Nevada. Board of Registered Professional Engineers.
Roster of registered professional engineers, land surveyors and engineers-in-training.
v. annual

Name, address of record, classification and license number.

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Nevada. Bureau of Mental Retardation.
Helping services in Nevada. 1968.
77 p. spiral bound.

All agencies are listed alphabetically by their legal name in index. Agencies and organizations are also listed under general categories.... Includes name index (with telephone number).

Nevada. Office of Labor Commissioner.
Report. 1915-
v. 23 cm. biennial.

Directory of the local labor unions in Nevada, their officers and legislative representatives. By county and then by alphabetical list of unions.

Nevada. Real Estate Division.
Annual directory of licensees fiscal year.... Carson City, Nevada, 1964-
v. annual.

Licensees by county, inactive licensees, deceased licensees, corporate and fictitious firm names, Nevada Real Estate districts, and Suspensions, revocations, etc.

Nevada. State Board of Architecture.
Roster of registered architects. Reno, Nevada, 1949-
v. annual.

Resident architects by region (northern and southern) and by architects by surname. Includes irregular supplements.

Nevada. State Board of Nursing.
Official directory of registered nurses and licensed practical nurses currently licensed in Nevada for the period.... 1968-
v. irregular.

Registered and practical nurses licensed by endorsement, registered and practical nurses licensed by examination, registered and practical nurses licensed by reinstatement, practical nurse licenses revoked, and registered nurses licenses denied.

Nevada. State Contractors' Board.
Directory of licensed contractors. Reno, Nevada, 1958-
v. annual.

Classifications of contractors (40 primary classifications and alphabetical listing of contractor firms.

Nevada. State Department of Education.
Educational directory. Carson City, Nevada 1904-
v. annual (irregular) 22 cm.

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Includes state textbook commission, county superintendents, officers of professional association, educational supervision districts, lists of schools by county and teachers by surname.

Nevada. State Library.
Nevada libraries. Prepared by the Nevada Library Association and the Nevada State Library. Carson City, Nevada, 1951-
v. 1- photos. quarterly.

Number 5 of each volume is the directory of university, public and special libraries in Nevada. Includes library index; and name index of those persons working in libraries in Nevada.

RULES AND REGULATIONS

Most agencies have rules and regulations concerning themselves and the public. These are not digested or collated as most states have done into an administrative code. See agency for rules and regulations.

Nevada. Personnel Division.
State administrative manual.
v. (loose-leaf)

Revised continually.

"...purpose... is to serve as a means of communication with the operating agencies... provides a single, convenient reference source for policies, procedures, regulations and information which are issued in the discharge of the responsibilities of the... agencies. ...has value as a device for training new personnel."

DECISIONS

Nevada. Attorney General's Office.
Official opinions of the Attorney General for the period....
Carson City, Nevada, 1875-
v. annual, biennial.

Unpublished and undistributed consolidated index in Office of Attorney General, Carson City, Nevada.

Nevada. Public Service Commission.
Opinions and orders.
v.

Discontinued.
Discusses pleas by the people of Nevada concerning utilities.

Nevada. Public Services Commission.
Report. Carson City, Nevada.
v.

Includes "...cases considered," transactions considered under certificate of public convenience and necessity, transactions considered under motor carrier certificates of public convenience, and a summary of operating statistics -- all utilities.

LEGISLATIVE PUBLICATIONS

Bills, resolutions, and constitutional amendments.

Laws originate in either house of the legislature as bills or resolutions, depending upon the nature of their subjects and on the form of their enacting clause.

Bills are used to originate general legislation.

Resolutions are called house, joint, or concurrent.

One-house resolution -- expresses facts, principles, opinions, and purposes of one house. Concurrent resolution -- expresses facts, principles, opinions, and purposes of the two houses and authorizes the creation of joint committees.

Joint resolutions -- memorializes federal officials to engage in an action, or to propose amendments to the State Constitution or to ratify amendments to the Federal Constitution.

When bills and resolutions become law, they are printed in leaflet form and called slip laws or chapter laws. They are later printed in the bound volume of Statutes.

Constitutional Amendments proposed by the Legislature (either Senate or Assembly) must be submitted to a vote of the people and do not become law unless ratified by a majority of the qualified electors voting thereon.

List of and indexes to bills, resolutions, and constitutional amendments include:

Nevada. Legislature. Daily history and daily file.
Issued by each house during the legislative session. Lists bills, resolutions and joint resolutions and action taken upon these items. File lists bills, date of hearings by committee and action on certain bills by committee.

_____. _____.
Cumulations of daily history and daily file (volumes)

Issued by each house during sessions of the legislature. List bills numerically and note action taken. Contains lists of the members of each house and their committee assignments and other information about the legislature. Has subject index to bills.

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Nevada. Legislature. Daily history and daily file.
Final volume.

Issued after session has ended and Governor's time for signing bills has expired. Complete record of bills introduced and action taken with subject index. Miscellaneous information about Legislature and list of reports of Assembly interim committees presented during the session.

JOURNALS

Nevada. Legislature. Senate.
Journal. 1st- sess; 1864/65- Carson City.
v. in 23 cm.

Includes special session.

Nevada. Legislature. Assembly.
Journal. 1st- sess.; 1864/65- Carson City, Nevada.
v. in 23 cm.

Includes special sessions.

The Journals record the steps which precede the enactment of laws. They give action taken, votes, text of amendments to bills and committee reports if requested by the committee, but do not contain debates. Included in Appendices to the Senate Journal are the administrative reports of the departments.

COMMITTEE REPORTS

The Nevada Assembly only began recording its hearings since 1967. Now selected hearings are recorded and these recordings are not published. Copies are sometimes forwarded to the Legislative Counsel Bureau, but are not always available to the public or other state agencies. Availability depends upon subject and political inclination.

The Senate does not record its hearings in any manner.

The Legislative Counsel Bureau does publish in cooperation with the Legislative Commission studies requested by the legislature. These are printed as Bulletins of the Legislative Counsel Bureau.

Legislative Counsel Bureau Reports also include much material pertaining to legislative bills and resolutions. However, these are seldom seen or allowed to circulate. Most reports are lost several weeks after being reproduced by the Counsel Bureau.

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LAWS AND STATUTES

Constitution

Nevada. Laws, Statutes, Etc.
Revised statutes, containing all statute laws of Nevada of general, public and permanent nature.
6 vols. (loose-leaf)

Contains copy of the Nevada State constitution and an indexed copy of the U.S. Constitution.

Bushnell, Eleanore
The Nevada constitution: origin and growth. Rev. ed. University of Nevada Press, Reno, Nevada, c1968.
201 p. illus. $8.00

"...presents the Nevada constitutional convention, and... (a) comparison between selected government practices in Nevada and similiar practices in other states.

"...intent is to stimulate informed discussion of the political process...."

Statutes

At the end of each session of the Legislature in the odd-numbered years, the laws and joint and concurrent resolutions and constitutional amendments for all sessions of the preceding and current years are collected and published in bound volumes called Statutes.

Nevada. Laws, Statutes, Etc.
Statutes of the state of Nevada passed at the... session of the legislature.... Carson City, Nevada, State Printing Office, 1869-
v.

Subject index to statutes and resolutions. (Former volumes include the U.S. Constitution, Index to the U.S. Constitution and an indexed Nevada Constitution.

Nevada. Laws, Statutes, Etc.
The compiled laws of the state of Nevada. Embracing statutes of 1861 to 1873, inclusive. Published under authority of law by M. S. Bonnifield and T. W. Healy, compilers.... Carson City, C. A. V. Putnam, state printer, 1873.
2 vols. 24 cm.

Nevada. Laws, Statutes, Etc.
The general statutes of the state of Nevada in force. From 1861 to 1885, inclusive. With citations of the decisions of the Supreme Court relating thereto. Arranged and annotated by Dav. E. Baily and John D. Hammond. Carson City, Nevada. Josiah C. Harlow, Superintendent

New-H
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of State Printing, c1885.
viii, 1310 p.

Nevada. Laws, Statutes, Etc.
The compiled laws of Nevada in force from 1861-1900 (inclusive) with annotations from volumes 1 to xxv of the Decisions of the Supreme Court of Nevada. Compiled and annotated by Henry C. Cutting... Carson City, Nevada, A. Maute, Superintendent of State Printing, 1900.
vi, 1075 p. 26 cm.

Nevada. Laws, Statutes, Etc.
Revised laws of Nevada containing state statutes of a general nature from 1861 revised to 1912, and pertinent acts of Congress with annotations from volumes 1 to 34, Nevada reports, and from federal and state decisions. Prepared under legislative enactment, by James G. Sweeney, G. F. Talbot and F. H. Norcross. Carson City, Nevada, Joe Farnsworth, Superintendent of State Printing, 1912.
2 v. 26 cm.

_____. _____. Revised laws of Nevada, containing the statutes of a general nature from 1913 to 1919, with annotations from volumes 31 to 42, Nevada reports, and of federal cases originating in Nevada during the same period; also a table of citations of Nevada cases, prepared under legislative enactment, by Geo. B. Thatcher former attorney-general, and Edward T. Patrick, former deputy attorney-general. Volume III. Carson City, Nevada, J. Farnsworth, Superintendent of State Printing, 1920.
xv, 2607-3823 p. 27 cm.

Paged continuously with v. 2 of 1912 edition.

The digest has special t. p.: Digest of the decisions of the Supreme Court of Nevada, covering all cases in volumes thirty-three to forty-two; inclusive, of Nevada reports and all federal cases originating in Nevada, as contained in the Federal reporter, volumes one hundred and ninety to two hundred and fifty-six, inclusive.

_____. _____. Index to compiled laws of Nevada, volumes 1, 2, and 3, with amendments and statutes of 1921 and 1923, compiled by Everett B. Taylor... Reno, Nevada, Carlisle & Co. c1923.
271 p. 24 cm.

Nevada. Laws, Statutes, Etc.
Nevada compiled laws, 1929, containing all statutes of a general nature enacted by the Legislature of the State of Nevada from 1861 to 1929, inclusinve, together with annotations from the decisions of the Supreme Court of Nevada contained in volumes 1 to 51, inclusive, of the Nevada reports and from all decisions of the courts of the United States construing Nevada statutes. Also a digest of Nevada reports, volumes 33-51.... Compiled and annotated by Curtis Hillyer. San Francisco, Bender-Moss Co., 1930.

Nev-H
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6 v. 26 cm.

Kept up to date by cumulative pocket parts.

_____. _____. Supplement, 1931-1941, containing all statutes of a general nature enacted by the Legislature of the State of Nevada at the sessions of 1931 to 1941, inclusive, classified in accordance with Nevada compiled laws, 1929, together with annotations from the decisions of the Supreme Court of Nevada, and of the courts of the United States, and a supplemental digest .... San Francisco, Bender-Moss Co., 1942.
2 v. 26 cm.

_____. _____. Supplement 1943-1949, containing all statutes of a general nature enacted by the Legislature of the State of Nevada at the sessions of 1943, inclusive, classified in accordance with Nevada compiled laws, 1929, and Supplement, 1931-1941, together with annotations from the decisions of the Supreme Court of Nevada.... San Francisco, Bender-Moss Co., 1950.

Nevada. Laws, Statutes, Etc.
Revised statutes, containing all statute laws of Nevada of a general, public and permanent nature. Classified, arr., rev. indexed and published by the reviser of statutes, Russell W. McDonald, Carson City, Statute Revision Commission, 1954-
6 v. (loose-leaf) 26 cm.
Supplements added periodically. (Rev. leaves for 1955, 1957, 1959, 1960, 1961, 1963, 1965) Rev. edition issued in 1967. (28 vols.) (Rev. leaves for 1968)

Contains all statute laws arranged by titles. Thoroughly indexed. in 6 vols.

JUDICIAL PUBLICATIONS

Hawley, Thomas P
Digest of Nevada reports and Sawyer's circuit court reports, comprising the decisions of the Supreme Court of the State of Nevada, from volume one to volume twelve, inclusive; the decisions of the circuit and districts courts of the United States for the ninth circuit, from volume one to volume four, inclusive. With a table of cases cited, criticised, commented upon, affirmed and overruled. San Francisco, A. L. Bancroft, 1878.
444 p.

Kerr, James Manford, 1851-
Notes on the Nevada reports, volumes 1 to 30 inclusive showing the present value as a precedent and an authority of each case in these reports as determined through citation, affirming, applying, criticising, denying, doubting, development, limiting, overruling, strengthening -- or in any way affected by subsequent decisions of the court, the courts of last resort of sister states, of the federal courts, and in the notes

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to American decisions, American reports, American state reports, and Lawyers reports annotated (both series) by James M. Kerr. San Francisco, Bancroft-Whitney Company, 1911.
697 p. 24 cm. $10.00

Lawon, John D
A digest of the first twenty volumes of the Nevada reports. San Francisco, Bancroft-Whitney, 1892.
603 p.

Nevada. Legislative Counsel Bureau.
Nevada digest. Prepared under the direction of Russell W. McDonald. Carson City, Nevada, 1965.
43 vols. (loose-leaf) $600.00

"...kept up to date by supplements as required."

"Within a topic outline, digests of opinions and other materials are arranged...."

"...a complete outline of the various divisions of the law and a preparation of a digest after a reading and harmonizing of all of the opinions of the Nevada Supreme Court, opinions of federal courts and courts of other jurisdictions pertaining to Nevada laws and pertinent opinions of the attorneys general of this state."

Nevada. Legislative Counsel Bureau.
Annotations to Nevada revised statutes. Prepared under the direction of Russell W. McDonald, legislative counsel. Carson City, 1965.
6 v. (1983 p.) 26 cm.

"...to add to the framework of the law, as represented by the text of Nevada Revised Statutes, the constructions which the courts and the various attorneys general have placed upon the laws."

Includes legislative histories, notes of opinions of the attorney general; reference, where applicable to Nevada Constitutional Debates and Proceedings; notes of the advisory committees of the Nevada Supreme Court concerning Nevada rules of civil procedure and Nevada Justices' courts Rules of Civil Procedure; and notes of decisions of the Nevada Supreme Court, federal courts and courts of other jurisdictions.

Patrick, Edward T
Digest of the decisions of the Supreme Court of Nevada covering all cases in volumes one to thirty-two inclusive of Nevada reports with a table of cases showing where the cases are reported in the Nevada reports and where digested in the digest. Also an appendix containing a digest and table of cases of all federal cases originating in Nevada as contained in Sawyer's reports volumes one to fourteen and the federal reporter volumes one to

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one hundred and eighty nine. San Francisco, Bancroft-Whitney, 1912.
934 p. $10.00

Nevada. Supreme Court
Advanced opinions.
v.

Issued in advance of the bound volumes of the Nevada Reports. Presents a court case by titled opinion, date and number of opinion.

"Subject to modification or withdrawal possibly resulting from petitions for rehearing...."

Nevada. Supreme Court.
Nevada reports. 1865-
vol. 1-

"...it shall be the duty of the Judges of the Supreme Court... to render written decisions in all cases to the submitted....

"...to prepare... by giving the title of the cause, a syllabus of the points decided, a brief statement of the facts bearing on the points decided..., the names of the counsel, and a reference to such authorities as are cited and have special bearing on the case."

Includes an index to Cases, Constitution and Statutes Cited, Compiled Laws and Revised Statutes Cited and Court Rules Cited.

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LENDING

LOCAL PATRONS

Each library is free to circulate state publications to its patrons or not, in accordance with its regulations for lending other materials. The basic policy underlying the depository system is to "make freely available to its inhabitants all state publications...subject to the assumption by such libraries of the responsibilities of keeping such documents readily accessible for use..." No restriction is imposed by the state in regard to the circulation of state publications.

INTERLIBRARY LOAN

Libraries that have a temporary need for publications not in their own collections may be able to borrow them from the State Library or some other depository, particularly the other two "historical" depositories.

Requests ordinarily should be sent first to the State Library, since it has assumed responsibility for supplementing the resources of their libraries. Other depositories need not give this service unless they wish. In general, rules for borrowing state publications are the same as for other materials.

Borrowing libraries should see that material is returned promptly and in good condition.

FORMS FOR REQUESTS

The Nevada State Library supplies ILL requests forms to libraries. A supply may be secured from the Reference Services Division.

MINIMUM INFORMATION NEEDED

AUTHOR AND TITLE REQUESTS

Author

Title

Issuing agency

Date (if exact date is not known, an approximate date is helpful)

Series note, if part of a series

Source of information

SUBJECT REQUESTS

Specific subject on which information is wanted.

Purpose for which material is to be used, and identification of patron requesting material (student, club woman, etc.).

New - H
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Sources used in borrowing library.

STANDARDS FOR DEPOSITORIES

PERFORMANCE STANDARDS FOR DEPOSITORY LIBRARIES

1. Any municipal or county free library, any state college or state university, the library of any incorporated college or university in this state, and the State Library may be designed as a depository provided that all other qualifications are met.

2. Any library designated as a depository shall agree to the following conditions, with the understanding that failure to comply with any one condition is sufficient grounds for cancellation of the contract between the State and the library:

   a. Provide space to house the publications in an approved manner with adequate provisions for expansion. State publications do not need to be maintained in a separate collection unless the library prefers to do so. Housing in a vertical file rather than on shelves is acceptable for appropriate pamphlet-type materials.

   b. Catalog, record, or organize state publications in an approved manner. It is expected that state publications will be fully cataloged, or if of a serial nature, will be fully recorded. Pamphlet materials, however, may be organized in a vertical file under appropriate subject headings without card records. If publications are cataloged in a reference room card catalog, subject reference cards also shall be located in the general card catalog. The purpose of this requirement is to bring automatically to the attention of the library patron the existence of government publications on the subject of his interest in case the patron does not know there is a special catalog elsewhere in the library. These subject references may be general, covering a broad subject field and need not refer to specific titles. Example: FLAGS. For material on this subject see also Government Publications Department.

   c. Process and shelve all state publications within 30 days after receipt of the material.

   d. Provide a trained person to render satisfactory service without charge to qualified patrons in the use of such publications. This person need not spend full time on state publications.

   e. Dispose of publications only in accordance with disposal policies established by the State Librarian.

STANDARDS FOR DEPOSITORY LOCATION

1. Because of their specialized and limited clientele, college and university libraries may be located without regard to population or location of selective or regional depositories.

2. Regional depositories should be located within the same buildings which may be the regional centers for reference and circulating collections for the State of Nevada. These depositories should be located by geographical section and not by population.

3. As a general rule, not more than one depository may be located in any place, community, town or city.

DISPOSAL POLICIES

Unless specifically noted otherwise, both complete and selective depositories may dispose of the publications listed.

1. Assembly and Senate Daily Histories upon receipt of the latest cumulative issue.

2. Latest cumulative issue of the Assembly and Senate Daily Histories after the "Final Volume" of the Assembly and Senate Histories (bound with the "Nevada Legislature") is received.

3. Assembly and Senate Daily Files when they are superseded.

4. Assembly and Senate Bills, Constitutional Amendments and Concurrent and Joint Resolutions, two years after close of the session.

5. Unbound Daily Journals of the Legislature when the bound volumes are received (if the library binds them).

6. Codes and compilations of laws and regulations upon receipt of complete new editions.

7. Lists of publications and indexes upon receipt of new editions provided the new edition includes all items in previous list or index.

8. Daily, weekly, monthly, quarterly, or semi-annual publications when annual compilations are received provided the annual compilations include every table of the daily, weekly, monthly, quarterly, or semi-annual.

9. Selectives only: Directories when a later edition is received.

10. College catalogs, bulletins, and announcements when later ones are received.

11. Any publication that is superseded by a new edition. This applies to monographic works and does not include serial publications such as annual or biennial reports, annual or less frequent statistical compilations.

12. Pages of loose-leaf publications that are replaced by new pages.

13. Microfacsimile copies may be substituted for any holdings of Nevada State Publications provided that the microfacsimile copies are properly referenced and located so as to be readily accessible to users and that the necessary reading equipment is available.

New. - H
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14. State Fair announcements, award lists, exhibit catalogs and premium lists when later ones are received.

15. Items discarded should be forwarded to the Depository Center.

BINDING, COVERS, AND PAMPHLET BOXES: DESCRIPTION, SOURCES AND USE

BINDING

Reference: Feipel, L.N. Library Binding Manual, Chicago, American Library Association, 1951. 74 p.

See "Preparing Magazines and Serials," and "Minimum Specifications for Class A Library Binding: p. 25-27 and 46-54.

Plastics adhesives may be used for serials which do not get heavy usage. Volumes are reinforced across the back with tape or cord. Some suppliers have case binders for use as covers. Instructions are supplied with the adhesive.

If the numbers in a series vary in shape, a sheet of kraft paper of the size of the cover may be bound in, and the smaller bulletins fastened to the outside of this sheet with gummed tape. This helps to equalize the bulk. Otherwise the sewed edge would be thicker than the outside edge of the volume, which would tend to cave in.

ENVELOPES

Materials: Manila, red rope, and lithomount paper.

Size: Letter or legal, flat or expandable.

Use: In vertical files or on stack shelves.

Cost: Flat, inexpensive: expandable, about the same as cardboard boxes.

LOOSE-LEAF BINDERS (Listed in order of increasing price)

1. Sew-in cover

Materials: Marble board covers with cloth backs. Row of staples is inserted at top and bottom. Heavy thread is tied into these staples at top and bottom, after being threaded through the back of the pamphlets.

Source: Made in library.

Use: For pamphlets of relatively few pages. Thread may be cut to remove pamphlet and new edition sewed in.

2. Tie binders or multi-binders.

Materials: Two covers, each having a cloth hinge, equipped with eyelets, with or without backs. Usually press board. Fasteners: Strings

shoe laces, or metal fasteners.

Source: Demco, Gaylord

Use: If without back can be expanded. Sheets must be punched, and tear out easily unless holes are reinforced and pages are fastened in tightly. String must be removed from many pamphlets in order to insert one issue.

3. Rod binder

Materials: Binder's board with fabricoid cover. Spring steel rods.

Source: Library Bureau, Gaylord

Use: Much used current issues of relatively thick publications. These binders hold only as many publications as there are rods.

4. Spring back binder

Materials: Buckram

Source: Library Bureau

Use: For much used indexes, lists, etc., without punching holes.

5. Post binder

Source: Library Bureau

Use: Specifications, codes, etc., with frequent revision sheets.

PAMPHLET BINDERS

1. Materials: Two covers joined together (pressboard) with colored binding cloth, and equipped in center with a strip of white gummed cloth which is moistened for inserting pamphlet. If pamphlet is over 1/4 inch in thickness center cloth is necessary.

Source: Gaylord, Demco

Use: For separate publications or single issues of serials if much used for circulation. Best for pamphlets of 1/2 inch thickness or less.

2. Materials: Marble board covers with cloth back. Punched or sewn.

Source: Made in library

Use: Takes thicker pamphlets than those in (1) above.

PAMPHLET BOXES (Listed in order of increasing price)

1. Folding type (shipped flat)

   a. Materials: Kraft board

      Source: Magafile Co.

      Use: May be shelved with open end at back or turned up. Flaps in open end hold material when not full so that it does not slide down. Flaps push back as more material is added. 13 sizes.

   b. Materials: Lithomount

      Source: Gaylord

      Use: Flap cover completely closes box; keeps material cleaner but less accessible than in open box.

2. Boxes not shipped flat

   a. Materials: Heavy cardboard with reinforced corners, vellum front.

      Source: Apex

   b. Materials: Boxboard covered with paper

      Source: Gayford

   c. Materials: Kraft board with metal edges, open and covered, legal and letter size.

      Source: National Metal Edge Box Co. "Fibredex"

      Use: Fireproof-paper does not char as in metal boxes. For manuscripts, letters, etc. Covered box must be shelved cover side up and so requires wider than normal library shelves. Bottom of letter size box is 12 1/4 inches.

   d. Materials: Chipboard and wood, cloth covered.

      Source: Library Bureau

   e. Materials: Wood covered with brown paper.

      Source: Library Bureau

   f. Materials: Metal Princeton file (metal sides with metal band across front)

      Source: Library Bureau

      Use: Sturdy but little protection from dust because it is more open than other boxes. Stands up well on open shelves.

If open boxes are shelved with open side at back, materials may fall out unless box is removed from the shelf with care. If shelved with open side up they collect more dust. If not full, materials slide down and bottom edge curls except with the "Magafile" described in (1) above.

TIE-UPS

1. Materials: Boards - building board or heavy cardboard.

   Use: Tie up with boards at front and back of bundle to make stand up on shelf. No protection from dust.

2. Materials: Brown kraft paper

   Use: Paper must be cut to size, tied around publications and labeled. Takes too long to file material if much used.

3. Materials: Red rope paper

   Use: More expensive than kraft paper, but stands up better.

SHELVING

Materials: Divider type, metal or wood, with slots every few inches for inserting metal dividers.

Source: Library Bureau, "Slyd-In," Ames, Art Metal

Use: More space saving and cheaper than vertical files, but more expensive than other methods described above for the library which would have to replace standard shelving with new shelving. Envelopes, boxes, or binding cost would have to be added.

DIRECTORY OF SOURCES

Ames, W. R. "Slyd-In Shelving" 150 Hooper St., San Francisco, California 94107

Apex Paper Box Corp., 311 W. Superior St., Chicago, Illinois 60610

Art Metal, 1951 Clark St., Jamestown, New York 14701

Gaylord Bros., 29 N. Aurora St., Stockton, California 95202

National Metal Edge Box Co., 14343 Bessemer St., Van Nuys, California 91401

Library Binding Institute, 10 State Street, Boston, Massachusetts 02109

Library Bureau, Remington Rand, 2601 Wilshire Blvd., Los Angeles, California 90005
(and many other California cities)

Magafile Co., P.O. Box 2615, Merchant's Station, St. Louis, Missouri 64516
(sole distributors; mail only)

NE-J

THREE

FOUR

ONE

1198

WHEN YOU DO ONE THING...

THEN WE'LL DO THREE

When you as an administrator or staff member of a state agency send the State Library 50 copies of your publications you are achieving two worthy goals with one effort.

You are:

—insuring that your literary efforts will be widely available for today's citizens as well as for future generations.

—complying with the law!! Assembly Bill 215 (effective July 1, 1971) provides that every state department, division, bureau, commission, or agency shall deposit 50 copies of each of its publications* with the state publications distribution center.

*"State publication" includes any document prepared by any method of printing or duplicating (except by use of carbon paper) for public distribution.

WHEN YOU:

send us 50 copies of your publications . . .

WE WILL:

1. Place two copies of your publication in the State Library's permanent reference collection. One copy is always kept on file for consultation or for photocopying. The other copy is for loan purposes.

2. Send copies to other libraries. Two copies will be sent to the Library of Congress, and two copies to the California State Library. We will deposit two copies with each of the five public and university depository libraries in Nevada. These depository libraries have agreed to maintain and make available the materials sent to them. The remaining copies are placed on file at the distribution center and are sent upon request to other libraries throughout Nevada.

3. Include your agency's reports and pamphlets on our monthly *Nevada Official Publications List* which is distributed to state agencies and libraries in and out of Nevada.

EVERYONE WINS . . .

Nevada citizens have better knowledge of and easier access to the publications of their state government.

Nevada State agencies have their publications exposed to more people, hence a better return on time and effort invested in preparation of material. The program also insures that copies of all documents will be on permanent file at the State Library for research needs in years to come.

Nevada libraries—both state and local—are better able to serve the informational needs of their patrons.

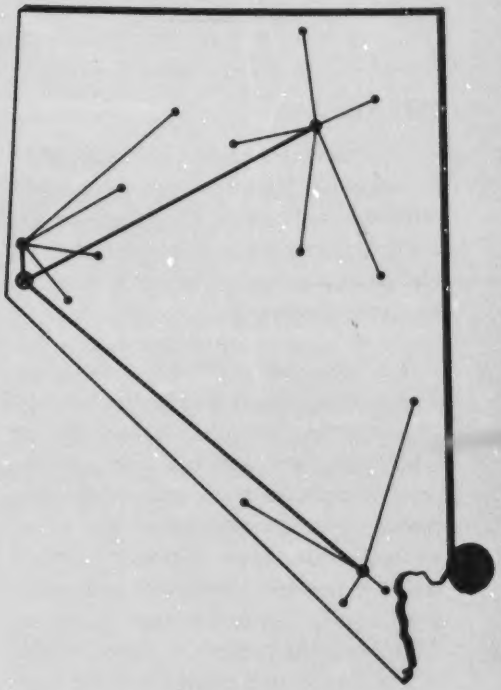
Send 50 copies of your publications to:

Documents Distribution Center
Nevada State Library
Supreme Court Building
Carson City, Nevada 89701

We welcome questions about the documents distribution program and we will be happy to have you visit us to see our documents collection.

WAYNE BOWER
Documents Librarian
Telephone 882-7372

Documents Distribution Center
Nevada State Library
Supreme Court Building
Carson City, Nevada 89701



JOSEPH J. ANDERSON, *State Librarian*

SPO, CARSON CITY, NEVADA, 1971

1201

NV:L
1/2

MONTHLY DEPOSITORY SHIPPING LIST
DISTRIBUTION CENTER, NEVADA STATE LIBRARY, CARSON CITY, NEVADA 89701

Shipping List No. 58 April 9, 1973

Herein are listed items received for distribution from state agencies. Since you are designated as an official state publication depository (by mutual agreement), your library will receive all or part of the items on the list. Until full compliance with AB 215 is achieved, your library may not necessarily receive every item on the list.

Included on the list is a title, date and classification number. The receiving depository library may or may not wish to use the classification number. If the library elects to use the number, it can be found on the list.

For further bibliographic information see the Nevada Official Publication List.

TITLE	CLASS
State Personnel Division handbook orientation to state service.	29-Ad6P 9:Or4
Biennial report of the State of Nevada Department of Conservation and Natural Resources, July 1, 1970 to June 30, 1972.	29-C76 1:972
State Park System Signboard, February 1973.	29-C76P 5:5-2
Water Supply Outlook for Nevada March 1, 1973.	29-C76W 4:973-3
Central Distribution - bet on Nevada for industry.	29-Ec7 9:C33
Free port law - bet on Nevada for industry.	29-Ec7 9:F87
Industry - bet on Nevada for industry.	29-Ec7 9:In21
Labor - bet on Nevada for industry.	29-Ec7 9:L11
Plant sites - bet on Nevada for industry.	29-Ec7 9:P69
Tax structure - bet on Nevada for industry.	29-Ec7 9:T19
Transpotation - bet on Nevada for industry.	29-Ec7 9:T681

State of Nevada educational directory 1972-73.	29-Ed81 10:973
Twentieth report Employment Security Department, July 1, 1970 to June 30, 1972.	29-Em7 1:972
Weekly claims activities, February 24, 1972.	29-Em7 4:973-2-24
March 3, 1973.	3-3
March 10, 1973.	3-10
March 17, 1973.	3-17
Nevada manpower report, January 1973.	29-Em7 5:973-1
Reno manpower report, January 1973.	29-Em7 6:973-1
Las Vegas manpower report, January 1973.	29-Em7 7:973-1
Regulations governing individual sewage disposal system.	29-H34E 9:R296
People. Spring 1973.	29-H34M 5:1-1
Report of the Nevada State Welfare Division for biennium ending June 30, 1972.	29-H34W 1:972
Manual transmittal letter for Administrative manual no. 4/73.	29-H34W 9:Ad6-4/73
Manual transmittal letter for Eligibility and Payments manual, no. 9/73.	29-H34W 9:El4-9/73
no. 10/73.	4-10/73
no. 11/73.	4-11/73
Information release, February 27, 1973.	29-H53 8:973-2-27
March 2, 1973.	3-2
March 5, 1973.	3-5
March 6, 1973.	3-6
March 7, 1973.	3-7
March 13, 1973.	3-13
March 14, 1973.	3-14
March 23, 1973.	3-23
1972 fatal accident summary, chronological.	29-H53P 9:F28-972
Media, February 1973.	29-In21 5:1-8

NH

B. Letters and commentaries

F. Legislation and legal materials

MAY 1 4 1973

NEW HAMPSHIRE STATE LIBRARY
Concord, N.H. 03301

NH NH:B

April 20, 1973

Mr. V. Lloyd Jameson
Curator/Government Documents
Boston Public Library
Boston, Massachusetts 02117

Dear Mr. Jameson:

This is in reply to your letter of April 10 concerning our method of distribution of state documents. I regret to inform you that there presently exists no logical method for achieving this purpose. However, we do have a piece of legislation before the General Court at the present time which would establish a system of document depository libraries in the State. This legislation has already been approved by the House, and has had its hearing in the Senate. I anticipate that it will be enacted.

If this does in fact occur, I will send you a copy of the law.

Very sincerely yours,

Emil W. Allen, Jr.
State Librarian

EWA:MRI

NE- n

NV:B

NEVADA STATE LIBRARY

Carson City, Nevada 89701
(702) 882-7372

MIKE O'CALLAGHAN
Governor

MAY 14 1973

JOSEPH J. ANDERSON
State Librarian

April 13, 1973

V. Lloyd Jameson
Curator/Government Documents
Boston Public Library
Boston, Massachusetts 02117

Dear Mr. Jameson:

Enclosed are copies of those requested publications which we have available. We are unable to supply more than one copy of our manual but hope to have a revised processing and acquisition manual published in the near future which may be deposited with you.

Cordially yours

Joan G. Kerschner

Joan G. Kerschner
Documents Librarian

NV NV:E

FROM
NEVADA STATE LIBRARY
CARSON CITY, NEVADA 89701

1489

LIBRARY RATE

1207

New Hampshire NH:B1

BOSTON PUBLIC LIBRARY

Boston, Massachusetts 02117

July 18, 1973

Mrs. Margaret T. Lane
Recorder of Documents
1515A Choctaw Drive
Baton Rouge, Louisiana 70805

Dear Mrs. Lane:

Enclosed is additional material we have received from Emil W. Allen, Jr. of the New Hampshire State Library.

This legislation became effective on July 16, 1973.

Very truly Yours,

V. Lloyd Jameson,
Curator, Government Documents

VLJ:sj

Form No. 412A

NJ

B. Letters and commentaries

D. Forms and form letters

F. Legislation and legal materials

G. Mailing lists

H. Manuals

M. Studies, surveys and workshops

NJ:B

DREW UNIVERSITY

Madison, New Jersey 07940 / 201-377-3000

Rose Memorial Library
Reference Department

18 January 1973

Mrs. Margaret T.Lane,Recorder of Documents
1515A Choctaw Drive
Baton Rouge,Louisiana 70805

Dear Margaret,

In haste, and at the last minute I getting off to you the documents on documents for the state of New Jersey.

Mrs. Elizabeth D Strapp,Documents Librarian at the Trenton State Library was kind enough to take time to write the commentary on the state's depository legislation for us. She is THE person to consult in N.J. concerning the state documents.She administers the state program and is editor of the checklist. Her mailing address: P.O.Box 1898,Trenton,N.J. 08625.(609-292-6294).

Re the loan or deposit collection of docs on docs, Elizabeth and I concluded the the loan collection seemed sufficient.

Besides the commentary on legislation, I am enclosing a copy of the law dealing with state documents, a copy of the checklist for January(Appendix lists official periodicals) and September (Appendix lists official annual reports), a sample form letter sent to agencies and departments, Depository Rules and Regulations and a letter announcing catalog copy available for depository libraries.

I will forwerd the two basic classification schemes to Elizabeth Maine, SUNY-Brockport.

I am negligent in the collection of state library association documents committee members names. I have however, been in touch with Meryl Wold and will keep her informed in my search for documents people in N.J.

Hope this is helpful.Look forward to seeing you in D.C.

Sincerely,

Jaia Heymann

1210

NJ:B1

NEW JERSEY DEPOSITORY LEGISLATION

New Jersey's document depository legislation provides 75 copies of state publications for distribution to designated depository libraries in cases where documents are printed, mimeographed or otherwise mechanically reproduced. Where reports are typewritten but not reproduced, one copy is to be filed with the State Library for reference use. Usually reports which are reproduced are no great problem, particularly those made for the Legislature since we do general distribution of materials for the Legislature. The matter of typewritten reports is harder to evaluate since it is not always possible to determine that such a report has been made unless we hear about it in one way or another.

Our collecting of all reports is a complex matter and is done in a variety of ways. We have direct contact with the Legislative Services Agency and copies of legislative reports and hearings are sent to us as soon as they are ready for distribution. Departmental reports are usually furnished either through the public information office of the various departments or through the individual office issuing the report. We also check departmental news releases and publications to learn of publications which may have been issued; we clip newspapers from various sections of the state and note the mention of any report or other publication, ~~they may mention.~~

It would, of course, be easier if there was one central printing office but this appears to be an impossibility. Some material which is considered as a state document is printed by private research agencies, etc. for a state agency, etc. I suppose that some sort of penalty for not submitting reports would be one way of enforcing such a regulation, but I don't think that it is really feasible.

The law is adequate for our needs. It means that the person collecting the material has to do more work than would be necessary if everything came automatically but most offices are cooperative and do supply whatever material they have available.

EDS/PC
1/16/73

NJB: NJ:B2
AUG 76

State of New Jersey
STATE LIBRARY
DEPARTMENT OF EDUCATION
185 WEST STATE STREET P. O. BOX 1898
TRENTON, N. J. 08625

June 23, 1976

Ms. Brenda Olds, Secretary
ALA GODORT State Documents Task Force
Legislative Reference Library
Box 12488, Cap. Sta.
Austin, TX 78711

Dear Ms. Olds:

Enclosed are 5 copies of several items for the updated "Documents on Documents". Everything else is the same as before. The Assembly bill has not made it out of the committee to which it was assigned, and we hope it will not. Obviously, if passed, this would have a devastating effect on our depository program.

My major project right now is trying to get a computerized system for the production of our Checklist.

Sincerely,

Robert E. Lupp
NJ Documents Librarian

REL/ks

New Je NJ:D

State of New Jersey

STATE LIBRARY

DEPARTMENT OF EDUCATION
185 WEST STATE STREET P.O. BOX 1898
TRENTON, N.J. 08625

GENERAL REFERENCE BUREAU

September 8, 1972

Dear Librarian:

As of this date, we are completing plans for supplying Document Depository Libraries with catalog copy for New Jersey documents. Copy will be supplied only to Document Depository Libraries. There will be no charge for this service.

Enclosed, for your examination, are a number of sample cards for documents which your library should have received within the past several months.

There will be certain limitations concerning these cards which we would like to point out to you:

1. We will be able to send out only a main entry card rather than a set. The author entry will be in accordance with current Library of Congress practice but the subject headings will be those which we use here at the State Library. Generally these are Library of Congress subject headings prefixed by "New Jersey."

2. Cards will be enclosed in a documents shipment; however, cards will not necessarily arrive in the same shipment as the document. Processing cards usually takes longer than the period of time documents are held before mailing.

If you do not wish to receive these cards, please notify me within ten (10) days of receipt of this letter. If we do not receive a reply within that time, we will assume that you are interested and will begin to send your cards on or about the middle of September.

We hope that this service will prove helpful. If you have comments or suggestions regarding the program, we will be happy to consider them.

Very truly yours,

Elizabeth D. Strapp

(Mrs.) Elizabeth D. Strapp
Documents Librarian

1213

EDS/PC
8/15/72

New

NJ:D1

NEW JERSEY STATE LIBRARY
Department of Education
185 West State Street
Trenton, New Jersey 08625

Roger H. McDonough
Director

Mrs. Herta Prager, Head
Bureau of Law and
Legislative Reference

The New Jersey State Library, Law and Reference Bureau, acknowledges receipt of the following documents sent to us in accordance with the provisions of Section 52:14-25.1 and 52:14-25.2 of the Revised Statutes:

Thank you for your cooperation.

Sincerely yours,

Elizabeth D. Strapp

(Mrs.) Elizabeth D. Strapp
Documents Librarian

EDS/mau

1214

12/67

NJ:F

COPY

CHAPTER 162, LAWS OF 1967

(Senate Bill No. 340, Approved July 25, 1967)

AN ACT concerning State publications, and amending sections 52:14-25.1 and 52:14-25.2 of the Revised Statutes.

BE IT ENACTED by the Senate and General Assembly of the State of New Jersey:

1. Section 52:14-25.1 of the Revised Statutes is amended to read as follows:

52:14-25.1. All State officers, departments and commissions or committees issuing annual reports or special reports required by law to be submitted to the Governor or to the Legislature of this State, where such reports are printed, mimeographed or otherwise mechanically reproduced, shall file with the New Jersey State Library for general reference use in said library and for exchange purposes at least 75 copies of each of such printed, mimeographed or otherwise mechanically reproduced reports, and in those cases where such reports are made in typewritten form and not subsequently printed, mimeographed or otherwise mechanically reproduced shall file in the State Library for general reference use at least one each of such typewritten reports.

2. Section 52:14-25.2 of the Revised Statutes is amended to read as follows:

52:14-25.2. State officers, departments, commissions or committees issuing from time to time serial or other publications of a general informational character other than annual or special reports, where such publications are printed, mimeographed or otherwise mechanically reproduced for public distribution, shall file in the State Library for permanent reference use and for exchange purposes at least 75 copies of each of such publications, and in those cases where such serials or other publications are not printed, mimeographed or otherwise mechanically reproduced but are issued in typewritten form, shall file in the State Library for general reference use at least one each of such typewritten publications.

3. This act shall take effect immediately.

FT NJ
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ASSEMBLY, No. 405

STATE OF NEW JERSEY

PRE-FILED FOR INTRODUCTION IN THE 1976 SESSION

By Assemblymen KARCHER and OTLOWSKI

AN ACT concerning State publications and amending R. S. 52:14–20 and R. S. 52:14–25.1.

BE IT ENACTED *by the Senate and General Assembly of the State of New Jersey:*

1. R. S. 52:14–20 is amended to read as follows:

52:14–20. The State Librarian, subject to the approval of the Governor, shall critically examine, edit and prepare appropriate indexes of all official reports presented by any official, institution, board, commission or department of the State, and determine what parts, if any, and the number of copies of such reports which shall be printed*; provided, however, that no more than 50 such copies shall be printed, mimeographed or otherwise mechanically reproduced.* No official report shall be printed unless so examined and edited by the State Librarian and approved by the Governor.

This section shall **[**not**]** apply to any report of any legislative committee or commission.

2. R. S. 52:14–25.1 is amended to read as follows:

52:14–25.1. All State officers, departments and commissions or committees issuing annual reports or special reports required by law to be submitted to the Governor or to the Legislature of this State, where such reports are printed, mimeographed or otherwise mechanically reproduced, shall file with the New Jersey State Library for general reference use in said library and for exchange purposes at least **[**75**]** *25* copies of each of such printed, mimeographed or otherwise mechanically reproduced reports, and in those cases where such reports are made in typewritten form and not subsequently printed, mimeographed or otherwise mechanically reproduced shall file in the State Library for general reference use at least one each of such typewritten reports.

EXPLANATION—Matter enclosed in bold-faced brackets [thus] in the above bill is not enacted and is intended to be omitted in the law.

Additional copies shall be distributed as follows: one copy to the Secretary of the Senate; one copy to the Clerk of the General Assembly; and the remainder of printed copies to be equally distributed to the university and college libraries in the State. All such officers, departments and commissions shall make available to any person any report prepared thereby upon payment of a fee to cover the costs of printing and distributing such report.

3. This act shall take effect immediately.

STATEMENT

The purpose of this bill is to reduce the number of required annual reports printed for distribution by state agencies and commissions and provides for a specific limited distribution thereof.

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NEW JERSEY DOCUMENTS DEPOSITORIES

Rules and Regulations
December, 1967

A. RESPONSIBILITIES:

1. Each library accepting depository status shall agree to receive, organize, preserve and retain State publications and to provide service to patrons wishing to use State documents.

2. New Jersey documents received under the depository program may not be disposed of without written authorization from the State Library, with the exception of the following which may be discarded at the discretion of the depository library:

   a. Ephemeral publications such as press releases, bibliographies, catalogs, and similar material when no longer of use;

   b. Public hearings after five years;

   c. Mimeographed serials after two years.

   Authorization for disposal does not mean that a library must dispose of State publications if it wishes to retain them.

3. All libraries accepting depository status shall agree to receive all State documents distributed, there being no system of partial or selective depositories.

B. ORGANIZATION OF STATE DOCUMENTS:

1. All State documents received under the depository program must be arranged for use in an orderly manner, but need not be cataloged.

2. The classification system used by the State Library (a subject arrangement), or the one used by Rutgers, The State University (an issuing agency arrangement), are suggested and may be obtained from the State Library on request.

C. SHIPMENTS:

1. The State Library will mail depository shipments of all documents received primarily on a monthly basis, but as bulk requires. Should sufficient copies of an item not be available, the supply

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p. 2/2

will be apportioned among the depository libraries as fairly as possible. The State Library will have a complete set of State documents and will circulate any item if a duplicate exists.

2. The size of the monthly shipment of State documents will depend upon the amount of material received by the State Library for distribution.

3. Shipping lists will not be provided, but the bi-monthly Checklist of Official Publications can be checked for completeness of shipments.

G- NJ:G

DEPOSITORY LIBRARIES FOR NEW JERSEY DOCUMENTS

AUG 76

as of January 1, 1976

COLLEGE LIBRARIES

Camden County College, Blackwood, NJ
Douglass College, New Brunswick, NJ
Drew University, Rose Memorial Library, Madison, NJ
Fairleigh Dickinson University, Library, Rutherford, NJ
Glassboro State College, Savitz Library, Glassboro, NJ
Jersey City State College Library, Jersey City, NJ
Livingston College, Rutgers University, New Brunswick, NJ
Mercer County Community College Library, Trenton, NJ
Middlesex County College, Edison, NJ
Montclair State College, Harry A. Sprague Library, Upper Montclair, NJ
Monmouth College, Guggenheim Memorial Library, West Long Branch, NJ
County College of Morris, Library, Dover, NJ
Kean College of New Jersey, Union, NJ
Ocean County College Library, Toms River, NJ
Paterson State College Library, Wayne, NJ
Princeton University Library, Princeton, NJ
Ramapo College, Mahwah, NJ
Rider College, Trenton, NJ
Rutgers University Library, New Brunswick, NJ
Rutgers College of Arts and Sciences, Dana Library, Newark, NJ
Rutgers University Law School Library, Newark, NJ
Rutgers South Jersey College of Arts and Sciences Library, Camden, NJ
Rutgers University South Jersey Law School Library, Camden, NJ
Seton Hall University Library, South Orange, NJ
Stockton College, Pomona, NJ
Trenton State College Library, Trenton, NJ

COUNTY LIBRARIES

A Burlington County Library, Mount Holly, NJ
A Camden County Library, Echelon Mall, Voorhees, NJ
A Cape May County Free Library, Cape May Court House, NJ
A Cumberland County Library, Bridgeton, NJ
A Monmouth County Library, Freehold, NJ
A Morris County Free Library, Whippany, NJ
A Ocean County Library, Toms River, NJ
A Somerset County Library, Somerville, NJ
A Sussex County Library, Newton, NJ

PUBLIC LIBRARIES

Atlantic City Public Library, Atlantic City, NJ
A *Bloomfield Public Library, Bloomfield, NJ*
A *East Orange Free Public Library, East Orange, NJ*
A *Elizabeth Free Public Library, Elizabeth, NJ*
Free Public Library, Camden, NJ
Free Public Library, Cherry Hill, NJ
A *Free Public Library, Phillipsburg, NJ*
A *Free Public Library of Woodbridge, Woodbridge, NJ*
A *Jersey City Free Public Library, Jersey City, NJ*
A *Johnson Free Public Library, Hackensack, NJ*
A *Linden Public Library, Linden, NJ*
New Brunswick Free Public Library, New Brunswick, NJ
A *Newark Public Library, Newark, NJ*
A *Paterson Public Library, Paterson, NJ*
A *Plainfield Public Library, Plainfield, NJ*
A *The Ridgewood Library, Ridgewood, NJ*
A *Trenton Public Library, Trenton, NJ*
A *Wayne Public Library, Wayne, NJ*
Woodbury Public Library, Woodbury, NJ

OUT-OF-STATE LIBRARIES

California State Library, Sacramento, California
Center for Research Libraries, Chicago, Illinois
Council of State Governments, Lexington, Kentucky
Free Public Library of Philadelphia, Philadelphia, Pennsylvania
Law Library, University of Washington, Seattle, Washington
Library of Congress, Washington, D.C.
New York State Library, Albany, New York
Public Affairs Information Service, New York, New York

A = Area Library

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Jersey

POPULAR NAMES INDEX

TO

NEW JERSEY STATE DOCUMENTS

Compiled by

the New Jersey Reference Section

September 1977

NJ State Department of Education
Division of the State Library, Archives and History
Bureau of Law, Legislative and General Reference Services

Fred G. Burke
Commissioner of Education

Ralph H. Lataille
Deputy Commissioner of Education

David C. Palmer
Acting Director, Division of the
State Library, Archives & History

Susan Roumfort
Head, Bureau of Law, Legislative and
General Reference Services

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STATE BOARD OF EDUCATION

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INTRODUCTION

This index has been compiled and published at the suggestion of the Government Documents Association of New Jersey. It is based on a card file developed over the years at the State Library. Every document listed has been requested by the given popular name several times by our patrons.

The name or phrase in capital letters on the left is the popular name. To the right is enough information to allow identification of the document: main entry, title, date and pagination. The State Library's call number is enclosed in parentheses.

The New Jersey Reference Section welcomes comments on, criticisms of, and corrections and additions to this Index. We hope that this publication will prove helpful to those working with New Jersey State documents.

Robert E. Lupp
NJ Documents Librarian

ALEXANDER. N.J. Commission to Study the Department of Institutions and Agencies. The State's organization for social welfare in New Jersey. 1959, 128p. (974.90/I52/1959).

APY. N.J. Commission to Study the Laws of New Jersey Exempting Real Property Held by Religious, Educational, Charitable and Philanthropic Organizations and Cemeteries from Taxation. Report. 1970, 70p. (974.90/T235/1970).

BATEMAN. (a) N.J. State Aid to School Districts Study Commission. A commitment to New Jersey's children: a state school support program for New Jersey. Final report... (pursuant to P.L. 1966, c. 32), dated December 19, 1968. 1968, 101p. (974.90/E24/1968g).

----- (b) N.J. Professional and Occupational Licensing Study Commission. Regulating professions and occupations. 1971, 88p. (974.90/L699/1971).

----- (c) N.J. Apportionment Commission. [Report--Senate and Assembly districts.] 1971, 1v. (974.90/L514/1971).

----- (d) N.J. Legislature. Delaware and Raritan Canal Study Committee. Report. 1973, 1v. (974.90/C224/1973b).

BEADLESTON. (a) N.J. Legislature. Special Committee to Investigate Certain Allegations Affecting the Legislature and its Members. Report, dated January 14, 1969. 1969; 28, 2p. Also: Supplemental report, January 27, 1969. 1969, [6 l.] (974.90/I62/1969 and Supp.).

----- (b) N.J. Legislature. Commission to Study the Legislature. Improving the New Jersey Legislature: Report. 1971, 100p. (974.90/L514/1971a).

----- (c) N.J. Legislature. Joint Committee to Study the Report of the Governor's Management Commission. Final report and recommendations. 1971, [380p.] (974.90/R424/1971d).

BERNSTEIN. N.J. Public and School Employees' Grievance Procedure Study Commission. Final report, dated Jan. 9, 1968. 1968, 45p. (974.90/E54/1968).

BIGELOW. N.J. Commission to Study the Improvement of the Law of Evidence. Report. 1956, 87p. (974.90/L415/1956).

BIGLEY. N.J. Commission to Study the Practicability of Consolidating the South Jersey Port Commission and the Delaware River Port Authority. Report and recommendations, dated March 6, 1967. 1967, 36 l. (974.90/H255/1967).

BLUE BOOK. N.J. Governor. Effects of property tax reductions, circuit breaker, and income tax on various income groups and various homeowners by municipality. 1974, 106 l. (974.90/T235/1974d).

BLUM. N.J. Department of Institutions and Agencies. State Board of Control. Report of the Ad Hoc Committee on Children's Services in New Jersey. 1968, 59p. (The Welfare Reporter, vol. XIX, no. 3, July, 1968). (974.90/C536/1968).

BOOHER COMMISSION. Official name is: N.J. Commission on Financing Post-Secondary Education. Issued numerous reports between 1974 and 1977.

BOOZ. N.J. State Highway Department. Highway administration in New Jersey, dated October 31, 1964. 1964, 2 vols. (974.90/R628/1964i).

CASE-McALLISTER. N.J. Commission to Investigate the Violations of Law and the Conduct of Public Officials. Report. 1929, 55p. (Plus Minority report, 4p.) (974.90/I62/1929).

CASEY. Casey, Genevieve M. Library services in New Jersey state institutions: a survey with recommendations. New Brunswick, N.J., Rutgers, Graduate School of Library Service. 1968, 102p. (974.90/L694/1968a).

CHANDLER. Rutgers University, New Brunswick. Eagleton Institute of Politics. The New Jersey Legislature, a report. 1963, 81 & 199p. (974.90/L514/1963b).

CIRCUIT BREAKER. See: BLUE BOOK.

CIVIL DISORDERS. N.J. Governor's Select Commission on Civil Disorder. Report for action. 1968, 202p. (974.90/C5815/1968).

CRANE. N.J. Commission to Study the New Jersey Statutes Relating to Abortion. Final report. 1969, 135, 47p. (974.90/H434/1969c).

DICKINSON. N.J. Legislature. Senate. Special Committee on Migrant Labor. Report, dated December 31, 1969. 1969, 55p. (974.90/M636/1969).

DODD. (a) Dodd, Frank J. Report to the Senate: my objections and alternatives to S1087. 1974, 13 l. (974.90/E54/1974a).

----- (b) -----. An energy policy white paper containing positions on. outer Continental Shelf drilling for oil and natural gas, deepwater port construction, and the governmental placement of the State Energy Office. 1975, 52 l. (974.90/F953/1975).

DRUG STUDY COMMISSION. N.J. Commission to Study and Review the Penalties Imposed Upon Individuals Convicted of Using Certain Substances Subject to the Provisions of the "New Jersey Controlled Dangerous Substances Act," P.L. 1970, c. 226 (c. 24:21-1 et seq.) and to Study the Nature and Scope of Drug Treatment Programs. First report. 1974, 241p. (974.90/N222/1974a).

----- -----. Second report. 1975, 146p. (974.90/N222/1975b).

DUMONT. N.J. Gambling Study Commission. Report. 1973, 74p. (974.90/G191/1973).

DUNGAN. Dungan, Ralph A. A report to the New Jersey Legislature concerning the recent events and disturbances at the Newark and Camden campuses of Rutgers, the State University. 1969, var. pagings. (974.90/C697/1969).

EBERLE. N.J. Governor's Economic Recovery Commission. [Report] 1976, 2 vols. (974.90/E19/1976).

EISNER. Eisner, Joseph. Suggested recommendations for interlibrary cooperation in the State of New Jersey. Plainview, N.Y., Library Consultant Service, 1968, 31 l. (974.90/L694/1968).

FIELD. N.J. Governor's Management Commission. Survey report and recommendations. 1970, 316p. (974.90/R424/1970c).

FORSYTHE. N.J. Legislature. Joint Committee to Study Crime and the System of Criminal Justice in New Jersey. Report. 1968, 27p. (974.90/C929/1968b).

GOHEEN. N.J. Citizens Committee for Higher Education in New Jersey. A call to action. Princeton, N.J., 1966, 26p. (974.90/C697/1966t).

GOLDBERG. N.J. Landlord-Tenant Relationship Study Commission. Interim report. 1970, 41p. (974.90/N842/1970).

GOLDMANN. N.J. Governor's Examiner of the New Jersey State Highway Department. The organization and administration of the New Jersey state highway department. 1942, xix, 671, xliii p. (974.90/R628/1942).

HAY. Hay (Edward N.) & Associates. Report concerning state employees compensation, benefits, perquisites and working conditions, and productivity. Philadelphia, 1970, 53p. (Supplement A: Salary range recommendations, preliminary listing. 1970, 56p.) (974.90/C582/1970a).

HELLER. N.J. State Commission for the Higher Education Facilities Act of 1963. Meeting New Jersey college and university facilities needs through 1980. Cleveland, Robert Heller Associates, 1968, 99p. (974.90/C697/1968g).

HINDS. N.J. Governor's Examiner of the New Jersey State Highway Department. Report. 1941, 168p. (974.90/R628/1941b).

KITTELMAN. N.J. Election Law Revision Commission. Report, dated September 1, 1970. 1970, 20p. (974.90/E38/1970).

KNOWLTON. N.J. Criminal Law Revision Commission. The New Jersey Penal Code: final report. 1971, 2 vols. (NJ/KA/6.2/2B/1971a and 974.90/C929/1971).

KUGLER. N.J. Attorney General's Task Force on Sovereign Immunity. Report. 1972, 249p. (974.90/R424/1972b).

LACEY. Lacey, Frederick B. Recommendations to the 1970 session of the New Jersey Legislature concerning legislation which might be enacted to curb the power and influence of organized crime in New Jersey. 1970, var. pagings. (974.90/C929/1970).

LICENSING. See: BATEMAN (b)

LILIEN. Rutgers University. Committee on the Problems and Prospects of University College, Rutgers University. University College: a college at the turning point. A thirty-fifth anniversary report. 1969, 91p. (J378/R97/C734).

LILLEY. N.J. Governor's Select Commission on Civil Disorder. Report for action. 1968, 202p. (974.90/C5815/1968).

LITTLE HOOVER COMMISSION. N.J. Commission on State Administrative Reorganization. Report, pt. 1-6, submitted Feb. 1944-May 1947. 1944-1947, 6 vols. (974.90/R424/1944).

LORD COMMITTEE. The State Library identifies no report as "the Lord report." Democratic State Chairman Thorn Lord established in 1961 an unofficial, advisory committee of professors, lawyers, planners, etc., to give advice to Governor Hughes. Two sources of information are: (1) Leone, Richard Carl. The politics of gubernatorial leadership: tax and education reform in New Jersey. Princeton Univ., unpublished Ph.D. thesis, 1969, p. 44-52, and (2) "Inexpensive advice from high cost men," Trenton Evening Times, 2-17-66.

MACNAUGHTON. N.J. Governor's Commission to Evaluate the Capital Needs of New Jersey. Report. 1975, 2 vols. (974.90/F491/1975d).

MANCUSO. N.J. Committee to Study the Next Steps of Regionalization and Consolidation in the School Districts of New Jersey. Report, dated April 2, 1969. 1969, var. pagings. (974.90/S372/1969).

MATTURRI. N.J. Legislature. Senate. Committee on State Government. Report... regarding the "New Jersey Employer Employee Relations Act." 1969, 7p. (974.90/E54/1969b).

MENZA. See: DRUG STUDY COMMISSION.

MIGRANT LABOR. N.J. Governor's Task Force on Migrant Farm Labor. Poverty in a land of plenty: the seasonal farm worker in New Jersey. 1968, 151p. (974.90/M636/1968).

MUNICIPAL TORTS. See: KUGLER.

MUSTO. N.J. County and Municipal Government Study Commission. [Various reports issued since 1968.]

NELSON. Nelson Associates, Inc. A regional system reorganization plan for New Jersey county libraries. 1967, var. pagings. (974.90/L694/1967).

NELSON. N.J. Governor's Committee on Higher Education. Report. 1964, 45p. (974.90/C697/1964h).

NIMMO. N.J. Workmen's Compensation Law Study Commission. Report. 1968, 32p. (Plus Appendix, 35p.) (974.90/E55/1968).

"NO FAULT" See: RAYMOND.

PATTERSON. Patterson, Edwin Wilhite. Report on Insurance Department investigation by Law Enforcement Council of New Jersey, April-July 1957. 1957, 37 l. (974.90/I59/1957a)

PERC. N.J. Public Employer-Employee Relations Study Commission. Report. 1976, 145p. (974.90/E54/1976).

PORNOGRAPHY AND THE CHILD. N.J. Commission to Study Obscenity and Depravity in Public Media. Report, May 19, 1970. 1970, 119p. (974.90/O14/1970).

RAYMOND. N.J. Automobile Insurance Study Commission. Reparation reform for New Jersey motorists: report to the Governor and the Legislature. 1971, 170p. (974.90/A939/1971a).

RINALDI. N.J. Legislature. Commission to Study the Advisability and Practicability of Formulating and Implementing a Comprehensive Water Supply Policy and Program. Report, March 10, 1969. 1969, 43p. (974.90/W329/1969).

RIOT. See: LILLEY.

SCHLUTER. See: PORNOGRAPHY AND THE CHILD.

SEARS. (a) N.J. State Lottery Planning Commission. Report, February 9, 1970. 1970, 69p. (974.90/G191/1970).

----- (b) N.J. Tax Policy Committee. Report. 1972, 6 vols. (974.90/T235/1972b)

SOVEREIGN IMMUNITY. See: KUGLER.

SPRADLEY. N.J. Commission on the Habitual Sex Offender. The habitual sex offender, report and recommendations. 1950, 68p. (974.90/S518/1950b).

TAMS. Tippetts-Abbett-McCarthy-Stratton, Engineers. Survey of New Jersey water resources development [submitted to] Legislative Commission on Water Supply. 1955, var. pagings. (974.90/W329/1955d)

TASK FORCE '70. N.J. Governor's Task Force on Welfare Management. Report, January 15, 1970. 1970, 52p. (974.90/S678/1970).

TAX-EXEMPT PROPERTY. See: APY.

THUNDER MOUNTAIN. N.J. Legislature. Assembly. Special Committee to Make an Investigation and Report on the Use of Public Funds to Acquire Title to Land to be Used by the State of New Jersey and to Determine Whether Improvements Can Be Made in Existing Procedures. Public hearing[s]... held June 25, July 8, July 14, 1965. 1965, 3v. (974.90/R288/1965a)

TORT CLAIMS. See: KUGLER.

TREMAYNE. See: MACNAUGHTON.

VIESER. N.J. Commission on State Administrative and Professional Compensation. Report. 1969, 24p. (974.90/R424/1969d).

WALLWORK. N.J. Legislature. Select Committee on Civil Disorders and Urban Problems. Direction for urban progress: an interim report, February 3, 1969. 1969, 57p. (974.90/C5815/1969).

WARD. N.J. Special Committee Appointed by the Governor to Study Blue Cross in New Jersey. Final report, January 5, 1967. 1967, 39p. (974.90/H828/1967).

WHARTON. N.J. Department of Banking and Insurance. On application of the Hospital Service Plan of New Jersey (Blue Cross) for increased rates, dated May 28, 1969, and supplemental application of the same Plan, dated Dec. 5, 1969, for a further increase in rates; report of a Special Counsel to the Commissioner of Banking and Insurance of the State of New Jersey for the public interest. 1969, 82 l. (974.90/H828/1969a)

WILEY. N.J. Department of Institutions and Agencies. State Board of Control. Report of the Committee on Diagnostic Services. 1966, 21 l. (974.90/H549/1966f).

WIN. N.J. Governor's Task Force on Welfare Management. The work incentive program in New Jersey. 1971, 55p. (974.90/S678/1971e).

WOODCOCK. N.J. Legislature. Senate. Committee on Law, Public Safety and Defense. Report on Senate No. 897, Electronic surveillance. 1968, 77p. (974.90/C5815/1968d).

WOODSON. N.J. Commission to Study the Adequacy of Existing Laws Pertaining to Taxation of State-Owned Land by Local Taxing Districts. Report. 1970, 28p. (974.90/T235/1970a).

M - NJ:M
7/76

NEW JERSEY DOCUMENTS WORKSHOP

WHAT: WORKSHOP FOR LIBRARIANS WHO WORK WITH NEW JERSEY DOCUMENTS DEPOSITORY COLLECTIONS

WHEN: WEDNESDAY, SEPTEMBER 17, 1975, 10 A.M. to 1 P.M.

WHERE: NEW JERSEY STATE LIBRARY, 185 WEST STATE STREET, TRENTON. ARCHIVES EXHIBIT ROOM, FIRST FLOOR.

WHO: LIBRARIANS WITH PRIMARY RESPONSIBILITY FOR THE MAINTENANCE OF NEW JERSEY DOCUMENTS DEPOSITORY COLLECTIONS (OR LIBRARIANS WHO HAVE MOST CONTACT WITH THE DEPOSITORY COLLECTION).

(See other side for details)

This workshop is planned as a forum for the mutual discussion of problems encountered at the depository libraries and at the State Library in the development, maintenance, use and publicizing of New Jersey documents collections. Librarians attending the workshop should bring along their problems and ideas for discussion. Also, highly specific, individual problems can be discussed with the staff after the meeting on a one-to-one basis. Tours of the State Library's New Jersey documents collection will be available after the meeting.

A G E N D A

9:30 - 10:00	Coffee.
10:00 - 1:00	Meeting. A coffee break will be given during the meeting.
1:00	Lunch will be available in the State House cafeteria next door or in various restaurants around town. No formal arrangements will be made for lunch in advance.
1:30 - 4:30	Staff available for individual discussion of problems and for tours of our NJ documents collection and work area.
NOTE ON PARKING:	Parking is always difficult in the State Library area. If the Legislature is not in session, parking might be available in the visitor's parking lot behind the State House. Otherwise, you should probably plan on paying to park at the Holiday Inn one block from the Library.

R. S. V. P.

IF YOU PLAN TO ATTEND, PLEASE RETURN THIS FORM BY SEPT. 10, TO:

Robert E. Lupp, NJ Documents Librarian, NJ State Library,
185 W. State Street, Trenton, NJ 08625.

I will attend your workshop on Sept. 17, 1975.

NAME:

TITLE:

LIBRARY:

PHONE NUMBER AT WORK:

NM

B. Letters and commentaries

C. Depository contracts

D. Forms and form letters

F. Legislation and legal materials

G. Mailing lists

H. Manuals

I. Procedural guidelines

J. Promotional materials

K. Selection lists and basic lists

L. Shipping lists

M. Studies, surveys and workshops

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EASTERN NEW MEXICO UNIVERSITY

PORTALES
88130

Library

January 26, 1973

Ms. Margaret T. Lane
Chairwoman, State Documents Task Force
1518A Choctaw Drive
Baton Rouge, Louisiana 70805

Dear Ms. Lane:

Enclosed are copies of the laws governing state publications which are currently in force in New Mexico, and a copy of a memorandum from the State Records Administrator summarizing and clarifying the law.

Many state agencies still do not comply. There are various reasons for non-compliance: high turn over of personnel, proliferation of agencies, lack of agreement as to what is a "publication," lack of funds for printing sufficient copies for distribution. When the agency does not deposit the required number of copies in the State Records Center, the publication is never listed and is in effect not available. Some agencies send their publications in batches once or twice a year; thus the Checklist of Publications Filed is neither current nor complete.

One outstanding weakness of the law is that it specifically exempts the judicial and legislative branches from the filing requirement. Thus many of the most important output of state documentation is not filed, listed, nor available. Publications of the Legislature's research arm fall into this category.

As for distribution of state publications, the law requires only that a stated number of copies be deposited in the State Records Center, and through it, in the State Library and State Supreme Court Law Library. The law requires no automatic deposit of publications to any other agencies or institutions. Some state agencies do include in their printing order enough copies so they do send them to institutions of higher learning and to other requestors. Since the agency bears the cost, not all are willing to do this. Some agencies which send specific publications on request do not file publications with the Records Center and do not publish or maintain a list of their own publications.

The law does have some strengths. Copies of publications filed are available for use in the State Library and in the Records Center. The law has teeth where rules and regulations are concerned. In order to have validity the rule must be filed.

To the best of my knowledge, no changes are contemplated in the present legislative session.

Sincerely,

Laura H. McGuire

Laura H. McGuire
Chairwoman, Committee on State Documents
New Mexico Library Association

LHMc/ca
Enclosures.

"I asked New Mexico and Arizona to send me anything they had to add to what they sent you, and they did not send anything, so you have all their material."

Letter from Meryl Wold, Missouri State Library, June 15, 1973

NM:B2
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State of New Mexico
STATE RECORDS CENTER AND ARCHIVES

Phone 827-2321
SANTA FE, NEW MEXICO

404 Montezuma

Joseph F. Halpin
Administrator

June 18, 1976

Ms. Brenda Olds, Secretary
ALA GODORT State Documents Task Force
Legislative Reference Library
Box 12488, Cap. Sta.
Austin, Texas 78711

Dear Ms. Olds:

Reference your June 11, 1976 letter, this division is governed by the State Rules Act which became law April 4, 1967, copy of enabling legislation attached (Encl 1). You will note that Judicial and Legislative branches of state government are exempt from the requirements. This act has worked very successfully with the cooperation of the approximately 150 state agencies covered.

Copy of our most recent Memorandum, The State Rules Act, October 21, 1975, is attached (Encl 2), which explains the requirements of the act. Similar memorandums are published and distributed periodically to ensure compliance by affected agencies.

Copies of SRC (State Records Center) Rules 74-1, State Rules Format and Style (Encl 3); 72-1, Style and Format for Official Reports (Encl 4); and 70-1, Manuals of Procedure Style and Format (Encl 5), are attached. These rules are required by the enabling legislation.

Copy of our most recent PUBLICATIONS AND RULES FILED MONTH OF APRIL, 1976, dated May 20, 1976, is attached (Encl 6). In the beginning these lists were annual, but we soon discovered that we could reduce the "lag" time from compilation to printer to public, thus furnishing more up to date information (Sections 71-6-23 and 71-7-8 NMSA 1953, attached enabling legislation Encl 1). Further our reproduction costs were reduced over 25%.

We have tried to adhere to the checklist in your letter as it applies to our division, and hope the information will be of value to your association.

Sincerely,

E. J. McGrath

E.J. McGrath, Chief
Publications Management Division

6 Encls (IN QUINTUPLICATE)

DEPOSITORY LIBRARY CONTRACT

This agreement made this _____ day of _____, 19_____, by and between the New Mexico State Documents Depository Clearinghouse, a division of the New Mexico State Library, hereinafter called the "Clearinghouse," and the _____ hereinafter called the "Depository." The terms publication, document and state documents as used in this contract refer to the State Agency Publications deposited with the State Library Depository pursuant to Chapter 140 of the Laws of New Mexico, 1978.

WITNESSETH: WHEREAS, the legislature of the State of New Mexico in 1978 enacted legislation entitled Chapter 140 in Laws of New Mexico 1978, creating a New Mexico State Documents Depository Clearinghouse as a division within the New Mexico State Library and

WHEREAS, under that statute the Clearinghouse is authorized to enter into depository contracted with any municipal, county, or regional public library, state college or state university library, and out - of - state research libraries; and

WHEREAS: the _____ Library is desirous of entering into such an inter-library contract with the Clearinghouse;

NOW, THEREFORE IT IS MUTUALLY AGREED AND UNDERSTOOD, THAT

(1) The Clearinghouse shall regularly publish an official list of state publications;

(2) The Clearinghouse shall send documents on deposit to the Depository in regular shipments;

(3) The Clearinghouse shall provide basic training, in the use

of state documents for all designated personnel who are named responsible for state documents in depository libraries. In addition advanced training will be provided as needed.

(4) The Depository shall provide space to adequately house the publications in a manner approved by the Clearinghouse (subject to inspection);

(5) The Depository shall provide an orderly systematic record of receipt of all documents from the Clearinghouse and all state publications shall be processed and shelved within thirty days after receipt;

(6) The Depository shall provide personnel to provide service to patrons of the depository in the use of such publications;

(7) The Depository agrees that designated personnel responsible for state documents shall be required to take, within nine (9) months of their appointment, basic training provided by the State Documents Depository Clearinghouse. In addition, the designated personnel will be responsible for attending any advanced training provided by the State Documents Depository Clearinghouse;

(8) The Depository agrees to make the documents available for public use and in the case of microforms, to provide adequate equipment for viewing them;

(9) The Depository agrees that all patrons' requests concerning state documents that it cannot fill will be channelled within a reasonable time through the regular New Mexico interlibrary loan network;

(10) The Depository agrees to accept and maintain one copy of all publications (microfiche or paper copies) sent to it through the state

depository system. The Depository agrees that all documents on deposit with the Depository shall remain the property of the Library Division of the New Mexico Department of Educational Finance & Cultural Affairs and may not be disposed of in any manner without the written authorization of the New Mexico State Documents Depository Clearinghouse;

(11) The Depository agrees to comply with all of the rules, regulations and standards adopted by the New Mexico State Library for depository libraries.

This contract is for a five-year period, beginning _____, 19_____ and extending through _____, 19_____ and may be terminated by either party upon six (6) months written notice, which notice shall state the cause of termination. Cause of termination of contract will be failure to comply with the terms of this contract by either party or cessation of the benefit received by either party from this agreement. The continued operation of the depository system will be contingent on the availability of adequate funding of the State Library Depository System. Upon termination of the contract, the Depository shall ship, within a reasonable time, all documents deposited with it pursuant to this contract, to the Clearinghouse or to such other Depositories as may be specified by the Clearinghouse.

Dated this _____ day of _____, 19_____.

This contract may be amended or terminated by the written mutual assent of both parties involved.

_____ _____

Witness New Mexico State Library

_____ _____

Witness Depository Library

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State of New Mexico

STATE RECORDS CENTER AND ARCHIVES

Phone 827-2321
404 Montezuma
SANTA FE, NEW MEXICO

JOSEPH F. HALPIN
Administrator

November 24, 1969

MEMORANDUM

TO: STATE AGENCIES, BOARDS, AND COMMITTEES

FROM: STATE RECORDS ADMINISTRATOR

SUBJECT: THE STATE RULES ACT

On April 10, 1967, the State Records Center and Archives distributed a memorandum to all state agencies announcing the requirements of the State Rules Act. On April 1, 1969, a memorandum was dispatched to all state agencies describing the impact of the 1969 amendment to the Act. This, therefore, seems an appropriate time to review the requirements of that Act which was enacted into law by the 1967 Legislature, and amended by the 1969 Legislature.

Each agency of the Executive Branch of State Government which issues any rule, regulation, order, etc., shall place the same in the format and style required by the State Records Center, and shall deliver seven copies to the State Records Center for filing (Section 71-7-3, NMSA 1953). Section 71-7-6 NMSA 1953 further states, "No rule shall be valid or enforceable until it is so filed and shall only be valid and enforceable upon such filing and compliance with any other law."

Of the seven copies of rules filed, two are retained by the State Records Center, three are delivered to the State Library, one is delivered to the State Supreme Court Law Library for information only, and one is returned to the issuing agency to evidence filing.

Publications, reports, notices, proclamations or similar instruments, other than rules, must be filed with the State Records Center in five copies, three of which are delivered to the State Library, and two remain in the State Records Center (Section 71-7-5, NMSA 1953).

These filing requirements are re-emphasized at this time as not only are validity and enforceability of rules involved, but the annual list of state rules and the annual list of other state publications result from these filings, and these lists must be as factual as possible for the benefit of all, both in and out of state government.

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It should be noted that the 1969 amendment to the State Rules Act provides that filing of rules at the State Records Center affords them "validity and enforceability", and eliminates filing of either rules or other publications at the State Supreme Court Law Library.

Should further clarification of the State Rules Act be required, please contact E. J. McGrath, Chief, Publications Division, State Records Center and Archives, at the address or telephone number included in this letterhead.

Sincerely,

JOESPH F. HALPIN
Records Administrator

JFH:EJM:ea

NM:D1

November 14, 1978

Dear

I wish to inform you of the progress made by the State Library involving the State Documents Depository System and ask you to seriously consider becoming a depository library for state documents. Your library is in a key geographical location and the regional leadership you have provided in the past is another reason you would make a good state documents depository.

The State Documents Depository Clearinghouse expects to make monthly shipments of state documents containing between 50-75 documents each for a total of 500-750 in the next year. A shipping list will also be provided with each shipment. It will contain the title, corporate author, date of publication and the New Mexico classification number for each item. Catalog cards for corporate author, title, shelflist and Library of Congress subject headings will be provided for those libraries which wish to use them. The New Mexico Classification number will be listed on each publication before being shipped to your library, if desired. These shipments will start in January, 1979.

A copy of the contract which includes the obligations of the clearinghouse and any depository library is also included. This contract has been approved by the Attorney General's Office. The rules are in the process of being formatted and a public hearing on them will be scheduled within the next two months.

An Advisory Council to the State Documents Depository Clearinghouse consisting of depository library representatives will be established in January. This group will provide direction to the Clearinghouse, help in establishing a weeding and retention policy, etc.

If you have any questions about the depository library system, please don't hesitate to call me at 827-2033 or TWX or write me at the State Library.

An answer by December 5, 1978 would be greatly appreciated, as I wish to formally announce the depository libraries as soon as possible.

A bi-monthly checklist of all publications received by the State Library will be issued starting in January 1979. In addition, a selected list of state and federal publications will be issued on a bi-monthly basis starting in February. The purpose of the selected list is to increase the awareness of school and public libraries in regard to government documents. A brief description of these publications and a form to fill out if you wish to receive these publications are included with this letter.

Thank you for your serious consideration to this matter.

Sincerely,

Sandra K. Faull

Sandra K. Faull/cm
Librarian
State Documents Depository

Enclosure: (3)

Educational Finance & Cultural Affairs Department

NEW MEXICO STATE LIBRARY

P. O. BOX 1629 SANTA FE 87503 (505) 827-2033

CLIFFORD E. LANGE, *State Librarian*

November 22, 1978

Dear

Congratulations on becoming a depository library. I look forward to a long and successful partnership with you in the depository program.

In order to assure good service to you, I need the following information. Please fill it out and return it to me.

A. Name and address and phone number of the person responsible for state documents depository program.

B. An advisory council for the state documents clearinghouse made up of representatives of depository libraries will be named in January. A mixture of librarians responsible for documents and library administrators is desired, would you suggest a representative from your library?
Name and address:

_____

_____

_____

C. Do you wish to have the new classification number listed on each document before it is mailed to you?

Yes _____

No _____

D. Do you wish to receive catalog cards for New Mexico State Documents with the New Mexico classification number?

Yes _____

No _____

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E. A basic training program for all people assigned responsibility for the state documents depository program will be held sometime this spring. Are there any dates which should be avoided if possible in scheduling the session?

Thank you for your attention to this matter.

Sincerely,

Sandra K. Faull

Sandra K. Faull/cm
Librarian
State Documents Depository Clearinghouse

Educational Finance & Cultural Affairs Department

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NEW MEXICO STATE LIBRARY

P. O. BOX 1629 SANTA FE 87503 (505) 827-2033

CLIFFORD E. LANGE, *State Librarian*

December 21, 1978

TO: *Laison Officers of State Agencies*

FROM: *Dr. Clifford Lange, State Librarian*

SUBJECT: *State Agency Publications*

Under Chapter 140 of the New Mexico Laws of 1978, (copy attached) the New Mexico State Library is authorized to collect 25 copies of all state publications for distribution to New Mexico libraries designated as State Document Depositories.

Starting in January, please send, each month, 22 copies of all documents, reports, directories, bibliographies, newsletters, pamphlets, brochures, periodicals, and rules to Sandra K. Faull, Documents Librarian, New Mexico State Library, P.O. Box 1629, Santa Fe, New Mexico 87503.
Please do NOT send correspondence, inter-office memoranda, confidential publications and items for sale.

The 22 copies requested are in addition to the Archive and Record Center requirements for publications established under the Rules Act.

Before June 30, 1979, Ms. Faull hopes to be able to meet with each liason officer to explain the new depository program and answer questions.

If you have any questions, please do not hesitate to contact either Ms. Faull or myself.

Thank you for your cooperation in this matter.

Educational Finance & Cultural Affairs Department

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NEW MEXICO STATE LIBRARY

P. O. BOX 1629 · SANTA FE 87503 · (505) 827-2033

CLIFFORD E. LANGE, *State Librarian*

December 21, 1978

John B. McManus Jr.
Chief Justice
Supreme Court
237 Don Gasper St.
Santa Fe, New Mexico 87503

Dear Mr. McManus:

The New Mexico State Library was assigned the task of collecting and disseminating 25 copies of all state publications to depository libraries in New Mexico under Chapter 140 of the Laws of New Mexico - 1978.

Starting in January 1979, the state library would like to receive 22 copies of all publications produced by the Supreme Court and the Court of Appeals. Publications should include documents, reports, directories, bibliographies, newsletters, pamphlets, brochures, periodicals or rules. It should not include correspondence, inter-office memoranda, confidential publications and items for sale.

Could you appoint a liason officer by January 12, 1979 to help the state library obtain this material

Sandra K. Faull is the librarian in charge of developing the state depository program. She will be glad to meet with the liason officer and explain the program and its procedures. If you have any questions, please don't hesitate to contact either Ms. Faull or myself.

Thank you for your cooperation in this matter.

Sincerely,

Dr. Clifford Lange
State Librarian

Educational Finance & Cultural Affairs Department

NEW MEXICO STATE LIBRARY

P. O. BOX 1629 SANTA FE 87503 (505) 827-2033

CLIFFORD E. LANGE, *State Librarian*

December 21, 1978

Clay Buchanan
Director, Legislative Council
Executive Legislative Building
Santa Fe, New Mexico 87503

Dear Mr. Buchanan:

The New Mexico State Library was assigned the task of collecting and disseminating 25 copies of all state publications to depository libraries in New Mexico under Chapter 140 of the Laws of New Mexico - 1978.

Starting in January 1979, the state library would like to receive 22 copies of all publications produced by the Legislature or their committees. Publications should include documents, reports, directories, bibliographies, newsletters, pamphlets, brochures, periodicals or rules. It should not include correspondence, inter-office memoranda, confidential publications and items for sale.

Could you appoint a liason officer by January 12, 1979 to help the state library obtain this material?

Sandra K. Faull is the librarian in charge of developing the State Depository Program. She will be glad to meet with the liason officer and explain the program and its procedures. If you have any questions, please do not hesitate to contact either Ms. Faull or myself.

Thank you for your cooperation in this matter.

Sincerely,

Dr. Clifford Lange
State Librarian

January 22, 1979

Dear Subcriber:

The New Mexico State Documents Clearinghouse originially planned to publish a bimonthly Checklist of State Publications starting in January 1979. After some discussion, The State Archives and Records Center and the State Library agreed that this effort would be in large part a duplication of the Monthly List currently issued by the State Archives and Records Center. To avoid such duplication, an agreement was reached between the two agencies that the current Monthly List published by the Archives and Records Center would be a joint effort.

The State Library will be respcnsible for the classification number, the subject headings and the subject index while the Archives and Records Center will compile this list, publish it and mail it out. All publications which the state library receives from the legislature and the courts will also be listed. Every attempt will be made to obtain bibliographic and price information for sale items issued by state agencies for inclusion in this list.

These new features will appear in the January 1979 issue of the Monthly List. Due to personnel changes and new equipment being installed in the Archives and records center, the January issue will not be issued until February or March. This delay will only be temporary, for once the word processor is in operation, much faster compilations and special subject bibliographies will be possible.

The mailing lists for the Checklist and for the Monthly List will be merged so that everyone who signed up for the Checklist will receive the Monthly List.

Sincerely,

Sandra K. Faull

Sandra K. Faull
Documents Librarian

NEW MEXICO STATE DOCUMENTS DEPOSITORY CLEARINGHOUSE

CLAIM FOR DEPOSITORY PUBLICATIONS NOT RECEIVED

All claims for nonreceipt of depository publications must be postmarked within 30 days from the date of receipt of the State Publications Depository Shipping List on which they appear.

Mail claims to:

New Mexico State Documents
Clearinghouse
P.O. Box 1629
Santa Fe, NM 87503

I certify that this depository library did not receive the following item(s) listed on Depository Shipping List No._____, dated_____.

The Depository Shipping List on which this publication(s) was listed was received on_____.

Title_____ Class No_____

_____. _____.

Title_____. Class No._____

_____ _____

Title_____ Class No._____

_____. _____

Title_____. Class No._____

_____. _____

Librarian_____

Depository Library_____

Date_____

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State of New Mexico

CHAPTER 275

SENATE BILL NO. 277; Approved April 4, 1967

AN ACT

PROVIDING FOR THE FILING OF RULES, REGULATIONS, ORDERS AND OTHER PUBLICATIONS OF STATE AGENCIES AND FOR THE LEGAL EFFECT OF SUCH FILING; DEFINING TERMS; FOR THEIR INDEXING BY THE RECORDS COMMISSION AND REPEALING SECTIONS 71-6-21 NEW MEXICO STATUTES ANNOTATED, 1953 COMPILATION (LAWS 1965, CHAPTER 154, SECTION 2, AS AMENDED); 4-10-13 NEW MEXICO STATUTES ANNOTATED, 1953 COMPILATION (LAWS 1931, CHAPTER 154, SECTION 2, AS AMENDED); 4-10-14 NEW MEXICO STATUTES ANNOTATED (LAWS 1931, CHAPTER 154, SECTION 3, AS AMENDED); 4-10-15 NEW MEXICO STATUTES ANNOTATED, 1953 COMPILATION (LAWS 1931, CHAPTER 154, SECTION 4, AS AMENDED); 4-10-16 NEW MEXICO STATUTES ANNOTATED, 1953 COMPILATION (LAWS 1931, CHAPTER 154, SECTION 5, AS AMENDED); 4-10-17 NEW MEXICO STATUTES ANNOTATED, 1953 COMPILATION (LAWS 1947, CHAPTER 139, SECTION 2, AS AMENDED); 4-10-18 NEW MEXICO STATUTES ANNOTATED, 1953 COMPILATION (LAWS 1947, CHAPTER 139, SECTION 3, AS AMENDED); 4-10-19 NEW MEXICO STATUTES ANNOTATED, 1953 COMPILATION (LAWS 1947, CHAPTER 139, SECTION 4) AND DECLARING AN EMERGENCY.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF NEW MEXICO:

Section 1. SHORT TITLE.--This act may be cited as the "State Rules Act".

Section 2. DEFINITIONS.--As used in this act:

A. "agency" means any agency, board, commission, department, institution or officer of the state government except the judicial and legislative branches of the state

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government; and

B. "person" includes individuals, associations, partnerships, companies, business trusts and corporations; and

C. "rule" means any rule, regulation, order, standard, statement of policy, including amendments thereto or repeals thereof issued or promulgated by any agency; and

D. "rule of general application" means any rule issued by any agency and purporting to affect one or more agencies besides the agency issuing such rule or to affect persons not members or employees of such issuing agency. An order or decision or other document issued or promulgated in connection with the disposition of any case or agency decision upon a particular matter as applied to a specific set of facts shall not be deemed such a rule nor shall it constitute specific adoption thereof by the agency. Such term shall not include rules relating to the management, confinement, discipline or release of inmates of any penal or charitable institution; the Springer Boys School; the Girls Welfare Home; of any hospital nor to rules made relating to the management of any particular educational institution, whether elementary or otherwise, nor to rules made relating to admissions, discipline, supervision, expulsion or graduation of students therefrom.

E. "internal rules" are those rules purporting to affect only the internal management, affairs or operation of the agency issuing such rule.

Section 3. Each agency issuing any rule of general application shall place the same in the format and style required by rule of the records center and shall cause the original and seven copies thereof to be delivered to the records center. It shall be the duty of the records center forthwith to file the original with the librarian of the

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supreme court law library of the state of New Mexico. The librarian will note thereon the date and hour of filing. Such original rule shall be and remain in the custody of said librarian as a permanent record of the state of New Mexico and shall be open to public inspection during office hours.

The records center shall also forthwith present all such copies to the librarian who shall note thereon the date and hour at which the original was filed.

The records center shall deliver one such copy to the issuing agency and three such copies to the state library. Two copies shall remain in the custody of the records center.

Section 4. Each agency issuing an internal rule shall file the original thereof and two copies in the form required by rules of the records center with the records center, which shall cause to be noted thereon the day and hour of filing. Such copies shall be and remain in the custody of the said records center as a public record of the state of New Mexico and shall be open to public inspection during office hours. The same may be reproduced by the records center, the same as any other record at such records center.

Section 5. Each agency issuing any publication, pamphlet, report, notice, proclamation or similar instrument shall immediately file five copies thereof with the records center which shall thereupon deliver three copies to the state library and one shall there be open for public inspection during office hours. All other copies may be circulated by such library. The state library is designated to be an official depository of all such publications, pamphlets, reports, notices, proclamations and similar instruments.

Such agency may give such additional copies thereof to the records center or to the state library as are desired

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by them and are available.

Section 6. No rule shall be valid or enforceable until the original is so filed and shall only be valid and enforceable upon such filing and compliance with any other law.

Section 7. The records center is hereby authorized to trade, sell or exchange such rules, pamphlets, reports or similar instruments for rules, pamphlets, reports or similar instruments of similar value and to sell the same at a reasonable price.

Section 8. A new Section 71-6-23 New Mexico Statutes Annotated, 1953 Compilation, is enacted to read:

"71-6-23. The state records administrator shall maintain a file of all state publications which are for sale or issue by agencies of the state. He shall prepare and publish annually a list of all such publications which are current and effective. The list shall include such documents as books, manuals, pamphlets, bulletins, monographs and periodicals designed to instruct, inform or direct either the general public or public officers and employees. Correspondence and those documents developed by agencies for their own internal administration are excluded. Each agency shall, for the purpose of this section, furnish the state records administrator two copies of all publications of the category to be listed."

Section 9. A new Section 71-6-24 New Mexico Statutes Annotated, 1953 Compilation, is enacted to read:

"71-6-24. The state records administrator may accept and place in the state archives the personal files, records and documents of elected state officials or of former elected state officials, subject to any reasonable restrictions, moratoriums and requirements concerning their use by other persons. Such restrictions, moratoriums and requirements

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made by the donor, however, shall not prevent the archivist of the state records center from having access to the files, records and documents for indexing and cataloguing purposes."

Section 10. The state records administrator shall prepare and publish a listing and index of all rules which are filed with it.

All pamphlets, reports, proclamations or similar instruments which are filed with the librarian of the supreme court of the state of New Mexico on the effective date of the State Rules Act and which would, if filed after the effective date of the State Rules Act be filed with the records center, shall be transferred to the records center.

The records center shall be furnished a reasonable opportunity to obtain copies of all rules, as herein defined, filed with the librarian of the supreme court of the state of New Mexico on the effective date of the State Rules Act. The librarian of the supreme court shall not be required to retain more than the original or one copy thereof.

Section 11. The state library may by appropriate written instrument advise the records center that it no longer desires a particular class of instrument to be filed with it and thereafter such records center shall no longer file such class of documents with the state library unless such rejection is rescinded in writing and sent to such agency or agencies.

Section 12. Wherever any law requires an agency to file a rule, pamphlet, document or publication with the librarian of the supreme court law library such shall be accomplished by the delivery and filing as provided in the State Rules Act.

Section 13. REPEAL.--Sections 71-6-21 New Mexico Statutes Annotated, 1953 Compilation (Laws 1965, Chapter 154, Section 2, as amended); 4-10-13 New Mexico Statutes

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Annotated, 1953 Compilation (Laws 1931, Chapter 154, Section 2, as amended); 4-10-14 New Mexico Statutes Annotated (Laws 1931, Chapter 154, Section 3, as amended); 4-10-15 New Mexico Statutes Annotated, 1953 Compilation (Laws 1931, Chapter 154, Section 4, as amended); 4-10-16 New Mexico Statutes Annotated, 1953 Compilation (Laws 1931, Chapter 154, Section 5, as amended); 4-10-17 New Mexico Statutes Annotated, 1953 Compilation (Laws 1947, Chapter 139, Section 2, as amended); 4-10-18 New Mexico Statutes Annotated, 1953 Compilation (Laws 1947, Chapter 139, Section 3, as amended); 4-10-19 New Mexico Statutes Annotated, 1953 Compilation (Laws 1947, Chapter 139, Section 4) are repealed.

Section 14. EMERGENCY.--It is necessary for the public peace, health and safety that this act take effect immediately.

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CHAPTER 92

HOUSE BILL NO. 249; Approved March 27, 1969

AN ACT

RELATING TO THE FILING OF RULES, REGULATIONS, ORDERS AND OTHER PUBLICATIONS OF STATE AGENCIES; PROVIDING FOR CHANGES IN PROCEDURE; AMENDING SECTIONS 71-7-2, 71-7-3, 71-7-5, 71-7-6 AND 71-7-8 NMSA 1953 (BEING LAWS 1967, CHAPTER 275, SECTIONS 2, 3, 5, 6 AND 10); REPEALING SECTION 71-7-4 NMSA 1953 (BEING LAWS 1967, CHAPTER 275, SECTION 4); AND DECLARING AN EMERGENCY.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF NEW MEXICO:

Section 1. Section 71-7-2 NMSA 1953 (being Laws 1967, Chapter 275, Section 2) is amended to read:

"71-7-2. DEFINITIONS.—As used in the State Rules Act:

A. "agency" means any agency, board, commission, department, institution or officer of the state government except the judicial and legislative branches of the state government;

B. "person" includes individuals, associations, partnerships, companies, business trusts and corporations; and

C. "rule" means any rule, regulation, order, standard, statement of policy, including amendments thereto or repeals thereof issued or promulgated by any agency and purporting to affect one or

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more agencies besides the agency issuing such rule or to affect persons not members or employees of such issuing agency. An order or decision or other document issued or promulgated in connection with the disposition of any case or agency decision upon a particular matter as applied to a specific set of facts shall not be deemed such a rule nor shall it constitute specific adoption thereof by the agency. Such term shall not include rules relating to the management, confinement, discipline or release of inmates of any penal or charitable institution, the Springer boys' school, the girls' welfare home, of any hospital nor to rules made relating to the management of any particular educational institution, whether elementary or otherwise, nor to rules made relating to admissions, discipline, supervision, expulsion or graduation of students therefrom."

Section 2. Section 71-7-3 NMSA 1953 (being Laws 1967, Chapter 275, Section 3) is amended to read:

"71-7-3. Each agency issuing any rule shall place the same in the format and style required by rule of the records center and shall cause seven copies to be delivered to the records center. The records center will note thereon the date and hour of filing.

The records center shall deliver one copy to the issuing agency and three copies to the state library. Two copies shall remain in the custody of the records center; one of these two copies shall remain in the records center as a permanent record and shall be open to public inspection during office hours."

Section 3. Section 71-7-5 NMSA 1953 (being Laws 1967, Chapter 275,

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Section 3) is amended to read:

"71-7-5. Each agency issuing any publication, pamphlet, report, notice, proclamation or similar instrument shall immediately file five copies thereof with the records center. The records center shall deliver three copies to the state library which shall keep one copy available for public inspection during office hours. All other copies may be circulated. The state library is designated to be an official depository of all such publications, pamphlets, reports, notices, proclamations and similar instruments."

Section 4. Section 71-7-6 NMSA 1953 (being Laws 1967, Chapter 275, Section 6) is amended to read:

"71-7-6. No rule shall be valid or enforceable until it is so filed and shall only be valid and enforceable upon such filing and compliance with any other law."

Section 5. Section 71-7-8 NMSA 1953 (being Laws 1967, Chapter 275, Section 10) is amended to read:

"71-7-8. The state records administrator shall prepare and publish a listing and index of all current rules which are filed with it.

All pamphlets, reports, proclamations or similar instruments which are filed with the librarian of the supreme court of the state of New Mexico on the effective date of the State Rules Act and which would, if filed after the effective date of the State Rules Act be filed with the records center, shall be transferred to the records center.

The records center shall be furnished a reasonable opportunity to obtain copies of all rules, as herein defined, filed with the librarian

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of the supreme court of the state of New Mexico on the effective date of the State Rules Act. The librarian of the supreme court shall not be required to retain more than the original or one copy thereof."

Section 6. REPEAL.--Section 71-7-4 NMSA 1953 (being Laws 1967, Chapter 275, Section 4) is repealed.

Section 7. EMERGENCY.--It is necessary for the public peace, health and safety that this act take effect immediately.

F, N NM:F2

State of New Mexico
STATE RECORDS CENTER AND ARCHIVES

Phone 827-2321 404 Montezuma
SANTA FE, NEW MEXICO

Joseph F. Halpin
Administrator

October 21, 1975

MEMORANDUM

TO: STATE AGENCIES, BOARDS, COMMISSIONS, UNIVERSITIES, SCHOOLS AND INSTITUTIONS

FROM: DIRECTOR, STATE RECORDS CENTER & ARCHIVES

SUBJECT: THE STATE RULES ACT

FILING OF RULES: Section 71-7-1, NMSA 1953, The State Rules Act, requires that each agency of the Executive Branch of State Government which issues any rule, regulation, order, standard, statement of policy, including amendments thereto or repeals thereof, issued by any agency and purporting to affect 1 or more agencies besides the agency issuing such rule or to affect persons not members or employees of such issuing agency, shall place same in the format and style required by rule of the Records Center, and shall deliver 7 copies to the center for filing. NO RULE SHALL BE VALID AND ENFORCEABLE UNTIL IT IS SO FILED. Copies of SRC Rule 74-1, State Rules Format and Style, were previously distributed to all affected agencies, and copies are available on request.

Publications, reports notices, proclamations or similar instruments issued by agencies of the Executive Branch of State Government, other than rules will be filed with the Records Center in five copies.

Section 71-7-2 C, NMSA 1953, apparently excludes filing of "... rules relating to management, confinement, discipline or release of inmates of any penal or charitable institution, the New Mexico Springer Boys' School, the Girls' Welfare Home, of any hospital nor to rules made relating to the management of any particular educational institution, whether elementary or otherwise, ...". However, a responsibility still remains for the foregoing activities to file five copies of any "publication, pamphlet, report, notice, proclamation or similar instrument" issued (Section 71-7-5, NMSA 1953).

STYLE AND FORMAT FOR OFFICIAL REPORTS: Section 71-6-20, paragraph D, NMSA 1953, directs the Commission of Public Records to develop uniform standards of style and format for Official Reports of State Agencies required by law, excluding the budget document, agencies of the legislative and judicial branches and those educational institutions listed in Article 12, Section 11 of the New Mexico Constitution. Additional copies of SRC Rule 72-1, Style and Format for Official Reports, are available on request.

STYLE AND FORMAT FOR MANUALS OF PROCEDURE: Section 71-6-20, NMSA 1953, directs the State Records Administrator to develop uniform standards of style and format for Manuals of Procedure for the guidance of public officers and employees. Agencies of the legislative and judicial branches of State Government and the educational institutions listed in Article 12, Section 11 of the New Mexico Constitution are exempt from the provisions of the foregoing authority. Copies of SRC Rule 70-1, Manuals of Procedure Style and Format, were previously distributed to all affected agencies, and copies are available on request.

FILING OF INTERSTATE COMPACTS: Section 71-6-19, NMSA 1953, directs that each agency of this state, and each political subdivision of the state entering into or administering an interstate compact or other intergovernmental agreement between or among states, subdivision of this state and other states, or between this state or any subdivision of the federal government, having the force of law and to which this state or any subdivision is a party, shall, in addition to the other requirements stated, file a certified copy of the compact or agreement in 4 copies with the State Records Center and Archives as provided in the State Rules Act (Section 71-7-10, NMSA 1953). No interstate compacts or agreements as described shall become effective until so filed.

DISTRIBUTION OF PUBLICATIONS TO LIBRARY OF CONGRESS: Section 10-1-15, NMSA 1953, requires that copies of biennial budgets, reports and official opinions of the Attorney General, all separate compilations of laws issued by state officers, copies of each of the legislative journals and other documents published by order of the state legislature or either house thereof, and copies of all reports, bulletins, circulars, pamphlets, maps, charts and other official publications of any state institution shall be transmitted to the Exchange and Gift Division, Library of Congress, Washington, D. C. 20540.

Further clarification of the foregoing may be obtained from the Publications Management Division, State Records Center & Archives.

Sincerely,

JOSEPH F. HALPIN
Director

JFH/em

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STATE RECORDS CENTER AND ARCHIVES
404 Montezuma
Santa Fe, New Mexico 87501

AUG 76

SRC Rule 74-1 April 8, 1974

PUBLICATIONS MANAGEMENT DIVISION

State Rules Format and Style

1. This rule supersedes SRC Rule No. 71-1, May 3, 1971.

2. AUTHORITY: Section 71-7-3, NMSA 1953, directs that each agency of the Executive Branch of State Government "issuing any rule shall place the same in the format and style required by rule of the records center and shall cause seven (7) copies to be delivered to the records center. The records center will note thereon the date and hour of filing."

3. DEFINITIONS: a. "Agency" means any agency, board, commission, department, institution or office of the state government except the judicial and legislative branches.

b. "Rule" means any rule, regulation, order, standard, statement of policy, including amendments thereto or repeals thereof, issued or promulgated by an agency of state government and purporting to affect one (1) or more agencies besides the agency issuing such rule or to affect persons not members or employees of such issuing agency. The foregoing definition of the term "Rule" has been abbreviated for purposes of convenience to include only that part of the statutory definition of the term (Section 71-7-2 C, NMSA 1953 Comp. 1969 Supp.) which ordinarily will govern most agency determinations respecting the necessity of filing any particular rule with the State Records Center. It does not state, but nevertheless remains subject to, the several specific exceptions which are clearly stated in Section 71-7-2 C. supra.

4. FORMAT AND STYLE: a. The style of expression in a rule should utilize action words, short sentences, simple and direct language. The content of the rule will be single space with double space between paragraphs, and will have a 1 1/8 inch margin all around, excluding page identification. Pages will be a maximum of 8 1/2 by 11 inches, and reproduction will be back-to-back, head-to-head, using quality of paper that will preclude ink bleeding through.

b. Paragraphs and subparagraphs will be identified to facilitate future amending.

c. Each rule will contain the following essential information:

Title indicating originating activity with appropriate address;

date;

Rule numbering system to assure accuracy in filing subsequent amendments;

signature of person authorized to authenticate the rule; and

pages will be numbered for identification.

d. Identify previous rules superseded, if any, at the beginning of the rule.

e. Submit completed draft of rule to Publications Management Division, State Records Center and Archives, for review prior to reproduction.

5. AMENDMENTS: a. An amendment, or change, is a separate publication that alters the contents of a basic rule. It is used to correct errors and/or update the text by deleting or adding information, and will be filed with the records center in seven (7) copies as indicated in paragraph 2 of this rule.

b. Use the same paragraph and/or page numbers as in the basic rule, assigning amendment or change numbers in sequence. Indicate amendments as "Amendment (or Change) No. 1" etc., and indicate basic rule number changed immediately below.

c. Each replacement and/or additional page will be identified with its amendment number and effective date of amendment in the lower portion of the page so that it will be visible to the reader.

d. Good judgment should be used in determining whether to amend a current rule or revise and republish it.

6. EXCEPTIONS: Should deviations from the foregoing become necessary, such exceptions will have the approval of the State Records Administrator prior to publication of the rule.

APPROVED:

JOSEPH F. HALPIN
Director

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AUG 76

STATE RECORDS CENTER AND ARCHIVES
404 Montezuma
Santa Fe, New Mexico 87501

SRC Rule 72-1 March 15, 1972

STYLE AND FORMAT FOR OFFICIAL REPORTS

1. AUTHORITY: Section 71-6-20, paragraph D, NMSA 1953, directs the State Commission of Public Records to develop uniform standards of style and format for Official Reports of State Agencies required by law, excluding the budget document presented to the legislature.

2. DEFINITIONS: "Agencies" means all state departments, bureaus, commissions, committees, institutions and boards, except those agencies of the legislative and judicial branches, and those educational institutions listed in Article 12, Section 11 of the New Mexico Constitution.

3. The style of expression in an official report is normally narrative. The content of the report will be single space with double space between paragraphs, and will include a margin of at least 1 1/8 inches all around, excluding page numbers. Pages will be numbered for identification, and reproduction will be on both sides of pages, back to back, head to head. Quality of paper will be used that will preclude ink bleed-through.

4. The cover page will contain title and date of report, and name and address of issuing agency. Draft of report will be submitted to State Records Center and Archives, ATTN: Publications Management Division, for approval of style and format prior to reproduction. It is suggested that printing funds be conserved by adhering to a policy of a minimum of photographs, art, and/or color work in official reports.

5. Further clarification, if required, may be obtained from the Publications Management Division of the State Records Center and Archives, address above, or by calling Area Code 505, 827-2321.

APPROVED:

JOSEPH F. HALPIN
Director

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STATE RECORDS CENTER AND ARCHIVES
404 Montezuma
Santa Fe, New Mexico 87501

Rule No. 70-1 April 1, 1970

MANUALS OF PROCEDURE

Style and Format

INTRODUCTION

This rule supersedes Records Management Regulation No. 66-1, "Administrative Manual of Procedures for State Agencies", dated May 2, 1966.

Section 71-6-22 NMSA 1953 directs that each agency which has an official duty to establish methods and procedures involved in the internal structure and operation of state government shall prepare, within the means provided by current operating budgets, manuals of procedure for the guidance of public officers and employees engaged in such work. Section 71-6-20 NMSA 1953 directs the State Records Administrator to develop uniform standards of style and format for such manuals.

Agencies of the legislative and judicial branches of state government and the educational institutions listed in Article 12, Section 11 of the New Mexico Constitution are exempt from the provisions of the foregoing authority.

This rule, approved by the Commission of Public Records and the Governor, is the directive aimed at accomplishing the intent of the aforementioned statutes, and becomes effective May 1, 1970.

1. PROCEDURE: A procedure is a set of written instructions which tell a reader how to proceed in performance of a function step-by-step. It outlines a series of actions which accomplish a particular function, and which fall into a single previously agreed upon best sequence. A manual of procedure is a compilation of individual procedures.

Procedures should be numbered in order that they may be properly identified in the contents and/or index section of the manual. Pages will be numbered for identification, and page size will not exceed 8½ x 11 inches, except when reasons of clarity and usefulness in presentation of the material requires deviation from the standard.

2. RESPONSIBILITIES: Each agency which has an official duty to establish procedures shall:

a. Prepare these procedures in the style and format prescribed by this rule.

b. Submit these procedures and subsequent changes to the State Records Administrator for approval of style and format prior to publishing.

c. The State Records Administrator shall:

(1) When requested, assist agencies in preparing style and format for procedures.

(2) Review for style and format, but not for content, procedures submitted by agencies.

d. Manuals will be reviewed by agencies periodically, and revised as necessary.

3. STYLE: The style of expression in a manual should utilize action words, short sentences, simple and direct language, and be devoid of any expressions of opinion or exhaustive explanations. Personnel directed to take action are indicated by position title, not name of individual. Short purpose or policy paragraphs set the stage for the action to follow. Action steps are in logical time sequence of order. Start each step with a strong action verb.

4. FORMAT - ELEMENTS OF A MANUAL: The component parts or elements of a manual depend on the nature of the subject matter and the treatment desired. Elements of a manual, in order of their use, are listed as follows:

Cover
Foreword - Introduction
Title Page
Table of Contents
Text
Authentication
Index
Illustrations

A manual does not necessarily have to include each element, dependent upon its size and construction. The use of each element is explained in the following paragraphs.

a. Cover: A cover of solid material for durability should be used on the manual if it will be subject to frequent and hard usage, and the manual number, if any, complete title, date, and name, address and zip code of agency will appear on the cover. The date of the manual should coincide as nearly as possible with the date of distribution.

b. Foreword - Introduction: A manual may carry a foreword when a personal message from the author would contribute to the manual's effectiveness. The foreword should be limited to one page, and show the signature of the authorized official. No text material is included on the foreword page. An introduction explaining the purpose of the manual will be of great benefit to its readers. Every manual should also include a purpose statement, which information is quite important as it is the basis of the distribution of the manual. Write the purpose statement as concisely as possible, explaining: WHY the manual is needed, or WHAT it is meant to do. WHO must comply with it. WHEN users must take action, if any. It should be noted that the purpose statement may be incorporated into the foreword or introduction of most state manuals.

c. Title Page: Each manual of five or more printed pages must have a title page which may include, as appropriate, the following information:

> Manual number, if any, complete title, date and name, address and zip code of agency. Date of manual should coincide as nearly as possible with the date of distribution.

d. Table of Contents: If manual manuscript is 10 or more pages (5 or more printed pages), prepare a table of contents. This includes, as applicable, the exact title and designation of each part, chapter, section and para-

graph in the publication. Subparagraphs may be included.

It is realized that most state agency manuals are not voluminous, and common sense should dictate the simplest manner of listing the contents. For manuals of very lengthy content, the following is suggested:

Volumes	Capital Roman Numerals I, II, III, etc., if required.
Parts	Spell out numbers - Part One, Part Two, Part Three, etc., if required.
Chapters	Arabic numerals - 1, 2, 3, etc. consecutively throughout the manual.
Sections	Alphabetical - a, b, c, etc., consecutively throughout the manual or within each chapter.
Paragraphs	In short manuals having no chapters, use Arabic numerals 1, 2, 3, etc., consecutively throughout the text.
Subparagraphs . . .	First subdivision: a, b, c, etc. Second subdivision: (1), (2), (3), etc. Third subdivision: (a), (b), (c), etc. Fourth subdivision: 1, 2, 3, etc.

(Further subparagraphing is discouraged)

When chapters are used, number paragraphs with a two-part Arabic numeral. The first element of the numeral is the chapter number and the second is sequence within the chapter. For example, paragraphs in Chapter 1 are numbered 1-1, 1-2, 1-3, etc.; paragraphs in Chapter 2 are numbered 2-1, 2-2, 2-3, etc.

NOTE: Above system will be used either in its entirety or the appropriate portions will be used, dependent upon length and complexity of the manual. Volumes, parts, chapter, and sections may not be required for the manuals issued by some state agencies, and therefore identification will start with paragraphs numbered with Arabic numerals, using subparagraphing indicated above.

e. Text: The content of the manual will be single spaced with double space between paragraphs, and will have a 1 1/8 inch margin all around. Printing will be on both sides of the paper, back to back, head to head, ensuring that paper quality will permit. For lengthy, printed manuals, consideration should be given to the double column per page format as this facilitates reading and gives optimum use of available space.

Begin each main paragraph flush with left margin as in this paragraph. If paragraph numbering is used, the number is construed to be the first letter of the paragraph. Note following example:

1. This is the major paragraph. xxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

a. This first subparagraph is indented four spaces from the beginning of the preceding paragraph as indicated.

(1) This second subparagraph is indented four spaces from the preceding paragraph as indicated. xxxxx.

(a) This third subparagraph is indented five spaces from the preceding paragraph as indicated.

1. This fourth subparagraph is indented five spaces from the preceding paragraph as indicated.

f. Authentication: The manual will be authenticated (signed) at the end of its text by the person so authorized, or a separate signature page may be utilized. Manuals will be signed by the head of the agency, or by a person designated by him. Signature element will be typewritten or printed at least six spaces below the last line of the text, unless a signature page is used.

g. Index: If a manual is long and complicated, consideration should be given to attaching a subjective index, alphabetically arranged. Such an index may be prepared as follows:

(1) As you read the manual draft, note each topic, subtopic, or other important item, on 3 x 5 inch cards, or slips of paper of the same size.

(2) Decide how detailed the index should be to

benefit the reader. Carefully screen each item to be indexed, then arrange the items in alphabetical order. Type index from the cards or slips of paper. Paragraph or page reference, or both, may be used to locate the information. If page numbers are used, they will have to be inserted after the page proofs are completed.

h. Illustrations: Illustrations, if used, must be functional - not decorative or simply "nice to have." They may be referred to as figures, tables, or attachments, as appropriate. Illustrations must be keyed to the text and cited in the text. Before considering the use of illustrations, check with the reproduction source to determine what type of illustrations to use - for instance, charts and graphs are comparatively simple, whereas a large printing plant or commercial concern can handle more complex illustrations.

Use "fold-in" pages only when illustrations cannot be reduced for satisfactory presentation on single pages. In addition to being awkward to use, "fold-ins" increase printing costs. Charts and exhibits should be identified by numerical, letter, or similar system, which will facilitate locating them.

5. PRELIMINARY PLANNING: The person assigned the project of writing, coordinating and processing a proposed manual can avoid costly mistakes and extended delays in the publishing process by planning ahead and working with the State Records Administrator. This is especially important when you are developing a manual for the first time. As soon as possible, know (1) what your manual will contain, (2) who must use it, and (3) when users must have it.

The quantity and quality of the manuscript and artwork are important in estimating the time required to review, rewrite or edit, copy mark, and print or otherwise reproduce the proposed manual. The better the manuscript, the quicker it can be processed for printing or other reproduction process.

The following procedures should be standard practice. Each of the following steps prepares you for the next one. However, any step (except b, e, h and i) that does not apply to the proposed manual may be omitted, or the sequence may be altered. For example, if the manual is a short supplement, steps b, e, h and i may be the only steps required.

a. Schedule the Project. Work up a time-production schedule for each step, adjusting it as you progress.

b. Research Subject Matter, including the reference checks. Know more about the subject than anyone else.

c. Prepare an Outline; Write a Purpose Statement; Select a Descriptive Title.

d. Preliminary Approval to issue a new publication should be obtained.

e. Write the Draft.

f. Hold a Conference with representatives of offices having a functional interest in the proposed manual and include the State Records Administrator. (This step is intended for expediting urgent, costly, or complicated manuscripts.) Adjust manuscript to incorporate requirements of conferees.

g. Retype Manuscript to incorporate editorial changes, if any.

h. Coordinate Manuscript with each office having functional interest in the subject matter. Resolve coordination differences. Adjust manuscript.

i. Obtain Signature of approving authority. Submit coordinated manuscript to State Records Administrator for review and order for printing or reproduction.

j. Check page proofs, if they have been requested.

6. AMENDMENTS: An amendment, or change, is a separate publication that alters the contents of a basic manual. It is used to correct errors and update the text by deleting or adding information. A change always carries a lead line, or title, that identifies the manual being changed, and an effective date. The following suggestions merit careful consideration in changing a manual:

a. Amend a manual, rather than revise, if (1) the basic manual consists of more than three printed pages; or (2) if the new material and existing changes, if any, affect less than 40% of the basic manual, attachments included.

b. In coordinating an amendment, it is not necessary to coordinate a change with all offices or activities that coordinated on the basic manual - coordinate only with those having a major interest in the changed material.

c. When initiating changes, identify each change with the basic manual.

(1) Use the same paragraph and/or page numbers as in the original manual, and assign change numbers in sequence. When additional pages are required, they must carry the same page number as the basic, plus an alphabetical identification i.e., "40A, 40B, etc." Indicate change numbers as "Change 1, Change 2, etc.", and indicate basic manual number immediately below.

(2) If the change is a small one, pen-and-ink changes may be made by listing in a formal notification the manual, chapter, if any, page and paragraph numbers. It should be noted, however, that pen-and-ink changes are time consuming and should only be used when a word or two is to be changed.

d. A loose-leaf system of pages, punched for three hole filing, or similar system, will be used on manuals of any great size to facilitate insertion and/or deletion of pages resulting from amendments. A schedule for "Change Page" for recording amendments as they occur will be included in the front of the manual. If a manual approaches large, unwieldy size, consideration should be given to preparing it in two or more volumes.

7. REVIEW BY STATE RECORDS ADMINISTRATOR: In compliance with Section 71-6-22, NMSA 1953, agencies will submit final drafts of proposed manuals of procedure to the State Records Administrator for approval of style and format and order for printing or other reproduction process. "Agencies" means, for the purposes of this rule, all state departments, bureaus, commissions, committees, institutions and boards, except those agencies of the legislative and judicial branches, and those educational institutions listed in Article 12, Section 11 of the New Mexico Constitution.

APPROVED:

STATE RECORDS ADMINISTRATOR

NM - F NM:F6-1

new mexico library association

November 1977

Dear Librarian:

The New Mexico Library Association State Documents Committee is asking you to ask your legislators for their support of a bill to be introduced in the 1978 Legislature. This bill concerns the establishment of a state documents depository system. Remind them that this depository system will give ALL citizens of New Mexico quicker access to the publications of all state agencies.

The attached bill is from the 1977 Legislature and passed the House unanimously. It missed passing the Senate by minutes. We urge you to read and know the bill and the attached fact sheet.

The present depository program, which began in 1969 is centered in Santa Fe and does not include legislative and judicial publications. The procedure is as follows:

1. Executive state agencies must file seven copies of rules and regulations and five copies of publications with the State Records Center.
2. The Records Center retains one copy on permanent file.
3. Three copies of each document are sent to the New Mexico State Library, the only official depository library.
4. The State Library keeps one as a reference copy, the other two copies circulate.
5. The Records Center compiles a monthly list of the rules and publications and the State Library supplies the subject index.

The new bill will give the State Library the authority to collect a specific number of copies of each publication issued by each state agency. These documents will then be distributed to established state document depository libraries, designated according to geographical location and ability to house and make the material available to the public.

For additional information, contact the persons listed on the attached fact sheet.

PLEASE TALK TO YOUR LEGISLATORS!

Sincerely yours,

Ingrid Vollnhofer
Co-Chairperson
NMLA, Documents Committee

Enclosures

NM-F NM:F6-2

FACT SHEET
New Mexico
Documents

Q. WHAT IS MEANT BY A DOCUMENT?

A. The term document is not defined by statute. For depcsitory purposes, a document is defined as a publication, pamphlet, report, notice, study, regulation, plan or survey that has been issued by an agency of state government.

Q. WHY IS DOCUMENTS LEGISLATION NEEDED?

A. It is needed for two reasons:

Citizens of the state need access to regulations, plans, reports, impact studies, etc. Currently these are only available to citizens by writing to the issuing agency or through Interlibrary Loan.

Currently, state agencies have no assurance that the publications, etc. are readily available to the citizens. A documents clearinghouse would not only assure the widespread availability of agency publications, but would also show some reduction in costs, such as postage, staff time and extra printings.

Q. WHAT WOULD THE DOCUMENTS CLEARINGHOUSE LEGISLATION DO?

A. It would allow the State Library to:

Contract with libraries who would agree to keep documents and make them available to everyone.

Collect and mail the documents.

Refer requests for information to the nearest depository library.

It would provide that state agencies:

Deliver copies of their publications to the State Library.

Use a form letter to indicate availability of a document at a depository library.

Q. WHY IS AN APPROPRIATION NEEDED?

A. For postage, stationary and personnel to work with agencies setting up the system and distributing the documents.

Q. WHAT WILL THE BILL DO THAT ISN'T BEING DONE NOW?

A. 1. Libraries will receive material automatically rather than having to track down what is needed.

2. Distribution would be done at special library rates in bulk mailings.

3. By regularizing distribution patterns, state agencies will realize some reduced storage costs, printing over-runs, and the cost of mailing the documents to those requesting them.

4. Agencies would be assured that their essential publications are accessible outside Santa Fe.

Q. WHAT SORT OF DOLLAR SAVINGS CAN THE STATE EXPECT?

A. It is not anticipated that there will be a great deal of savings. Some savings would be realized several years from now in the General Fund as a result of smaller printings, reduced postage costs, and staff time required by individual agencies to distribute their own documents.

Q. DOES THIS MEAN THAT ITEMS NOW SOLD BY AGENCIES WOULD BE GIVEN FREE TO LIBRARIES?

A. NO. It is not intended to ask agencies to change their policies regarding sales. Items sold to libraries could be distributed through the system however.

Q. HOW MANY DOCUMENTS ARE WE TALKING ABOUT?

A. The State Library currently receives about 1300 items per year. It is felt that 25 copies of each document would be sufficient for clearinghouse purposes.

Q. WHO CAN BE CONTACTED FOR FURTHER INFORMATION?

A. Mary Lou Cooper
Clerk/Recorder
Albuquerque City Hall
P.O. Box 1293
Albuquerque, NM 87103
Tel: 766-7410

Ingrid Vollnhofer
Documents Librarian
New Mexico State Library
P.O. Box 1629
Santa Fe, NM 87501
Tel: 827-2033

NM-E

rect distribution of state publications to the general public except in those cases where the state library does so in the course of operating as a library or a state extension service."

HOUSE BILL 327

State of New Mexico
House of Representatives
THIRTY-THIRD LEGISLATURE
FIRST SESSION

DOCUMENTS
N. M. STATE LIBRARY

March 9, 1977

Mr. Speaker:

Your APPROPRIATIONS AND FINANCE COMMITTEE, to whom has been referred

HOUSE BILL 327

has had it under consideration and reports same with recommendation that it DO PASS, amended as follows:

1. On page 1, line 12 of the bill, between the word "LIBRARY" and the period, insert the following: "; MAKING AN APPROPRIATION".

2. On page 4, between lines 3 and 4 of the bill, insert the following new section:

"Section 3. APPROPRIATION.--Twenty-five thousand dollars ($25,000) is appropriated from the general fund to the state library for expenditure in the sixty-sixth fiscal year for the purpose of establishing the state publications distribution system. Any unexpended or unencumbered balance remaining at the end of the sixty-sixth fiscal year shall revert to the general fund.".

Respectfully submitted,

T. E. Brown, Jr., Chairman

Adopted G Romero (Chief Clerk) Not Adopted _____ (Chief Clerk)

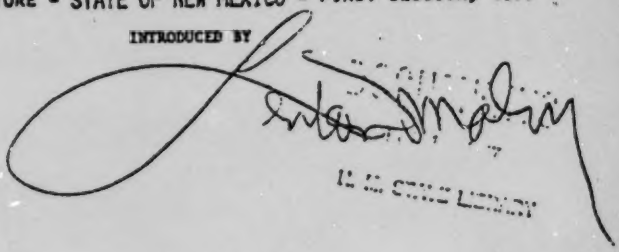
Date 3-10-77

1278

HOUSE BILL 327

33RD LEGISLATURE - STATE OF NEW MEXICO - FIRST SESSION, 1977

INTRODUCED BY



AN ACT

RELATING TO THE STATE LIBRARY; ESTABLISHING A STATE PUBLICATIONS DISTRIBUTION SYSTEM WITHIN THE STATE LIBRARY.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF NEW MEXICO:

Section 1. Section 4-11-3 NMSA 1953 (being Laws 1961, Chapter 126, Section 3) is amended to read:

"4-11-3. DUTIES AND FUNCTIONS OF COMMISSION.--The New Mexico state library commission shall:

A. appoint a state librarian, who shall also serve as executive secretary of the commission;

B. establish policies for the government of the state library;

C. approve the budget of the state library;

D. administer grants-in-aid and encourage local library service and generally promote an effective statewide library system;

underscored material = new
[bracketed material] = deletion

NM-F NM-F6-3

E. develop a high-quality personnel in the libraries of the state through encouragement of professional training, coordination of training among the library training agencies of the state, and by cooperating with local library agencies in administration of standards of service and certification of librarians;

F. improve working conditions through encouragement of adequate salaries, retirement annuities and establishment of satisfactory schemes for appointment, placement, promotion and tenure of qualified librarians;

G. enter into contracts relating to library services with other agencies; [~~and~~]

H. develop and administer a state publications distribution center to promote the establishment of a library depository system for state documents and publications; and

I. report annually to the governor."

Section 2. Section 4-11-3.1 NMSA 1953 (being Laws 1961, Chapter 126, Section 4) is amended to read:

"4-11-3.1. DUTIES AND FUNCTIONS OF THE STATE LIBRARIAN.--The chief duties of the state librarian, subject to the direction of and under the supervision of the state library commission, are to:

A. administer the state library;

B. submit the annual report to the state library commission;

C. make studies and surveys of public library needs;

D. supply advice and information to existing libraries and aid in the establishment of new libraries;

E. obtain each year, from all libraries in the state, reports showing the conditions, growth and development, together with such other facts and statistics regarding them as is of public interest. This information shall be incorporated in the annual report to the commission;

F. cooperate with other educational services and governmental agencies of the state, and with library agencies of other states, and with national library agencies;

G. prepare the budget for the state library; [~~and~~]

H. administer the library extention service; and

I. administer the state publications distribution center."

Section 3. A new Section 4-11-3.2 NMSA 1953 is enacted to read:

"4-11-3.2 [NEW MATERIAL] STATE PUBLICATIONS--COPIES REQUIRED.--

A. Unless otherwise directed by the state publications distribution center, every state agency shall deposit twenty-five copies of all its publications intended for public distribution, when issued, with the state publications distribution center for depository purposes, excluding those publications issued strictly for internal use and those intended for public sale.

B. The state publications distribution center shall determine the actual number of regularly issued publications required to meet the needs of the various libraries in the state, and shall inform the affected agencies of the exact number of copies required."

Section 4. A new section 4-11-6.1 NMSA 1953 is enacted to read:

"4-11-6.1. [NEW MATERIAL] DISTRIBUTION SYSTEM--LIMITATION.--The state publications distribution center shall not engage in the di-

NM:F7

HOUSE BILL 327

33RD LEGISLATURE - STATE OF NEW MEXICO - FIRST SESSION, 1977

INTRODUCED BY

AN ACT

RELATING TO THE STATE LIBRARY; ESTABLISHING A STATE PUBLICATIONS DISTRIBUTION SYSTEM WITHIN THE STATE LIBRARY.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF NEW MEXICO:

Section 1. Section 4-11-3 NMSA 1953 (being Laws 1961, Chapter 126, Section 3) is amended to read:

"4-11-3. DUTIES AND FUNCTIONS OF COMMISSION.--The New Mexico state library commission shall:

A. appoint a state librarian, who shall also serve as executive secretary of the commission;

B. establish policies for the government of the state library;

C. approve the budget of the state library;

D. administer grants-in-aid and encourage local library service and generally promote an effective statewide library system;

underscored material = new
[bracketed material] = deletion

E. develop a high-quality personnel in the libraries of the state through encouragement of professional training, coordination of training among the library training agencies of the state, and by cooperating with local library agencies in administration of standards of service and certification of librarians;

F. improve working conditions through encouragement of adequate salaries, retirement annuities and establishment of satisfactory schemes for appointment, placement, promotion and tenure of qualified librarians;

G. enter into contracts relating to library services with other agencies; [~~and~~]

H. develop and administer a state publications distribution center to promote the establishment of a library depository system for state documents and publications; and

I. report annually to the governor."

Section 2. Section 4-11-3.1 NMSA 1953 (being Laws 1961, Chapter 126, Section 4) is amended to read:

"4-11-3.1. DUTIES AND FUNCTIONS OF THE STATE LIBRARIAN.--The chief duties of the state librarian, subject to the direction of and under the supervision of the state library commission, are to:

A. administer the state library;

B. submit the annual report to the state library commission;

C. make studies and surveys of public library needs;

D. supply advice and information to existing libraries and aid in the establishment of new libraries;

E. obtain each year, from all libraries in the state, reports showing the conditions, growth and development, together with such other facts and statistics regarding them as is of public interest. This information shall be incorporated in the annual report to the commission;

F. cooperate with other educational services and governmental agencies of the state, and with library agencies of other states, and with national library agencies;

G. prepare the budget for the state library; [~~and~~]

H. administer the library extention service; and

I. administer the state publications distribution center."

Section 3. A new Section 4-11-3.2 NMSA 1953 is enacted to read:

"4-11-3.2 [NEW MATERIAL] STATE PUBLICATIONS--COPIES REQUIRED.--

A. Unless otherwise directed by the state publications distribution center, every state agency shall deposit twenty-five copies of all its publications intended for public distribution, when issued, with the state publications distribution center for depository purposes, excluding those publications issued strictly for internal use and those intended for public sale.

B. The state publications distribution center shall determine the actual number of regularly issued publications required to meet the needs of the various libraries in the state, and shall inform the affected agencies of the exact number of copies required."

Section 4. A new section 4-11-6.1 NMSA 1953 is enacted to read:

"4-11-6.1. [NEW MATERIAL] DISTRIBUTION SYSTEM--LIMITATION.--The state publications distribution center shall not engage in the di-

rect distribution of state publications to the general public except in those cases where the state library does so in the course of operating as a library or a state extension service."

DOCUMENTS

MAR 11 1977

N. M. STATE LIBRARY

House of Representatives
THIRTY-THIRD LEGISLATURE
FIRST SESSION

March 9, 1977

Mr. Speaker:

Your APPROPRIATIONS AND FINANCE COMMITTEE, to whom has been referred

HOUSE BILL 327

has had it under consideration and reports same with recommendation that it DO PASS, amended as follows:

1. On page 1, line 12 of the bill, between the word "LIBRARY" and the period, insert the following: "; MAKING AN APPROPRIATION".

2. On page 4, between lines 3 and 4 of the bill, insert the following new section:

"Section 5. APPROPRIATION.--Twenty-five thousand dollars ($25,000) is appropriated from the general fund to the state library for expenditure in the sixty-sixth fiscal year for the purpose of establishing the state publications distribution system. Any unexpended or unencumbered balance remaining at the end of the sixty-sixth fiscal year shall revert to the general fund.".

Respectfully submitted,

T. E. Brown, Jr., Chairman

Adopted _____ Not Adopted _____
(Chief Clerk) (Chief Clerk)

Date 3-10-77

The roll call vote was 16 for, 0 against

Yes: 16

No: 0

Excused: Mondragon

Absent: None

rs

THREAT TO NEW MEXICO STATE DEPOSITORY PROGRAM DEFEATED

In February, 1979, the new state documents depository program was threatened by the introduction of House Bill 473 entitled "An act relating to the Public Policy on Publication: Providing for distribution; amending and repealing certain sections of the NMSA 1978. A copy of this bill is enclosed with this commentary. Section 2 page 3, lines 6 & 7 would have abolished the state documents depository program less than one year after it had been legally established.

The state library immediately wrote a defense of the depository program and filled out the proper forms to send to the governor's office. This process is used to inform the governor of legislation introduced which adversely effects state agencies.

In addition, both the legislation committee of the New Mexico Library Association and all state documents depository libraries were informed of the introduction of this bill. With the hired lobboyist of the library association working behind the scenes and the depository librarians writing their legislators, the bill was amended with section 2 removed from the final bill. (See attached amendments) Additional support for the depository program was provided by Mr. Halpin, head of the New Mexico Archives and Record center whose agency was most directly effected by the rest of the bill.

After the crisis was averted, the state library found out the legislation had been introduced because the sponser was tired of having his mail box stuffed with state agency reports. The drafter of the bill was trying to be complete and cover all areas relating to the reduction of production of state publications. It was not an attempt to deliberately sabatoge the depository program but rather short-sightedness on the part of the sponsers.

The result of this bill was to bring everyone involved in the depository program closer together. It also gave librarians confidence in their ablity to influence legislation vital to their interests.

Sandra K. Faull
Documents Librarian
New Mexico State Library
Santa Fe, NM 87503

April, 1979

HOUSE BILL 473

34TH LEGISLATURE - STATE OF NEW MEXICO - FIRST SESSION, 1979

INTRODUCED BY

Henry "Kenny" Kennedy
John Fidel Thompson

DOCUMENTS

FEB 19 1979

N. M. STATE LIBRARY

AN ACT

RELATING TO THE PUBLIC POLICY ON PUBLICATIONS; PROVIDING FOR DISTRIBUTION; AMENDING AND REPEALING CERTAIN SECTIONS OF THE NMSA 1978.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF NEW MEXICO:

Section 1. Section 14-3-22 NMSA 1978 (being Laws 1977, Chapter 209, Section 1) is amended to read:

"14-3-22. PUBLIC POLICY ON CERTAIN PUBLICATIONS--STATE COMMISSION OF PUBLIC RECORDS--DUTIES--DISTRIBUTION LIST.--

A. It is the intent of the legislature and the public policy of this state to reduce unnecessary expense to the taxpayers of this state in connection with publications of state agencies designed primarily for the purpose of reporting to or the informing of the governor, the legislature, other state agencies or the political subdivisions of this state.

B. The state commission of public records shall develop and

underscored material = new
[bracketed material] = deletion

adopt regulations which shall be binding upon all state agencies. The regulations shall provide for uniform standards for those publications set forth in Subsection A of this section and shall include but be not limited to:

(1) a standard size format to accommodate paper of the most economical type available;

(2) prohibiting the use of expensive covers, binders and fasteners;

(3) prohibiting the use of photographs, art work and design, unless absolutely necessary for clarification of the report;

(4) limiting the use of color stock paper, where such color stock would be more expensive than the use of white paper; and

(5) requiring offset or mimeograph or other means of duplication when it cannot be demonstrated that printing of such publication would be equal to or less than the cost of offset, mimeograph or other means of duplication.

C. The state commission of public records shall maintain constant and continuing supervision of such publications by state agencies and shall report persistent violations of the regulations made pursuant to this act to the director of the department of finance and administration.

D. The distribution, notwithstanding any other provision of law, for those publications set forth in Subsection A of this section shall be:

(1) to the governor, one copy;

(2) to the legislative council service for the state legislature or members of the legislature, two copies; and

(3) to the state commission of public records, seven copies. No state agency shall make any distribution in excess of the distribution set forth in this subsection."

Section 2. REPEAL.--Section 18-2-4.1 NMSA 1978 (being Laws 1978, Chapter 140, Section 2) is repealed.

State of New Mexico
House of Representatives

THIRTY-FOURTH LEGISLATURE
FIRST SESSION

February 24, 1979

Mr. Speaker:

Your APPROPRIATIONS AND FINANCE COMMITTEE, to whom has been referred

HOUSE BILL 473

has had it under consideration and reports same with recommendation that it DO PASS, amended as follows:

1. On page 1, line 12, strike "AND REPEALING".

2. On page 3, between lines 5 and 6, insert the following: "The provisions of this section do not apply to the deposit and distribution of publications under Section 18-2-4.1 NMSA 1978."

3. On page 3, strike all of lines 6 and 7.

Respectfully submitted,

John J. Mershon, Chairman

Adopted _____ Not Adopted _____
(Chief Clerk) (Chief Clerk)

Date 2-26-79

The roll call vote was 13 for, 0 against.
Yes: 13
No: 0
Excused: None
Absent: Aragon, Hobson, Kerr, Autrey

mh

DOCUMENTS
FEB 27 1979
N. M. STATE LIBRARY

State of New Mexico

Senate

THIRTY-FOURTH LEGISLATURE
FIRST SESSION

March 10, 1979

SENATE FLOOR AMENDMENT number 1 to HOUSE BILL 473, as amended

Amendment sponsored by Senator John D. Rogers

1. Strike House Appropriations and Finance Committee Amendment 2.

2. On page 3, between lines 5 and 6, insert the following:

"The provisions of this section do not apply to the deposit and distribution of publications under Section 18-2-4.1 NMSA 1978 or to publications made available to the news media upon request; provided such distribution to the news media shall not be automatic or as the result of mass mailing by the agency.".

John D. Rogers

Adopted Jeanette Reed (Chief Clerk) Not Adopted _____ (Chief Clerk)

Date March 10, 1979

DOCUMENTS

MAR 12 1979

N. M. STATE LIBRARY

.43706

EDUCATIONAL FINANCE AND CULTURAL AFFAIRS
NEW MEXICO STATE LIBRARY
300 Don Gaspar
Santa Fe, New Mexico 87503

SL Rule 79-1 February 1, 1979

STATE DOCUMENTS DEPOSITORY CLEARINGHOUSE

1. These rules are published pursuant to the New Mexico Documents Law. (NMSA 78 supp. 18-2-4.1)

2. These rules in no way amend or alter the State Rules Act and the obligations thereof. (NMSA 78 14-4-1)

3. Rules binding on the State Documents Depository Clearinghouse.

   a. CHECKLIST: New Mexico State Records Center in cooperation with the State Documents Depository Clearinghouse shall publish an official list of state publications and rules received by both agencies.

   b. LIAISON: State agencies shall be notified to provide the proper numbers of copies of state publications and rules for distribution to depository libraries. Every effort shall be made to keep up an established liaison with state agencies in order to insure that adequate numbers of copies of state publications and rules are filed.

   c. DEPOSITORY LIBRARIES: The state librarian shall designate the institutions that will be depositories for New Mexico state documents.

   d. CLASSIFICATION OF DOCUMENTS: The State Documents Depository Clearinghouse staff will assign classification numbers to all state publications and rules received from any source prior to distribution to depository libraries.

   e. DEPOSITORY SHIPMENTS: The librarian, State Documents Depository Clearinghouse will forward on a regular basis, via the most economical means, shipments of state publications and rules to depository libraries.

   f. SHIPPING LISTS: The librarian, State Documents Depository Clearinghouse will provide sufficient bibliographic information on the monthly issues of the shipping list to enable depository libraries to check in the publications and rules received.

g. STATE AGENCY LIST: The librarian, State Documents Depository Clearinghouse shall publish from time to time an updated edition or revision of the state agency author headings list.

h. INFORMATION CLEARINGHOUSE: The librarian, State Documents Depository Clearinghouse shall, serve as an information clearinghouse with and among depository libraries on matters of interest such as availability of microfilm publications, discarded state publications and other matters of common interest. Such information will be added to the end of the shipping list or made available in the most expedient manner.

i. DEPOSITORY LIBRARY COUNCIL: The librarian, State Documents Depository Clearinghouse shall, in consultation with the state librarian, choose depository library representatives to form a council to the clearinghouse.

j. DEPOSITORY CONTRACT: The librarian, state documents depository clearinghouse will formulate the contract to be signed by the contracting depository libraries.

k. INSPECTIONS: The librarian, state documents depository clearinghouse will make periodic inspections of all depository libraries to determine that the regulations are being carried out.

l. TRAINING: The librarian, state documents depository clearinghouse will provide basic training to all designated personnel who are named responsible for state documents in depository libraries. In addition, advanced traing will be provided as needed.

m. OWNERSHIP: The New Mexico State library shall retain ownership of New Mexico State documents deposited in libraries within the state of New Mexico.

n. SALES ITEMS: Documents available only through purchase must be obtained directly from the agency of publication by the depository library, if it desires the publication.

4. Rules binding on State Agencies.

A. DEFINITIONS:

a. The term "State Agency" means every state office, officer department, division, section, unit, service, bureau, commission, committee, and subdivision thereof of all branches of the State Government and which agencies expend appropriations of state funds.

b. The term "publications" means any document, report, directory,

4. Rules binding on State Agencies.

A. DEFINITIONS CON'T:

b. bibliography, newsletter, pamphlet, brochure, periodical, or other printed material paid for in whole or in part by funds appropriated by the State Legislature or issued at the request of a State Agency; excepting however, correspondence, inter-office memoranda, confidential publications and items for sale.

c. The term "rule" means any rule, regulation, order, standard statement of policy, including amendments thereto or repeals thereof, issued or promulgated by an agency of state government and purporting to affect one (1) or more agencies besides the agency issuing such rule or to affect persons not members or employees of such issuing agency.

B. In addition to publications, all rules and regulations promugated by all state agencies shall be deposited with the Clearinghouse and New Mexico State Records Center.

C. PUBLICATIONS OFFICER: Each State Agency shall inform the New Mexico State Documents Clearinghouse, and New Mexico State Records Center of the person, persons or positions responsible for collecting publications and rules of that agency.

5. Rules binding on the depository libraries.

Any officially designated depository library shall agree to the following conditions, with the understanding that prolonged failure to comply with the provisions is sufficient grounds for cancellation of the contract and the removal of the privileges of the depository library status.

a. SPACE: The depository shall provide space to adequately house the publications and rules in a manner approved by the clearinghouse. (subject to inspection.)

b. RECORD OF RECEIPT: The depository shall provide an orderly systematic record of receipt of all documents from the Clearinghouse and all state publications and rules shall be processed and shelved within thirty days after receipt.

c. REFERENCE SERVICE: The depository shall provide personnel to provide service to patrons of the depository in the use of such publications and rules.

d. PUBLIC ACCESS: the depository agrees to make the documents

5. Rules binding on the depository libraries con't.

d. available for public use and in the case of microforms, to provide adequate equipment for viewing them.

e. INTERLIBRARY LOAN: The depository agrees that all patrons' concerning state documents that it cannot fill will be channelled within a reasonable amount of time through the regular New Mexico Interlibrary Loan Network.

f. CLAIMS: Publications and rules listed on a shipping list, but not received or defective copies should be claimed within thirty days of receipt of the shipping list. The exception would be insufficient copies of a publication or rule which will be indicated on the shipping list.

g. RETENTION: Retention of state documents shall be for a five year period, unless modified by the State Documents Depository Clearinghouse. Disposal of publications needs the prior approval of the State Documents Depsoitory Clearinghouse.

h. TRAINING: Designated personnel for state documents in depository libraries shall be required to take basic training provided by the State Documents Depository Clearinghouse within nine (9) months of their appointment. In addition, the designated personnel will be responsible for attending any advanced training provided by the State Documents Depository Clearinghouse.

i. TERMINATION: The depository library may terminate its status on a six (6) month written notice to the state librarian which notice shall state the cause of termination. Upon termination of the contract, the Depository Library shall ship within a resonable time, all documents to the Clearinghouse or to such other depositories as may be specified by the Clearinghouse.

Aproved:

Clifford Lange
State Librarian

NM-G NM:G

NEW MEXICO STATE DOCUMENTS DEPOSITORY LIBRARIES

as of February 1, 1979

Alamogordo Public Library
920 Oregon Ave.
Alamogordo, NM 88310

Clovis-Carver Public Library
4th & Mitchell
Clovis, NM 88101

Donnelly Library
New Mexico Highlands University
Las Vegas, NM 87701

Farmington Public Library
302 North Orchard 8
Farmington, NM 87401

Gallup Public Library
115 West Hill Ave.
Gallup, NM 87301

Golden Library
Eastern New Mexico University
Portales, NM 88130

Mesa Public Library
1742 Central
Los Alamos, NM 87544

Miller Library
Western New Mexico University
Silver City, NM 88061

New Mexico State University
Box 3475
Las Cruces, NM 88003

New Mexico State University-Grants
1500 Third St.
Grants, NM 87020

Pannell Library
New Mexico Junior College
Lovington Highway
Hobbs, NM 88240

Raton Public Library
P.O. Box 1042
Raton, NM 87740

Roswell Public Library
301 North Pennsylvania Ave.
Roswell, NM 88201

Thomas Branigan Memorial Library
106 W. Hadley Ave.
Las Cruces, NM 88001

UNM School of Law Library
1117 Stanford NE
Albuquerque, NM 87131

Zimmerman Library
University of New Mexico
Albuquerque, NM 87131

OUT-OF-STATE DEPOSITORIES

State Documents Collection
Center for Research Libraries
5721 Cottage Grove Ave.
Chicago, IL 60637

Library of Congress
Exchange & Gift Division
Washington D.C. 20540

1297

NEW MEXICO FEDERAL DOCUMENTS DEPOSITORY LIBRARIES

Medical Center Library
North Campus
University of New Mexico
Albuquerque, NM 87131

School of Law Library
University of New Mexico
1117 Stanford NE
Albuquerque, NM 87131

New Mexico Junior College
Pannell Library and Instructional
Resources Center
Lovington Highway
Hobbs, NM 88240

New Mexico State University Library
Box 3475
Las Cruces, NM 88003

Donnelly Library
New Mexico Highlands University
Las Vegas, NM 87701

Golden Library
Eastern New Mexico University
Portales, NM 88130

Miller Library
Western New Mexico University
Silver City, NM 88061

New Mexico State Supreme Court Law Library
233 Don Gasper
Santa Fe, NM 87503

REGIONALS

New Mexico State Library
P.O. Box 1629
Santa Fe, NM 87503

General Library
University of New Mexico
Albuquerque, NM 87131

Regional depository libraries receive everything that is sent out on depository shipment. The other libraries are selective depositories, they choose which catagories of documents they wish to receive.

NEW MEXICO STATE DOCUMENTS DEPOSITORY LIBRARIES

as of October 1, 1980

*Alamogordo Public Library
920 Oregon Ave.
Alamogordo, NM 88310

Clovis-Carver Public Library
4th & Mitchell
Clovis, NM 88101

Donnelly Library
New Mexico Highlands University
Las Vegas, NM 87701

*Farmington Public Library
302 North Orchard 8
Farmington, NM 87401

*Gallup Public Library
115 West Hill Ave.
Gallup, NM 87301

Golden Library
Eastern New Mexico University
Portales, NM 88130

*Mesa Public Library
1742 Central
Los Alamos, NM 87544

Miller Library
Western New Mexico University
Silver City, NM 88061

New Mexico State University
Box 3475
Las Cruces, NM 88003

New Mexico State University-Grants
1500 Third St.
Grants, NM 87020

Pannell Library
New Mexico Junior College
Lovington Highway
Hobbs, NM 88240

Arthur Johnson Memorial Library
P.O. Box 1042
Raton, NM 87740

Roswell Public Library
301 North Pennsylvania Ave.
Roswell, NM 88201

Thomas Branigan Memorial Library
200 E. Picacho Ave.
Las Cruces, NM 88001

UNM School of Law Library
1117 Standford NE
Albuquerque, NM 87131

General Library
University of New Mexico
Albuquerque, NM 87131

OUT-OF-STATE DEPOSITORIES

State Documents Collection
Center for Research Libraries
5721 Cottage Grove Ave.
Chicago, IL 60637

Library of Congress
Exchange & Gift Division
Washington D.C. 20540

*Selective depository Libraries

New Mexico State Library, 1980

NM:

NEW MEXICO FEDERAL DOCUMENTS DEPOSITORY LIBRARIES

Medical Center Library
North Campus
University of New Mexico
Albuquerque, NM 87131

School of Law Library
University of New Mexico
1117 Stanford NE
Albuquerque, NM 87131

New Mexico Junior College
Pannell Library and Instructional
Resources Center
Lovington Highway
Hobbs, NM 88240

New Mexico State University Library
Box 3475
Las Cruces, NM 88003

Donnelly Library
New Mexico Highlands University
Las Vegas, NM 87701

Golden Library
Eastern New Mexico University
Portales, NM 87701

Miller Library
Western New Mexico University
Silver City, NM 88061

New Mexico State Supreme Court Law Library
233 Don Gaspar
P.O. Drawer L
Santa Fe, NM 87501

REGIONALS

New Mexico State Library
P.O. Box 1629
Santa Fe, NM 87503

General Library
University of New Mexico
Albuquerque, NM 87131

Regional depository libraries receive everything that is sent out on depository. The other libraries are selective depositories, they choose which catagories of documents they wish to receive.

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New Mexico State Library
1980

NM:G2

NEW MEXICO DEPOSITORY LIBRARY MEMBERS 1979-80

Judy Cocke, Head, Technical Services
Thomas Branigan Memorial Library
106 W. Hadley Ave.
Las Cruces, NM 88001

Kurt Adamson
UNM School of Law Library
1117 Stanford NE
Albuquerque, NM 87131
CHAIRMAN

Dr. Raul Herrera
Donnelly Library
New Mexico Highlands University
Las Vegas, NM 87701

Mary Lou Boddy
Pannell Library
New Mexico Junior College
Lovington Highway
Hobbs, NM 88240

Laura McGuire
Golden Library
Eastern New Mexico University
Portales, NM 88130

Dan Lester
Assistant Dean for Technical Services
Zimmerman Library
University of New Mexico
Albuquerque, NM 87131

Karen Jaggers
Western New Mexico University
Miller Library
Silver City, NM 88061

Richard H. Azar
Arthur Johnson Memorial Library
P.O. Box 1042
Raton, NM 87740

Ms. Drew Harrington
Farmington Public Library
302 North Orchard 8
Farmington, NM 87401

Mrs. Ruth Wuori
Clovis-Carver Public Library
4th & Mitchell
Clovis, NM 88101

Michael Miller, Adult Services
Librarian
Mesa Public Library
1742 Central
Los Alamos, NM 87544

Pat Hayes
Alamogordo Public Library
920 Oregon Ave.
Alamogordo, NM 88310

Nancy Langston
Reference Librarian
Roswell Public Library
301 North Pennsylvania Ave
Roswell, NM 88201

Fredrick Wilding-White
Library Director
New Mexico State Univ.-Grants
1500 Third St.
Grants, NM 87020

Anne Morgan, Asst. Serials
Librarian
NMSU Library, Box 3475
Las Cruces, NM 88003

Paula Fox
Gallup Public Library
115 West Hill Ave.
Gallup, NM 87301

1301

NEW MEXICO DEPOSITORY LIBRARY COUNCIL MEMBERS 1980-81

Kim Stuart, Head, Technical Services
Thomas Branigan Memorial Library
200 E. Picacho Ave.
Las Cruces, NM 88001

Kurt Adamson (CHAIRMAN)
UNM School of Law Library
1117 Stanford NE
Albuquerque, NM 87131

Dr. Raul Herrera, Director
Donnelly Library
New Mexico Highlands University
Las Vegas, NM 87701

Mary Lou Boddy
Pannell Library
New Mexico Junior College
Lovington Highway
Hobbs, NM 88240

Laura McGuire
Documents Librarian
Golden Library
Eastern New Mexico University
Portales, NM 88130

Charley Seavey
Head, Gov't Publications & Maps Dept.
Zimmerman Library
University of New Mexico
Albuquerque, NM 87131

Karen Jaggers
Western New Mexico University
Miller Library
Silver City, NM 88061

Richard H. Azar
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Farmington Public Library
302 North Orchard 8
Farmington, NM 87401

Mrs. Ruth Wuori
Clovis-Carver Public Library
4th & Mitchell
Clovis, NM 88101

Michael Miller, Adult Services
Librarian
Mesa Public Library
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Pat Hayes
Alamogordo Public Library
920 Oregon Ave.
Alamogordo, NM 88310

Nancy Langston, Reference Librarian
Roswell Public Library
301 Pennsylvania Ave.
Roswell, NM 88201

Fredrick Wilding-White
Library Director
New Mexico State University-Grants
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Grants, NM 87020

Anne Morgan, Assistant Serials
Librarian
New Mexico State University Library
Box 3475
Las Cruces, NM 88003

Paula Fox
Gallup Public Library
115 West Hill Ave.
Gallup, NM 87301

EX-OFFICIO

Sandra K. Faull (SECRETARY)
Documents Librarian
New Mexico State Library
P.O. Box 1629
Santa Fe, NM 87503

NM-H
NM:H

NEW MEXICO DOCUMENTS DEPOSITORY LAW

NMSA 1978 Supp. 18-2-4.1

DEPOSITORY LIBRARY MANUAL

Prepared by Sandra K. Faull

Librarian, State Documents Depository Clearinghouse

New Mexico State Library

Santa Fe, New Mexico

March 1979

1303

ACKOWLEGMENTS

This manual is based on Documents*Distribution*Depositories prepared by the Documents Committee of the Louisiana Library Association, June 1972. The section on binding is taken directly from this publication.

Special thanks go to Dale Propp, Documents Librarian, Texas State Library for his coordination of the Documents on State Documents notebooks gathered by the State and Local Taskforce of the Government Documents Round Table of the American Library Association. These notebooks and the various samples they contain have proved invaluable in the development of this manual.

1304

PREFACE

This manual is meant to be a guide for handling state documents for depository libraries. It is not meant to be a finished product, but rather will be continually updated and added to as the depository program grows. Space is provided under most sections for the policies or procedures of each library.

If there are additional areas that any depository library wants included in this manual or changes to what is included, please let me know and I will send out amendments or updates to this manual. For this reason, I would suggest that the manual be kept in a notebook or binder so that additions can be made easily.

Sandra K. Faull
Librarian, State Documents
Depository Clearinghouse
New Mexico State Library
Santa Fe, New Mexico

March 1979

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18-2-4.1. State publications; copies required.

A. Unless otherwise directed by the state librarian, every state agency shall deposit twenty-five copies of all its publications intended for public distribution, when issued, with the state library depository for depository and distribution purposes, excluding those publications issued strictly for internal use and those intended for public sale.

B. The state librarian shall determine the number of copies of regularly issued publications required to meet the needs of the various libraries in the state, and shall inform the affected agencies of the exact number of copies required.

History: 1953 Comp., § 4-11-3.2, enacted by Laws 1978, ch. 140, § 2.

18-2-7.1. Distribution system; limitation.

The state library depository shall not engage in the direct distribution of state publications to the general public except in those cases where the state library does so in the course of operating as a library or a state extension service.

History: 1953 Comp., § 4-11-6.1, enacted by Laws 1978, ch. 140, § 3.

Appropriation. — Laws 1978, ch. 140, § 4, appropriates $32,000 from the general fund to the library division, or its successor agency, to develop and administer the state library depository and distribution system in the sixty-seventh fiscal year and provides that any unexpended or unencumbered balance shall revert to the general fund.

ARTICLE 3

State Museums and Societies

Sec.
18-3-2. Museum board of regents; appointment; terms; vacancies.
18-3-3. Board of regents; powers and duties.
18-3-4. Museum division; creation; director.
18-3-5. Director; powers and duties.
18-3-6, 18-3-7. Repealed.

18-3-2. Museum board of regents; appointment; terms; vacancies.

The "museum board of regents," comprised of seven members appointed by the governor, with the advice and consent of the senate, is created. In making the appointments the governor shall appoint residents of New Mexico and give due consideration to geographical distribution of the members. The members shall be persons conversant with or showing a continuing interest in history, fine arts, Indian art, folk art or anthropology. The members shall be appointed for terms of six years or less in such manner that the terms of at least two but no more than three members shall expire on July 8 of each odd-numbered year. Vacancies shall be filled by the governor for the remainder of the original term. Members of the museum board of regents shall receive per diem and mileage as provided for nonsalaried public officers in the Per Diem and Mileage Act [10-8-1 to 10-8-7 NMSA 1978], and shall receive no other compensation, perquisite or allowance.

History: 1953 Comp., § 4-12-33, enacted by Laws 1978, ch. 164, § 1.

Repeal. — Laws 1978, ch. 164, § 5, repeals 4-12-33 to 4-12-37, 1953 Comp. (18-3-2 to 18-3-7 NMSA 1978), relating to board of regents, director and private fund donations of the museum of New Mexico, effective March 31, 1978.

18-3-3. Board of regents; powers and duties.

The board of regents shall:

A. elect from among its members a president and other officers deemed necessary by it;

EDUCATIONAL FINANCE AND CULTURAL AFFAIRS
NEW MEXICO STATE LIBRARY
300 Don Gaspar
Santa Fe, New Mexico 87503

SL Rule 79-1 February 1, 1979

STATE DOCUMENTS DEPOSITORY CLEARINGHOUSE

1. These rules are published pursuant to the New Mexico Documents Law. (NMSA 78 supp. 18-2-4.1)

2. These rules in no way amend or alter the State Rules Act and the obligations thereof. (NMSA 78 14-4-1)

3. Rules binding on the State Documents Depository Clearinghouse.

   a. CHECKLIST: New Mexico State Records Center in cooperation with the State Documents Depository Clearinghouse shall publish an official list of state publications and rules received by both agencies.

   b. LIAISON: State agencies shall be notified to provide the proper numbers of copies of state publications and rules for distribution to depository libraries. Every effort shall be made to keep up an established liaison with state agencies in order to insure that adequate numbers of copies of state publications and rules are filed.

   c. DEPOSITORY LIBRARIES: The state librarian shall designate the institutions that will be depositories for New Mexico state documents.

   d. CLASSIFICATION OF DOCUMENTS: The State Documents Depository Clearinghouse staff will assign classification numbers to all state publications and rules received from any source prior to distribution to depository libraries.

   e. DEPOSITORY SHIPMENTS: The librarian, State Documents Depository Clearinghouse will forward on a regular basis, via the most economical means, shipments of state publications and rules to depository libraries.

   f. SHIPPING LISTS: The librarian, State Documents Depository Clearinghouse will provide sufficient bibliographic information on the monthly issues of the shipping list to enable depository libraries to check in the publications and rules received.

g. STATE AGENCY LIST: The librarian, State Documents Depository Clearinghouse shall publish from time to time an updated edition or revision of the state agency author headings list.

h. INFORMATION CLEARINGHOUSE: The librarian, State Documents Depository Clearinghouse shall, serve as an information clearinghouse with and among depository libraries on matters of interest such as availability of microfilm publications, discarded state publications and other matters of common interest. Such information will be added to the end of the shipping list or made available in the most expedient manner.

i. DEPOSITORY LIBRARY COUNCIL: The librarian, State Documents Depository Clearinghouse shall, in consultation with the state librarian, choose depository library representatives to form a council to the clearinghouse.

j. DEPOSITORY CONTRACT: The librarian, state documents depository clearinghouse will formulate the contract to be signed by the contracting depository libraries.

k. INSPECTIONS: The librarian, state documents depository clearinghouse will make periodic inspections of all depository libraries to determine that the regulations are being carried out.

l. TRAINING: The librarian, state documents depository clearinghouse will provide basic training to all designated personnel who are named responsible for state documents in depository libraries. In addition, advanced traing will be provided as needed.

m. OWNERSHIP: The New Mexico State library shall retain ownership of New Mexico State documents deposited in libraries within the state of New Mexico.

n. SALES ITEMS: Documents available only through purchase must be obtained directly from the agency of publication by the depository library, if it desires the publication.

4. Rules binding on State Agencies.

A. DEFINITIONS:

a. The term "State Agency" means every state office, officer department, division, section, unit, service, bureau, commission, committee, and subdivision thereof of all branches of the State Government and which agencies expend appropriations of state funds.

b. The term "publications" means any document, report, directory,

4. Rules binding on State Agencies.

A. DEFINITIONS CON'T:

b. bibliography, newsletter, pamphlet, brochure, periodical, or other printed material paid for in whole or in part by funds appropriated by the State Legislature or issued at the request of a State Agency; excepting however, correspondence, inter-office memoranda, confidential publications and items for sale.

c. The term "rule" means any rule, regulation, order, standard statement of policy, including amendments thereto or repeals thereof, issued or promulgated by an agency of state government and purporting to affect one (1) or more agencies besides the agency issuing such rule or to affect persons not members or employees of such issuing agency.

B. In addition to publications, all rules and regulations promugated by all state agencies shall be deposited with the Clearinghouse and New Mexico State Records Center.

C. PUBLICATIONS OFFICER: Each State Agency shall inform the New Mexico State Documents Clearinghouse, and New Mexico State Records Center of the person, persons or positions responsible for collecting publications and rules of that agency.

5. Rules binding on the depository libraries.

Any officially designated depository library shall agree to the following conditions, with the understanding that prolonged failure to comply with the provisions is sufficient grounds for cancellation of the contract and the removal of the privileges of the depository library status.

a. SPACE: The depository shall provide space to adequately house the publications and rules in a manner approved by the clearinghouse. (subject to inspection.)

b. RECORD OF RECEIPT: The depository shall provide an orderly systematic record of receipt of all documents from the Clearinghouse and all state publications and rules shall be processed and shelved within thirty days after receipt.

c. REFERENCE SERVICE: The depository shall provide personnel to provide service to patrons of the depository in the use of such publications and rules.

d. PUBLIC ACCESS: the depository agrees to make the documents

5. Rules binding on the depository libraries con't.

d. available for public use and in the case of microforms, to provide adequate equipment for viewing them.

e. INTERLIBRARY LOAN: The depository agrees that all patrons' concerning state documents that it cannot fill will be channelled within a reasonable amount of time through the regular New Mexico Interlibrary Loan Network.

f. CLAIMS: Publications and rules listed on a shipping list, but not received or defective copies should be claimed within thirty days of receipt of the shipping list. The exception would be insufficient copies of a publication or rule which will be indicated on the shipping list.

g. RETENTION: Retention of state documents shall be for a five year period, unless modified by the State Documents Depository Clearinghouse. Disposal of publications needs the prior approval of the State Documents Depsoitory Clearinghouse.

h. TRAINING: Designated personnel for state documents in depository libraries shall be required to take basic training provided by the State Documents Depository Clearinghouse within nine (9) months of their appointment. In addition, the designated personnel will be responsible for attending any advanced training provided by the State Documents Depository Clearinghouse.

i. TERMINATION: The depository library may terminate its status on a six (6) month written notice to the state librarian which notice shall state the cause of termination. Upon termination of the contract, the Depository Library shall ship within a resonable time, all documents to the Clearinghouse or to such other depositories as may be specified by the Clearinghouse.

Aproved:

Clifford Lange
State Librarian

NEW MEXICO STATE DOCUMENTS DEPOSITORY LIBRARIES

as of February 1, 1979

Alamogordo Public Library
920 Oregon Ave.
Alamogordo, NM 88310

Clovis-Carver Public Library
4th & Mitchell
Clovis, NM 88101

Donnelly Library
New Mexico Highlands University
Las Vegas, NM 87701

Farmington Public Library
302 North Orchard 8
Farmington, NM 87401

Gallup Public Library
115 West Hill Ave.
Gallup, NM 87301

Golden Library
Eastern New Mexico University
Portales, NM 88130

Mesa Public Library
1742 Central
Los Alamos, NM 87544

Miller Library
Western New Mexico University
Silver City, NM 88061

New Mexico State University
Box 3475
Las Cruces, NM 88003

New Mexico State University-Grants
1500 Third St.
Grants, NM 87020

Pannell Library
New Mexico Junior College
Lovington Highway
Hobbs, NM 88240

Raton Public Library
P.O. Box 1042
Raton, NM 87740

Roswell Public Library
301 North Pennsylvania Ave.
Roswell, NM 88201

Thomas Branigan Memorial Library
106 W. Hadley Ave.
Las Cruces, NM 88001

UNM School of Law Library
1117 Stanford NE
Albuquerque, NM 87131

Zimmerman Library
University of New Mexico
Albuquerque, NM 87131

OUT-OF-STATE DEPOSITORIES

State Documents Collection
Center for Research Libraries
5721 Cottage Grove Ave.
Chicago, IL 60637

Library of Congress
Exchange & Gift Division
Washington D.C. 20540

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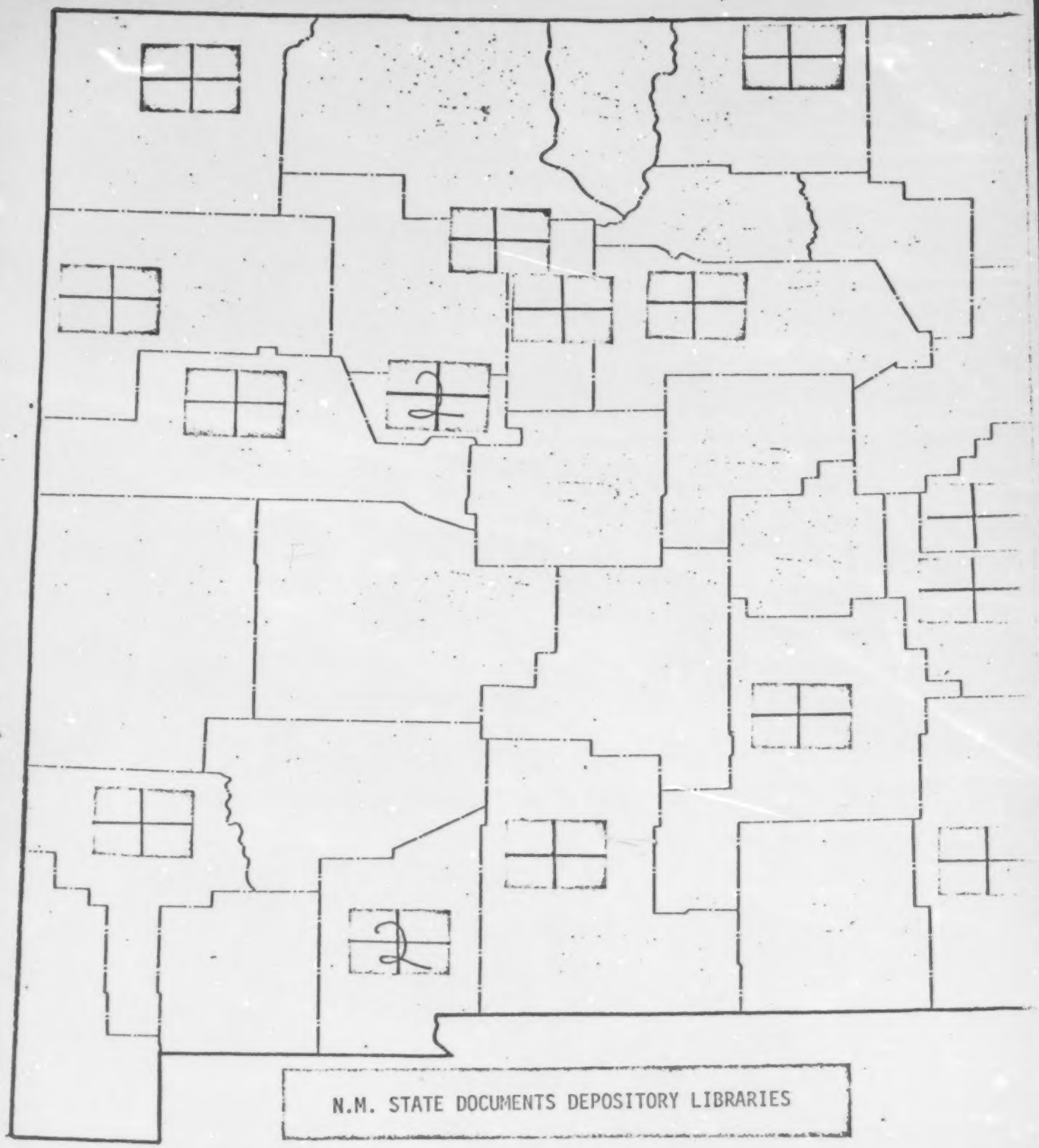
N.M. STATE DOCUMENTS DEPOSITORY LIBRARIES

CREATION OF DEPOSITORY LIBRARIES

The depository law limits the number of copies received by the New Mexico State Library for depository distribution to 25. Currently, 20 copies are earmarked for depository libraries leaving 5 vacancies. Until a micropublishing program becomes a reality for New Mexico state documents, the state library is limited to 25 depository libraries.

Once a firm idea of the publications each agency issues is established, libraries wishing to become select depositories may choice which agencies they wish to receive publications from. Every attempt will be made to make select depositories a possiblity within two years(by 1981). The total number of depositories will still be limited to 25. Until this program has been established, libraries chosing to become depositories must receive all state documents provided to the depository system.

Any library wishing to become a depository should send a letter stating such desire to the Librarian, State Documents Depository Clearinghouse, New Mexico State Library. A copy of the depository contract and rules will be sent back to the interested library. If after examination of this material, the library still wishes to become a depository, the director of this library should sign the contract and return it to the New Mexico State Library. Upon receipt, the State Librarian will sign it and return a copy to the library which then becomes a depository.

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DEPOSITORY CONTRACT

Put your copy of the depository contract in this section of the manual so that you know when the first five years will end.

MONTHLY LIST, PUBLICATIONS AND RULES FILED

This is the official list to New Mexico State Documents. Before 1979, this list was published by the New Mexico Archives and Records Center. Beginning in January, 1979 this list is issued by the Archives and Records Center in cooperation with the New Mexico State Library.

The State Library provides the classification number and the subject heading for each publication and rule. In addition, any publication or rule issued by the State legislature or the Supreme Court which is received under the depository law will be included in a seperate section of the Monthly List. Every attempt will be made to provide bibliographic control for items for sale issued by state agencies.

You may wish to include a sample list with this section.

DISTRIBUTION AND MAILING

Each depository library has an assigned shelf where documents are placed after they have been processed. Each document is stamped with the depository item stamp. A sample of this stamp is shown below:

The documents are placed on the shelves of those libraries who do their own cataloging and labeling. Remaining copies of the publication are held for the assignment of the New Mexico classification number by documents staff. Then all are labeled with this number and shelved by depository library. The catalog card stencils are run off and catalog cards sorted by requesting library. All material is then packaged in recycled federal depository boxes and mailed at the end of the month along with a shipping list. Each depository library should receive a shipment at the beginning of each month.

Insufficent Copies

The Depository Library Council (see section on depository library council) will decide library priority when insufficent copies have been received by the state documents depository clearinghouse.

Address Changes

Each library has an official address for depository shipment and notices. Other sections in the library can receive copies of the Monthly List and the New Mexico Selected List but only the official address will receive depository shipments and notices.

Please notify the State Documents Depository Clearinghouse of any changes of address for the library.

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RECEIVING

State Documents are received from the Clearinghouse at least once a month in recycled federal depository boxes. Between 30-75 publications are included in each shipment.

Upon receipt of a depository shipment, the box(es) should be opened and the shipping list should be checked against the contents. If there are any publications on the shipping list that are not in the shipment and there is no message on the shipping list of limited copies, a claim form should be filled out and sent to the Clearinghouse.

Some libraries want a librarian to view the publications immediately. If this is the policy in your library, list the name of the person in pencil to whom you should give each shipment_____.

Each library has its own methods of processing materials. If documents are to be treated the same way---list the procedures after this section for your library. For those libraries which are not sure how to handle documents, the procedures listed below are a suggested method.

1. Count the number of publications received and enter the count on a monthly statistical sheet. (See Statistics elsewhere in this manual)
2. Check each publication against the shipping list and claim any document not received. A careful check of the classification number on the document and the class. no. on the shipping list should be made. Despite all efforts to be consistant, mistakes are made by the Clearinghouse staff. Any disagreement spotted in class. nos. should be reported immediately to the State Documents Depository Clearinghouse.
3. Stamp all documents with library stamp.
4. Sort catalog cards by agency cards, title cards, shelflist cards and subject cards.
5. Seperate serial publications from monographs. Titles of serials which have been received before should be checked in on the shelflist card. Add the issue in hand to the holdings list.
6. Check agency cards to make sure all series classification numbers are listed. If a new series class has appeared in the shipment add it in in pencil. Example: If a rule is sent out by the New Mexico State Library and no rules have been received before from this agency, then you would add this series to the agency card. See example below:

LIBRARY DIVISION - 1978 F 841
(FORMERLY: STATE LIBRARY)
(PRESENTLY UNDER: EDUCATIONAL FINANCE AND CULTURAL AFFAIRS DEPARTMENT)

.1 annual reports
.21 rules, regulations, standards
.8 bibliographies

7. Catalog cards should be checked against the publications in hand. Altho every attempt is made to send one copy of each card to each library requesting them, mistakes can be made. Sometimes extra catalog cards are available from the state library so missing cards should be reported. If extra cards are available, they will be sent, otherwise you will be responsible for providing your own.
8. Put popular documents on display with your new book section.
9. Shelve documents
10. Circulate shipping list to all reference staff as a current awareness tool.
11. If any special designation such as the word document is added to the catalog cards, do it now. File catalog cards.

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CLAIMS

Depository libraries should claim any publications not received promptly. The rules of the State Documents Depository Clearinghouse require claims to be filed within 30 days of receipt of a shipment. A sample claim sheet is included in this manual. If additional claim forms are needed, they are available from the Clearinghouse.

In order to provide a smooth process for claims, one person should b be made responsible for signing the claim sheet. The name of this person in your library is_____.

Claiming of publications of a serial nature not on the shipping list is encouraged. The librarian, State Documents Depository Clearinghouse attempts to claim missing issues when they are first noticed. Every effort will be made to fill in any gaps that might develop. If everyone is watching out for serial titles, missing issues will be kept at a minumin.

NEW MEXICO STATE DOCUMENTS DEPOSITORY CLEARINGHOUSE

CLAIM FOR DEPOSITORY PUBLICATIONS NOT RECEIVED

All claims for nonreceipt of depository publications must be postmarked within 30 days from the date of receipt of the State Publications Depository Shipping List on which they appear.

Mail claims to:

New Mexico State Documents
Clearinghouse
P.O. Box 1629
Santa Fe, NM 87503

I certify that this depository library did not receive the following item(s) listed on Depository Shipping List No._____, dated_____.

The Depository Shipping List on which this publication(s) was listed was received on_____.

Title_____ Class No_____

_____. _____

Title_____. Class No._____

_____ _____

Title_____ Class No._____

_____. _____

Title_____. Class No._____

_____. _____

Librarian_____

Depository Library_____

Date_____

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CATALOGING

The New Mexico State library provides catalog cards to those libraries which wish to receive them. Cards are provided for shelflist, corporate author, title, and Library of Congress subject headings. The Classification used is the New Mexico classification system. (See classification below) For those libraries wishing to use another system shelflist cards can be made available for ease in cataloging.

AUTHOR HEADINGS

A state-wide committee is currently working on a corporate author authority file for state agencies. Once the committee's work is done, this file will be published and made available to interested libraries.

NEW MEXICO CLASSIFICATION SYSTEM

Sylvia Cook, Documents Librarian of the State Library created the present classification system in cooperation with Mr. E.J. McGrath and Edward Griego in the publications division of the State Records Center in 1974. A broad subject approach is used with the Justice Department falling under B for Judiciary and the State Library under F for Education; related agencies.

The classification scheme was published in the fall of 1978 by the current documents staff of the New Mexico State Library. Each depository library should have a copy of this publication. A copy should be put next to this section of the manual. Additional copies are available from the Clearinghouse if needed. Posters for public display which explain the series numbers and subject divisions are available from the state library.

BINDING*

Library routines established for the binding of serials and separates should be sufficient for binding state publications. The following guidelines may be used by libraries without established routines:

A. Periodicals - Bind complete volumes with title page contents and index.

B. Monographs issued in series, e.g. Agricultural Experiment Stations Bulletins and Circulars - collect consecutively numbered issues until a volume 2 1/2" to 3" in size is obtained. Bind as a serial with name of agency, title of publication and inclusive numbers lettered on spine

BINDING* CON'T

C. Monographs not in series. Bind seperately if large enough Otherwise place in pamplet binders or retain unbound.

D. Annual publications superseded each year by new edition. Retain unbound, or if use justifies, place in pamphlet binders.

E. Miscellaneous folders, leaflets, mimeographs reports, etc. Retain in manila folders in vertical file or in pamphlet boxes on shelf.

* This section is from Documents*Distribution*Depositories produced by the Documents Committee of the Louisiana Library Association, June 1972.

WEEDING COLLECTIONS

Currently a five year retention policy is in effect. No documents can be weeded without written permission from the Librarian, State Documents Depository Clearinghouse. The State Depository Library Council will develop a retention policy after two years of depository documents distribution has provided the types of materials in the depository system.

STATISTICS AND FORMS

Statistical information provides valuable data for libraries in their attempts to justify programs and budget requests. Since the state documents program is new, administrative bodies will look closely at its effectiveness. Without some statistics, libraries may find it difficult to justy this program.

If your library already collects statistics, state documents can be added to your current forms. A sample of the form used should be included in this section.

If your library does not collect statistics, you may want to use the following simple forms.

ACQUSITIONS	Month of_____	Year to Date
State Documents		
Monographs	_____	_____
Serials	_____	_____
Total	_____	_____

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STATISTICS AND FORMS CON'T

CIRCULATION Month of _____ Year to date_____

State Documents

optional- count before reshelving. In-house use _____ _____

Check-out
monographs _____ _____
serials _____ _____

REFERENCE Month of_____ Year to date_____

State Documents

in person _____ _____

phone _____ _____

CIRCULATION

Circulation of state documents is encouraged. The policies of a depository library on circulation of other material can be applied to state documents. Certain depository items are clearly of reference value and should be applied to your library's reference collection.

Lost and stolen items should be covered under your general policy for lost and stolen material. Please check with the Clearinghouse to see if a replacement copy can be obtained. Unless a document must be photocopied, or is for sale, costs for replacement would only be your processing costs. Please include your library's policy for lost or stolen items in this section.

REFERENCE TOOLS

In this section, bibliographies produced by the New Mexico State Library and other libraries on various aspects of state documents are included. If your library has produced specialized bibliographies for state documents, the other depository libraries can benefit from them. Please send 26 copies to the clearinghouse and the New Mexico State Library will distribute them to each depository library.

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SOME VERY USEFUL
NEW MEXICO
STATE PUBLICATIONS

Listed below are a few of the many New Mexico state documents we use regularly in our library and those often requested by patrons and other libraries. Some of these we use on our ready reference shelf. It is not a complete list and you may be aware of others not mentioned. Suggestions are greatly appreciated so that we can keep this list updated and expand it to include more documents on specific subjects. If you have questions, comments and advice, please write or call:

Tina Rivera or Ingrid Vollnhofer
Documents Section
New Mexico State Library
P.O. Box 1629
Santa Fe, New Mexico 87501
(505) 827-2033

+ + + +

PERIODICALS

EL PALACIO ($9) quarterly
Educational Finance & Cultural Affairs Department, Museum Division
Scholarly articles on folklore, history, anthropology and the native arts.

NEW MEXICO MAGAIZE ($10) monthly
Commerce and Industry Department, New Mexico Magazine Division
Articles on all aspects of life in New Mexico.

NEW MEXICO WILDLIFE ($3) bimonthly
Department of Game and Fish, Public Affairs Division
Intended primarily for fishermen and hunters, gives regulations, safety measures and conservation news.

LAWS AND STANDARDS

NEW MEXICO UNIFORM BUILDING CODE 1976 ($19.50)
Adopted by Commerce & Industry Department, Construction Industries Division.
This code is known as the NM Uniform Building Code. It covers the fire, life and structural safety aspects of all buildings and related structures. The Standards presents all of the national test, material and special design standards referred to in the Code.

NATIONAL ELECTRICAL CODE 1978 ($6)
Commerce and Industry Department, Construction Industries Division, Electrical Board
Incorporated as part of the NM Electrical Code. Covers electric conductors and equipment, installed within or on public and private buildings or other structures.

UNIFORM MECHANICAL CODE 1976 ($9.50)
Adopted by Commerce and Industry Department, Construction Industries Division, Mechanical Board
Contains requirements for the installation and maintenance of heating, ventilating, cooling and refrigeration systems.

STANDARD FOR MOBILE HOMES 1977 (free)
Adopted by Commerce and Industry Department, Mobile Housing Division
Contains body and frame design and construction requirements, installation of plumbing, heating and electrical systems.

UNIFORM PLUMBING CODE 1976 ($9.50)
Adopted by Commerce and Industry Department, Construction Industries Division, Mechanical Board
Designed to provide a good plumbing system with minimum regulations.

UNIFORM SOLAR ENERGY CODE 1976 ($5)
Commerce and Industry Department, Construction Industries Division

PUBLIC SCHOOL CODE 1975 (free)
Department of Education

PUBLICATION LISTS

PUBLICATIONS (free)
New Mexico State University
Lists publications available from NMSU's Cooperative Extension Service and Agricultural Experiment Station.

PUBLICATIONS AND RULES FILED (free to libraries) monthly
State Record Center and Archives
Lists new publications of state agencies filed with the Record Center the month before.

PUBLICATIONS AVAILABLE (free)
New Mexico Bureau of Mines and Mineral Resources
Lists publications in print with prices. Also lists U.S. Geological Survey publications about New Mexico available from the Bureau of Mines.

UNIVERSITY OF NEW MEXICO
SCHOOL OF LAW LIBRARY

March 1978

BASIC LIST OF STATE LEGAL DOCUMENTS FOR THE STATE OF NEW MEXICO

Prepared for Southwestern Association of Law Libraries meeting in Oklahoma City, OK, March 30-April 1, 1978 by Dorothy Warden, Gifts and Exchange Librarian and Helen S. Carter, Legal Research Librarian

I. LEGISLATIVE

A. BILLS

New Mexico House of Representatives
House bills. Santa Fe, 1912-

New Mexico Senate
Senate bills. Santa Fe, 1912-

The New Mexico House and Senate meet in 60 day sessions in odd-numbered years and in 30 day sessions in even-numbered years. Traditionally, only fiscal matters are to be dealt with in the 30 day session; however, the Governor may, by special request, ask that other matters be taken up.

Bills in slip form are available during each session from: Legislative Council Service*

B. SLIP LAWS

Article IV, Sec. 23, Constitution of New Mexico -- "Laws shall go into effect ninety days after the adjournment of the legislature enacting them, except general appropriation laws, which shall go into effect immediately upon their passage and approval. Any act necessary for the preservation of the public peace, health or safety, shall take effect immediately upon its passage and approval, provided it be passed by two-thirds vote of each house and such necessity be stated in a separate section."

As you can see by the above, a bill which is signed into law by the Governor of New Mexico may become law immediately upon the signing if certain conditions are met; otherwise it becomes law at a later date. The UNM School of Law Library receives copies of bills signed by the Governor shortly after the signing. These are slip "laws" even though many of them will become "law" only at a later date. We rely upon these slip laws until the bound session

*For cost, see PRICES OF NEW MEXICO PUBLICATIONS, page 19 for addresses see page 18.

law volume (Laws of New Mexico 19) is received; this can be anywhere from 4-6 months after signing by the Governor.

Laws, after being signed by the governor, are available in slip form from Secretary of State*.

C. SESSION LAWS

Laws of New Mexico. Santa Fe, 1912-

Following 1912, the year of statehood, Laws of New Mexico were published in odd-numbered years (with exceptions for special sessions in 1920, 1934, and 1940), until 1961, when annual sessions began.

From: Secretary of State*

D. STATUTES

1. Current compilation (until September 30, 1978)

New Mexico Statutes Annotated, 1953
12 volumes in 20 books
Cumulative pocket supplements, most recent being 1975
Interim supplement pamphlet, 1976-77 (Michie)
Published by Allen Smith Company
NO LONGER AVAILABLE

Around September, in odd-numbered years, pocket supplements are received for the New Mexico Statutes Annotated, (1953). In even-number years, the set is kept current by an interim pamphlet supplement which up-dates the pocket supplement.

We have, currently a situation with respect to New Mex legislation where the only copies of new laws available for a period of time may be slip laws, which are replaced later by bound session law volumes. Therefore, when using the New Mexico Code, please be aware that there may be slip laws which are not reflected in the New Mexico Statutes Annotated (1953), or in its supplements for some period of time. Warnings are affixed to the pocket supplements in the New Mexico Statutes Annotated (1953) in our law library, stating that such supplements may not reflect later changes in New Mexico laws, and that later pamphlet supplements and slip laws should be examined.

2. New compilation (due September 30, 1978)

Pamphlets covering chapters or parts of chapters, in 14 binders
Annual supplement for each pamphlet; chapter pamphlets reprinted if or when there are substantial changes
Index revised and updated every year
Published by the Michie Company; cost, $350; annual update will vary

E. HOUSE AND SENATE JOURNALS

House of Representatives
House Journal; proceedings. 1st - Legislature, 1912- Santa Fe.
Diario de la Camara; procedimientos. 1.-8., Legislatura, 1912-27. Santa Fe.
Rules of the House of Representatives and Committee Handbook for the New Mexico Legislature. Santa Fe, 1912-

*For cost, see PRICES OF NEW MEXICO PUBLICATIONS, page 19 for addresses see page 18.

Senate
Journal. 1st - Legislature, 1912- Santa Fe.
Diario del Senado; procedimentos. 1.-8. Legislatura; 1912-1927. Santa Fe.
Rules of the Senate and Committee Handbook for the New Mexico Legislature. Santa Fe, 1912-

The House and Senate Journals for New Mexico contain basically only minutes of meetings, or chronology-type information, such as what time and date the session was called to order, messages from the Governor, who introduced what bill, who voted and how, committee recommendations as to "PASS" or "DO NOT PASS", but no reasons given and no debate recorded.

F. LEGISLATIVE HISTORY

Almost impossible to do in New Mexico.
Bills are available but not widely distributed.
Hearings and committee reports are not generally published.

Some information available, sometimes, on some laws, from specific state law revision commissions, bar committees, or legislative council service, or from state universities departments or bureaus of government or public administration.

In New Mexico, legislative committee hearings and reports are practically non-existent. However, since bills are usually reprinted each time a legislative committee makes a change in a pending bill, it is sometimes possible to form an opinion of legislative intent by a comparison of amended bills prior to enactment into law.

Also, since state legislation is increasingly influenced and based on Model Codes (like that of the Uniform Commercial Code, the Probate Code, etc.), we can assume the legislators were influenced by Model Code Drafts and accompanying explanatory comments found with those documents and in the Uniform Laws Annotated, Handbooks of the Commissioners on the Uniform State Laws, etc. When one wishes to determine legislative intent of this type of state legislation, these legislative history sources should be examined.

II. JUDICIAL

A. COURT DECISIONS

1. New Mexico Reports
90 volumes; usually 1 volume added annually
From: Rose Marie Alderete, Clerk*
New Mexico Supreme Court

2. Pacific Reporter, 1st series (New Mexico cases)
300 volumes; West Publishing Company

3. Pacific Reporter, 2d series (New Mexico cases)
569 volumes; West Publishing Company

4. New Mexico State Bar Bulletin and Advance Opinions
Weekly reports of current New Mexico cases
Contains opinions of the Court of Appeals of New Mexico from Nov. 24, 1966, and of the Supreme Court of New Mexico from April 4, 1963
From: State Bar of New Mexico*

*For cost, see PRICES OF NEW MEXICO PUBLICATIONS, page 19 for addresses see page 18.

B. COURT RULES

Rules for the higher New Mexico courts are contained in the New Mexico Statutes Annotated (1953) (see, e.g., Chapter 21).
Those for the lower or local courts, e.g., Municipal Court in Alguquerque, are published deparately and are available in the office of the clerk for these courts.

Changes in New Mexico court rules are announced first in the State Bar of New Mexico Bulletin and Advance Opinions; court rules appear, also, in new volumes of the New Mexico Reports (see front of recent volume).

The Institute of Public Law of the University of New Mexico School of Law is a service organization that is engaged in the preparation of handbooks that provide court rules and procedures followed in the various courts of New Mexico.

1. Appellate Handbook 1 v. (looseleaf) Institute of Public Law*, Albuq., 1975
   Contains: New Mexico Supreme Court rules, rules of appellate procedure for civil cases and rules governing original proceedings in the Supreme Court, rules of appellate procedure for criminal cases, New Mexico appellate practice and forms, professional responsibility including specialization, disciplinary procedure, admissions to the bar, code of judicial conduct, miscellaneous Supreme Court rules, Bar Commission rules, and rules governing court reporters.

   Note: A companion volume, New Mexico Appellate Manual, is in process; publication date and price not yet set.

2. New Mexico Children's Court Rules Handbook. 1 v. (looseleaf) Institute of Public Law*, Albuquerque, 1976
   Contains: Rules, commentaries, and forms.

3. New Mexico Civil Law Handbook. 1 v. (looseleaf) Institute of Public Law* Albuquerque, 1973
   Contains: Rules of civil procedure for the District Courts of New Mexico, rules of evidence for the courts of New Mexico with commentaries, magistrate rules of civil procedure, and forms approved for use in civil actions in magistrate courts.

4. New Mexico Criminal Law Handbook. 1 v. (looseleaf) Institute of Public Law*, Albuquerque, 1972
   Contains: Rules of criminal procedure for the District Courts of New Mexico with commentaries, magistrate rules of criminal procedure, forms approved for use in criminal actions in District and Magistrate Courts.

5. New Mexico Local Rules Handbook. 1 v. (looseleaf) Institute of Public Law* Albuquerque, 1976
   Contains: 13 New Mexico judicial districts - local rules, Federal District Court for New Mexico - local rules, bankruptcy rules for Federal District Court for New Mexico, 10th Circuit Court of Appeals - rules, Federal rules of criminal procedure, Federal rules of civil procedure, Federal rules of evidence, Federal rules of appellate procedure.

*For cost, see PRICES OF NEW MEXICO PUBLICATIONS, page 19 for addresses see page 18.

C. REPORTS OF COURT ADMINISTRATORS

Annual Report of the Director of the Administrative Office of the Courts. New Mexico Supreme Court. Administrative Office of the Courts.* Santa Fe, 1959-

D. LOCAL JUDICIAL CONFERENCE REPORTS

News Review. (title varies) New Mexico Judicial Council.* Albuquerque, 1971-
Contains: Review of what is written about courts in newspapers circulated in New Mexico.

Citizens Conference on New Mexico Courts, 1964. 1 v. (looseleaf) UNM Press.* Albuquerque, 1964.

Citizens Conference on New Mexico Courts, 1974. 1 v. (looseleaf). New Mexico Judicial Council.* Albuquerque, 1974.

Procedural Rules and Regulations. Constitutional authority and Statutory Provisions, 1976. 13 p. New Mexico Judicial Standards Commission.* Albuquerque, 1976.

Procedural Rules and Regulations of the Judicial Standards Commission, 1968. (amended, 1975) 6 p. New Mexico Judicial Standards Commission.* Albuquerque, 1975.

Report. New Mexico Judicial Council. 1st- Albuquerque, 1969.

E. RECORDS AND BRIEFS

The UNM Law Library keeps on file briefs and records from New Mexico appellate court cases.

The clerk of the New Mexico Supreme Court sends their third copies of transcripts and briefs for civil cases only. The Court of Appeals Clerk sends copies of both civil and criminal records. We have received these on a regular basis for the past 8 or 9 years; prior to this time, our holdings are not so complete. The briefs and records are kept in file cabinets, filed by national reporter (Pacific) citation if reported, and in separate files, by docket numbers, if not reported.

A catalog card file is kept, by case names, on all reported cases. From this, one can obtain the reporter citation, and, thus, find the records. If we do not have a particular file, the Supreme Court Clerk or Court of Appeals Clerk will mail copies to us on loan.

At the present, these records are available for check-out by our patrons. There has been some discussion concerning microfilming all records by these courts, but this has not yet been done.

*For cost, see PRICES OF NEW MEXICO PUBLICATIONS, page 19 for addresses see page 18.

F. BENCHBOOKS

1. New Mexico Magistrate Benchbook. 1 v. (looseleaf) Institute of Public Law*, Albuquerque, 1975.
Contains: Chapters on general duties of magistrates, procedures, statutes, rules, calendars, tables and forms applicable to civil and criminal matters.

2. New Mexico Municipal Benchbook. 1 v. (looseleaf) Institute of Public Law*, Albuquerque, 1976.
Contains: General duties of municipal judges, procedures, rules of procedure for the Municipal Courts.

G. PRACTICE HANDBOOKS

Appellate Procedure in New Mexico. Rules.commentary with forms. 112 p. Institute of Public Law*, Albuquerque, 1976.

Civil Procedure in New Mexico. New Mexico Practice Series. 1 v. (looseleaf) Institute of Public Law*, Albuquerque, 1973.
Contains: Chapters on jurisdiction, venue, service of process, attachment and garnishment, pleadings, parties, discovery, pre-trial conference, trials and judgments.

Comparative analysis of Standards of justice of the American Bar Association and Standards and goals of the National Advisory Commission on Criminal Justice Standards and Goals with New Mexico law and Supreme Court rules. 1 v. Institute of Public Law*, Albuquerque, 1975.

Comparative analysis of Standards of justice of the American Bar Association and Standards and goals of the National Advisory Commission on Criminal Justice Standards and goals with New Mexico law and Supreme Court rules. 1 v. in various pagings. Institute of Public Law*, Albuquerque, 1976.

New Mexico Probate Manual. 1 v. (looseleaf) Institute of Public Law*, Albuquerque, 1976. Contains: information, forms, directions and procedures for New Mexico probate practice under the New Mexico Uniform Probate Code.

New Mexico Uniform Jury Instructions, Civil. 367 p. West. St. Paul, 1966. Prepared by New Mexico Supreme Court Committee on Uniform Jury Instructions.

Uniform Jury Instructions, Criminal. 1 v. (looseleaf) Institute of Public Law*, Albuquerque, 1975.

III. ADMINISTRATIVE

The current issue of New Mexico Blue Book, prepared and published by the Secretary of State of New Mexico, is the official fact book for New Mexico. It includes useful information on New Mexico departments, agencies and commissions, examining and licensing boards, elected officials, judges, district attorneys, court clerks, etc. Since the New Mexico legislature, working closely with the Governor, has passed extensive reorganization laws for the executive branch of the state government in the past two legislative sessions, and since these laws become effective March 31, 1978, it is difficult to state with any certainty just exactly how the implementation of this reorganization will proceed.

*For cost, see PRICES OF NEW MEXICO PUBLICATIONS, page 19 for addresses see page 18.

The New Mexico legislature, on March 18, 1977, passed the Executive Reorganization Act (Laws 1977, Chapter 248), an act which provided the framework for the reorganization of the executive branch into twelve cabinet-level departments. In addition, thirteen allied bills, establishing each of the cabinet departments and a separate Office of Military Affairs, were approved by the legislature.

The twelve cabinet departments are: Agricultural Affairs Department, Commerce and Industry Department, Criminal Justice Department, Educational Finance and Cultural Affairs Department, Energy and Minerals Department, Department of Finance and Administration, Health and Environment Department, Highway Department, Human Services Department, Natural Resources Department, Taxation and Revenue Department, and Transportation Department. The concept of the singular office linked directly to the Office of the Governor was retained with reference to the Office of Military Affairs, and at least implicitly, later expanded to cover the Alcoholic Beverage Control Department, the State Records and Archives Commission and the multiple licensing and examining boards; the House Ways and Means Committee, however, preferred the term "adjunct agency" to singular office". (The inclusion of Alcoholic Beverage Control, Records and Archives and Licensing and Examining Boards as adjunct agencies is implicit within the reorganizational design; although not explicitly created as adjunct agencies, there were left as independent entities and and therefore fall within the definition of "adjunct agencies".)

Along with the Governor's reorganization package, the legislature approved, also, and the Governor signed into law a "sunset" bill, providing for termination of regulatory agencies unless such agencies are continued by specific legislative action. The "sunset" law, as enacted in New Mexico empowers the Legislative Finance Committee to conduct hearings and make recommendations to the Legislature on the future of affected agencies. The 1978 Legislature decided to continue 11 boards and commissions, as recommended by the Legislative Finance Committee; five boards were discontinued. As of July 1, there won't be a Dry Cleaning Board, a Polygraphy Board, an Employment Agency Board, a Massage Board, or a Collection Agency Board. The continuation of the recommended boards, was, for the most part, for six years, not indefinitely. Continuing for another six years will be cosmetologist, barber, psychologist, public accountancy, professional engineers and land surveyors, podiatry, and architects examiners, as well as the Board of Hearing Aid Dealers and Fitters, and the Board of Nursing Home Administrators. The Legislative Finance Committee recommended that two of the eleven boards continued, the Mobile Housing Commission and the Construction Industries Commission, alter their memberships.

A. AGENCY RULES AND REGULATIONS

Board of Bar Examiners. Rules governing bar examiners, bar examinations, and admission to the bar. Santa Fe, Clerk of the Supreme Court. 19-- -.

Board of Examiners for Architects. Architectural law, and rules and regulations. Santa Fe, 1970.

_____. Roster of registered architects: laws, rules, regulations. Santa Fe, 1974.

Board of Medical Examiners. Rules and regulations. Santa Fe, 1969- .

Bureau of Mines and Mineral Resources. Laws and regulations governing mineral rights in New Mexico. Socorro, 1971.

Bureau of Revenue. Regulations. 2 v. (looseleaf). Santa Fe, 1972- . Contains: Gross Receipts and Compensating Tax Act; New Mexico Estate Tax Act; Gasoline Tax Act; Income Tax Act; Severence Tax Act; Banking and Financial Corporations Tax Act; Tax Administration Act.

Department of Alcoholic Beverage Control. New Mexico liquor laws and regulations. Santa Fe, 1969- . (Earlier regulations issued by Bureau of Revenue.)

Department of Education. Manual of policies and regulations. Sante Fe, 1974- . (Previous manuals issued by Board of Education)

Department of Game and Fish. Annual hunting and fishing regulations. (title varies) Santa Fe, 19-- -.

Department of Hospitals and Institutions. Handbook on procedures for commitments to state institutions: DHI Rule 1-74. Santa Fe, 1974.

_____. Regulations of the Department of Hospitals and Institutions to assure humane care and treatment of patients and the protection of patient rights: DHI Rule 2-74. Santa Fe, 1974.

Department of Insurance. Official administrative rules and regulations code. 1 v. (looseleaf). Canoga Park, CA: National Insurance Law Service, 1966- .

Department of Transportation (formerly named Motor Transportation Department). Rules and regulations. 1 v. (looseleaf) Santa Fe, 1973- .

Educational Retirement Board. Rules and regulations. Santa Fe, 1974- . (Formerly Rules and Procedures).

Environmental Improvement Agency. Laws and regulations. 1 v. (looseleaf). Santa Fe, 1974- .

Employment Security Commission. Unemployment compensation law of New Mexico; rules and regulations of the ... Albuquerque, 1939- . (irregular).

Environmental Improvement Agency. Occupational Health and Safety Section. Occupational health and safety regulations. 1 v. (looseleaf). Santa Fe, 1975.

Governor. Office manual. Institute of Public Law*, Albuquerque, 1974.

Health and Social Services Department. (Before 1968, this department, created in 1937, was called State Department of Public Welfare, or, interchangeably, New Mexico Department of Health and Social Services.) Licensing regulations and standards for boarding homes. Santa Fe, 1972.

_____. Rules and regulations. Santa Fe, 1974.

_____. Social Services Agency. Social services manual. 2 v. (Looseleaf). Santa Fe, 1973- .

_____. State Welfare Agency. Public assistance manual. 1 v. (looseleaf). Santa Fe, 1973- .

*For cost, see PRICES OF NEW MEXICO PUBLICATIONS, page 19 for addresses see page 18.

Mobile Housing Commission (formerly Mobile Home Board). The Mobile Housing Act, and rules and regulations. Santa Fe, 1975.

Oil Conservation Commission. Rules and regulations. Santa Fe, 1935- .

Oil and Gas Central Accounting Commission. Rules and regulations. Santa Fe, 1935- .

Parole Board. Rules, regulations, procedures, and Parole Board statutes, July 1976. Santa Fe, 1976.

Personnel Board. State personnel board regulations. 1 v. (looseleaf). Santa Fe, 1973- .

Polygraphy Board. Regulations in effect and pertaining to the New Mexico Polygraphy Act. Santa Fe, 1975.

Property Tax Department (formerly named Property Appraisal Department). Regulations. 1 v. (looseleaf). Santa Fe, 1974.

State Board of Public Accountancy. New Mexico Public Accountancy Act of 1947, as amended; Chap. 115, Session laws of 1947, as amended. Rules and regulations of the New Mexico State Board of Public Accountancy adopted July 1, 1967. Cannons of professional ethics and rules of conduct as adopted by the New Mexico State Board of Public Accountancy, October 5, 1973. 35 p. Albuquerque, 1974.

State Corporation Commission. New Mexico Motor Carrier Act, rules and regulations, general orders governing the business of transportation by motor vehicles for hire over the public highways of the State of New Mexico. 170 p. Santa Fe, 1975.

State Engineer. Rules and regulations governing drilling of wells and apropriation and use of ground water in New Mexico. 1 v. Santa Fe, 1966.

State Land Office. General mining rules and regulations and information relating to the locating, prospecting and leasing of state institutional land. Santa Fe, 1949- .

State Personnel Board. State personnel board rules. 1 v. (looseleaf). Santa Fe, 1973- .

State Personnel Board. Regulations for the conduct of employee-management relations. 1 v. (looseleaf). Santa Fe, 1972- .

State Racing Commission. New Mexico laws and rules and regulations governing horse racing. (looseleaf) Albuquerque, 1968.

State Records Center and Archives. Publications Division. Publications of New Mexico state agencies. 4 v. Santa Fe, 1968-73. (Continued by the Center's Publications and rules filed.)

_____. _____. Rules of New Mexico state agencies. 3 v. Santa Fe, 1969-73.

_____. _____. Publications and rules filed. (looseleaf). Santa Fe, 1973- .

Water Quality Control Commission. Regulations governing water pollution control in New Mexico. various pagings. Santa Fe, 1969.

B. STATE ADMINISTRATIVE CODES

Some states have administrative codes which provide a subject approach to all state agency regulations in force. New Mexico does not have an administrative code so some investigation is required to find administrative regulations in force on a given date. The best source is often the file of the state regulatory agency itself.

Since 1967, under the New Mexico State Rules Act, state administrative agencies have been required by law to file 7 copies of all new rules, regulations, orders, etc., with the State Records Center and Archives in Santa Fe. The Center in turn files 3 copies with the State Library in Santa Fe. The Center will not loan or provide reference service unless one is there in person.

The University of New Mexico Law Library receives as many of these filings as are available but we are by no means complete in this area. Since 1974, the Law Library has been making a concerted effort to develop a collection of New Mexico administrative rules and regulations, and to provide a reference service in this area.* A new law passed by the New Mexico 1978 legislature, Laws 1978, Ch. 140, establishing a state library depository and distribution system within the state library, should be very helpful to our effort to collect state documents. This new law requires every state agency to deposit 25 copies of all its publications intended for public distribution, excluding those strictly for internal use and those intended for public sale, with the state library depository. The state librarian will then distribute publications required "... to meet the needs of the various libraries in the state ..."

Several agencies in New Mexico publish their regulations in looseleaf form which can be up-dated periodically. See, for example, New Mexico Environmental Improvement Agency, and others listed in the attached bibliography.

As our lives become more and more regulated by administrative and executive-type state agencies, we must be increasingly aware of this type of legislation. One source of state agency regulations is the commercial loose-leaf services which lawyers and libraries subscribe to. For example, services on corporations, labor law, insurance law, food, drug and cosmetic law, etc., contain much state administrative law, both regulations and quasi-judicial decisions of agencies interpreting their own regulations. In some subject areas, there are services available that deal exclusively in state law and state administrative law, e.g., taxation - the State Tax Reporters for New Mexico contain New Mexico Bureau of Revenue rules, regulations and decisional material.

C. ADMINISTRATIVE DECISIONS

Bureau of Revenue. Rulings of the New Mexico Bureau of Revenue. Santa Fe, 1969- .

Property Tax Department (formerly named Property Appraisal Department). Rulings. 1 v. (looseleaf) Santa Fe, 1974- .

D. AGENCY REPORTS

Bureau of Revenue. Annual Report. Santa Fe, 1942- .

Bureau of Mines and Mineral Resources. Report. Socorro, 1946- .

*The UNM School of Law Library can provide photocopies of pages at a charge of 15 cents per page.

Commission on Aging. Annual Report. Santa Fe, 1970- .

Commission on Indian Affairs. Annual Report to the Governor. Santa Fe, 1956- .

Commissioner of Public Lands. (formerly State Land Office) Report. Santa Fe, 1900- .

Construction Industries Commission. Annual Report. Santa Fe, 1973- .

Department of Banking. (Name was State Bank Examiner prior to 1965) Annual Report. Santa Fe, 1965- .

Department of Finance and Administration. Financial Control Division. Annual Financial Report. Santa Fe, 1961/62.

_____. Local Government Division. Annual Report. Santa Fe, 1962- .

Division of Vocational Rehabilitation. Annual Report. Santa Fe, 1968- .

Employment Security Commission. Annual Report to the Governor of New Mexico. Santa Fe, 1936- .

Governor's Committee on Reorganization of State Government. Interim Report. 1 v. Santa Fe, 1967.

_____. Final Report. 202 p. Santa Fe, 1970.

Governor's Organized Crime Prevention Commission. Report. Santa Fe, 1973- .

Health and Social Services Department (Before 1968, this department, created in 1937, was called State Department of Public Welfare, or, interchangeably, New Mexico Department of Health and Social Services) Monthly Statistical Report. Santa Fe, 1968- .

_____. Report. Santa Fe, 1967/68- .

Human Rights Commission. Report. Santa Fe, 1970- .

Labor and Industrial Commission. Annual Report. Santa Fe, 1930- .

Legislative Council Service. Report. Santa Fe, 1951/53- .

Legislative Finance Committee. Biennial Report and Recommendations of the Legislative Finance Committee. Santa Fe, 1959- .

_____. Budget Analyses: Selected State Agencies. Report ... to the ... legislature. Santa Fe, 1970- .

Office of the District Attorney (2d Judicial District). Report of the District Attorney. Albuquerque, 1973- .

Public Service Commission. Annual Report. Santa Fe, 1941/42- .

Real Estate Commission. Annual Report. Albuquerque, 1973/74.

Secretary of State. Report of the Secretary of State. Santa Fe, 1912- .

Secretary of State. State Canvassing Board. Official returns of the elections; general election, primary election. Santa Fe, 1911- .

State Corporation Commission. Annual Report. Albuquerque, 1906- .

State Engineer. Biennial Report. Santa Fe, 1912/14- .

State Inspector of Mines. Report. Albuquerque, 1912- .

State Library. New Mexico State Library Reports. Santa Fe, 1968- .

State Library Commission. Annual Report. Santa Fe, 1930- .

State Penitentiary. Report of the Board of Commissioners and Superintendent to the Governor of New Mexico. Santa Fe, 1913- .

State Personnel Office. Annual Report. Santa Fe, 1962- .

State Planning Office. Annual Report. Santa Fe, 1960- .

State Police. Annual Report. Santa Fe, 1939- .

Supreme Court. Annual Report of the Director of the Administrative Office of the Courts. Santa Fe, 1959- .

Supreme Court. Law Library. Report of the librarian. Santa Fe, issued irregularly.

State Tax Commission. Biennial Report. Santa Fe, 1915- .

Treasurer's Office. Biennial Report of the State Treasurer. Santa Fe, 1951/52-

University of New Mexico. Libraries. Annual Report. Albuquerque, 1946/47- .

_____. President. Report of the President. Albuquerque, 1927/29- .

_____. Registrar. Annual Report of the Office of Admissions and Records. Albuquerque, 1956/57- .

E. OTHER AGENCY PUBLICATIONS

Board of Educational Finance. Minutes. Santa Fe, 1951- .

Bureau of Revenue. A checklist of New Mexico State and Local Taxes, Permits, and Licenses. Santa Fe, 1975.

_____. New Mexico severence tax act ... applicable to persons, firms, corporations, etc., engaged in severing, purchasing or transporting certain natural resources products of the State of New Mexico. Santa Fe, 19--.

_____. Revenue Review. (New Mexico Bureau of Revenue Newsletter) Santa Fe, 1975- .

Commission on Aging. General Policy Statements to Promote Programs of Facilities and Services for Older New Mexicans. Santa Fe, 1975.

Construction Industries Commission. City of Albuquerque Electrical Code. 1 v. Albuquerque, 1975.

Construction Industries Commission. Directory of Contractors, State of New Mexico, 1973. 274 p. Santa Fe, 1973.

_____. Natural Gas Code of the State of New Mexico. Santa Fe, 1970 (revised, 1973).

_____. State of New Mexico Electrical Code; revised to March 1, 1976. 1 v. Santa Fe, 1976.

_____. Uniform Plumbing Code and Uniform Mechanical Code: effective January 1, 1975. 1 v. Santa Fe, 1975.

Department of Development. New Mexico Magazine. Santa Fe, 1923- .

_____. Industrial Division. Directory of New Mexico Manufacturing and Mining. Santa Fe, 1955- .

_____. _____. New Mexico: a favorable tax climate for economic development. Santa Fe, 1965.

Department of Education. Minimum educational standards for New Mexico schools. Adopted December 1974. 65 p. Santa Fe, 1974.

_____. Public school code and miscellaneous provisions affecting the public schools of the State of New Mexico. 310 p. Indianapolis, Allen Smith Co., 1973.

_____. Veterans Training Division. Directory of educational institutions in New Mexico approved for the education of veterans, war orphans and other eligible persons. 12 p. Santa Fe, 1978.

Department of Insurance. New Mexico insurance code, indexed-annotated. 1 v. (looseleaf). Canoga Park, CA: National Insurance Law Service, 1975.

Department of Public Health. Division of Mental Health. Digest of New Mexico law relating to mental health, mental retardation and other related problems. 109 p. Santa Fe, 1965.

Governor. Responsive government, 1978. 142 p. Santa Fe, 1978.

Governor's Council on Criminal Justice Planning. Criminal justice: 1977 comprehensive plan. Santa Fe, 1977.

_____. A report to the citizens of New Mexico on the project to establish standards and goals to reduce crime and improve the criminal justice system. 409 p. Santa Fe, 1976.

Legislative Council Service. Directory of the ... legislature. Santa Fe, 1921- .

_____. Drafting manual. 126 p. (mimeographed). Santa Fe, 1974.

_____. Executive agencies, 1974. 124 p. Santa Fe, 1974.

_____. Highlights of the ... legislature. Santa Fe, 1964- .

_____. Index to all bills, memorials, resolutions and substitutes of the ... legislature. Santa Fe, 1961- .

Legislative Council Service. Index to the voting record of the ... legislature. Santa Fe, 1970- .

_____. New Mexico property taxes and the 20-mill limitation; a report to the Tax Study Committee and the Legislative School Study Committee in response to Senate Memorial 22 of the Thirtieth Legislature, second session, 1972. 126 p. Santa Fe, 1973.

_____. The New Mexico State Land Office: a survey of its operations, management, and objectives. 2 v. Albuquerque, Dikewood Corp., 1969.

_____. Piecemeal amendment of the New Mexico constitution, 1911 to 1975. 39 p. Santa Fe, 1975.

_____. A program for tax revision in New Mexico. 4 v., 2 supps. (mimeographed). Santa Fe, 1968.

_____. Survey of the judicial system in New Mexico. Santa Fe, 1975- . (1961-1971, by the New Mexico State Judicial System Study Committee).

_____. Water administration in seventeen western states; report to the New Mexico Legislative Council. 67 p. Santa Fe, 1965.

_____. Workbook of selected constitutions, prepared for delegates to the New Mexico Constitutional Convention. 173 p. Santa Fe, 1969.

Legislative Finance Committee. Procedures followed in appropriating public funds; a staff memorandum prepared for the ... 78 p. Santa Fe, 1966.

New Mexico State University. Cooperative Extension Service. The New Mexico County Commission: a reference book for the elected and the electorate. 180 p. University Park, 1974.

Oil and Gas Accounting Commission. Oil and gas accounting laws of New Mexico. 53 p. Santa Fe, 1969.

Secretary of State. Election handbook of the State of New Mexico. Santa Fe, 1969- .

_____. Instructions and laws for notaries public. Santa Fe, 1942- .

_____. New Mexico blue book. Santa Fe, 1913- .

_____. Roster of the State of New Mexico elective state, legislative, district, and county officials. Santa Fe, 1912- .

State Engineer. Bibliography of ground-water studies in New Mexico. 28 p. Santa Fe, 1972.

State Planning Office. Land title study, by White, Kock, Kelly and McCarthy. 261 p. Santa Fe, 1971.

_____. Land title study: technical report, by White, Gilbert, Koch, Kelly and McCarthy. 424 p. Santa Fe, 1972.

State Records Center and Archives. Calendar of the microfilm edition of the Mexican archives of New Mexico, 1821-1846. 144 p. Santa Fe, 1970.

State Records Center and Archives. Calendar of the microfilm edition of the Spanish archives of New Mexico, 1621-1821. 182 p. Santa Fe, 1968.

_____. Calendar to the microfilm edition of the Territorial archives of New Mexico, 1846-1912. 114 p. Santa Fe, 1974.

_____. The county records manual, 1967. 25 p. Santa Fe, 1967.

_____. Guide to the microfilm edition of the Mexican archives of New Mexico, 1821-1846, in the Archives Division of the State of New Mexico Records Center. 26 p. Santa Fe, 1969.

_____. Guide to the microfilm edition of the Spanish archives of New Mexico, 1621-1821, in the Archives Division of the State of New Mexico Records Center. 23 p. Santa Fe, 1969.

_____. Guide to the microfilm edition of the Territorial archives of New Mexico, 1846-1912, in the Historical Services Division of the State of New Mexico Records Center and Archives. 61 p. Santa Fe, 1974.

_____. Municipal records manual, 1967. 14 p. Santa Fe, 1967.

_____. Records retention and disposal schedule for New Mexico colleges and universities. 25 p. Santa Fe, 1975.

University of New Mexico. Bureau of Business Research. New Mexico information register. 93 p. Albuquerque, 1974.

_____. _____. New Mexico statistical abstract. Albuquerque, 1970- .

_____. _____. Taxes affecting manufactures in six western cities. 41 p. Albuquerque, 1970.

_____. Center for Environmental Research and Development. The "city edges" study. 3 v. Albuquerque, 1975.

_____. _____. Manual on land-use management for rural New Mexico. 271 p. Albuquerque, 1974.

_____. _____. A proposed zoning enabling law for New Mexico counties; a report. 76 p., maps. Albuquerque, 1975.

_____. Criminal Justice Program. After arrest: a report on the processing of felony cases in Albuquerque. 63 p. charts. Albuquerque, 1975.

_____. _____. Crime and justice in metropolitan Albuquerque, 1972-1973. 118 p. Albuquerque, 1974. (Includes sections on prevention/rehabilitation programs and the black community; Spanish language training for policemen: lessions learned during a first attempt.)

_____. Division of Government Research. Consumer protection in New Mexico. 36 p. Albuquerque, 1971.

_____. _____. Handbook for New Mexico county clerks. 19 p. Albuquerque, 1967.

_____. _____. Handbook for New Mexico county commissioners. 37 p. Albuquerque 1967.

University of New Mexico. Division of Government Research. Handbook for New Mexico mayors and councilmen. 44 p. Albuquerque, 1967.

_____. _____. Municipal development in New Mexico. 55 p. Albuquerque, 1964.

_____. _____. New Mexico water resources law; a survey of legislation and decisions. 93 p. Albuquerque, 1964.

_____. _____. New Mexico's municipal code. 46 p. Albuquerque, 1967.

_____. _____. Patterns of politics in water resource development: a case study of New Mexico's role in the Colorado River Basin bill. 96 p. Albuquerque, 1969.

_____. _____. Politics in the urban southwest. 89 p. Albuquerque, 1971.

_____. _____. Public school education in New Mexico; administrative and financial controls over public education in New Mexico. 158 p. Albuquerque, 1965.

_____. _____. Rain dance doesn't work here anymore; or, water use and citizen attitudes towards water use in Albuquerque, New Mexico. 50 p. Albuquerque, 1975.

Water Quality Control Commission. General provisions and procedures. 1 v. (looseleaf). Santa Fe, 1974- .

_____. New Mexico water quality standards. 1 v. (looseleaf). Santa Fe, 1970- .

IV. OTHER

A. Attorney General Office. Report and opinions of the Attorney General of New Mexico. Santa Fe, 1912- . (Biennial, 1912-1964; then annual. No report issued 1927-28. Report sometimes issued separately also.)*

B. New Mexico Municipal League. Directory of municipal officials of New Mexico. Santa Fe, 19-- - .

_____. Home rule manual for New Mexico municipalities. 73 p. Santa Fe, 1974.

_____. New Mexico municipal code. 465 p. Indianapolis, Allen Smith Co., 1975- . (Provision for pocket supplementation).

_____. New Mexico uniform traffic ordinance. 127 p. Santa Fe, 1974.

_____. Powers, limitations and duties of municipal judges. 16 p. Santa Fe, 1976.

V. MISCELLANEOUS

A. UNIVERSITY OF NEW MEXICO PUBLICATIONS

Bar Review, comprehensive review notes. 2 v. (mimeograph) New Mexico Law Institute, Albuquerque, 1974.

A brief history of New Mexico. 89 p. UNM Press, Albuquerque, 1974.

Natural Resources Journal. (Law Journal of the UNM School of Law) UNM School of Law, Albuquerque, 1961- .*

Navajo prosecutors handbook. 123 p. (looseleaf) American Indian Law Center, Albuquerque, 1971. (Inquiries to Navajo Nation, Window Rock, AZ 86515)

New Mexico Government. 280 p. UNM Press, Albuquerque, 1976.

New Mexico historic documents. 140 p. (English; with 2 original Spanish texts, and one translation into Navajo). UNM Press, Albuquerque, 1975.

New Mexico law review. (Law review of the UNM School of Law). UNM School of Law, Albuquerque, 1971- .*

Papers relating to New Mexico land grants. (A microfilm of manuscripts and records relating to New Mexico land grants, housed in the United States Bureau of Land Management, 20 reels.) UNM Library, Albuquerque, 1955-57. -- and-- A guide to the microfilm of papers relating to New Mexico land grants. 102 p. UNM Press, Albuquerque, 1960.

A selective bibliography of material in the University of New Mexico Law Library's special collection in American Indian law. 21 p. UNM School of Law Library, Albuquerque, 1972 (1975 Supp.) (Revised edition due 1979).

Smith-McLaughlin-Hart bar review. 1 v. New Mexico Law Institute, Albuquerque, 1975.

B. PRIVATE PUBLICATIONS

Legal handbook. 1 v. (looseleaf) New Mexico Hospital Association,* Albuquerque, 1968 - .

New Mexico: an annotated directory of information sources. Various pagings. Southwest Research and Information Center,*Albuquerque, 1971.

ADDENDUM

G. PRACTICE HANDBOOKS

New Mexico Divorce Manual. 1 v. (looseleaf) Institute of Public Law, Albuquerque, 1978. $47.50.

*For cost, see PRICES OF NEW MEXICO PUBLICATIONS, page 19 for addresses see page 18.

ADDRESSES
OFFICES, AGENCIES, AND PUBLISHERS

Administrative Office of the Courts
New Mexico Supreme Court
Supreme Court Building
Santa Fe, New Mexico 87503

American Indian Law Center
University of New Mexico
School of Law
1117 Stanford, NE
Albuquerque, New Mexico 87131

Institute of Public Law
University of New Mexico
School of Law
1117 Stanford, NE
Albuquerque, New Mexico 87131

Legislative Council Service
334 State Capitol
Santa Fe, New Mexico 87503

Natural Resources Journal and
New Mexico Law Review
University of New Mexico
School of Law
1117 Stanford, NE
Albuquerque, New Mexico 87131

New Mexico Hospital Association
3010 Monte Vista Blvd., NE
Albuquerque, New Mexico 87106

New Mexico Judicial Council
New Mexico Law Center
1117 Stanford, NE
Albuquerque, New Mexico 87131

New Mexico Judicial Standards Commission
New Mexico Law Center
1117 Stanford, NE
Albuquerque, New Mexico 87131

New Mexico State Bureau of Mines and
Mineral Resources
New Mexico Institute of Mining and
Technology
Campus Station
Socorro, New Mexico 87801

Secretary of State
State Capitol
Santa Fe, New Mexico 87503

Southwest Research and Information
Center
135 Harvard Dr., SE
Albuquerque, New Mexico 87106

State Bar of New Mexico
New Mexico Law Center
1117 Stanford NE
Albuquerque, New Mexico 87131

State of New Mexico: various departments,
bureaus, and agencies - see most recent
Blue Book, Santa Fe phone book, or send
to State Capitol, Santa Fe, New Mexico
87503

(Supreme Court)
Rose Marie Alderete, Clerk
New Mexico Supreme Court
Supreme Court Building
Santa Fe, New Mexico 87503

University of New Mexico: various
departments, including UNM Press;
Albuquerque, New Mexico 87131

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PRICES
NEW MEXICO PUBLICATIONS

New Mexico House and Senate bills in slip form: cost varies.
1977 long session, $250.00 plus daily bill locator, $30.00;
1978 short session, $75.00 plus daily bill locator

Laws of New Mexico in slip form: cost varies. Query Secretary of State.

Session laws: cost varies. 1977 laws in 3 volumes, $30.00; 1978 laws will be in 2 volumes.

Statutes: New compilation, $350.00; annual update cost will vary.

New Mexico Reports: vols. 4-89, $26.75 per volume
vol. 90, $40.00 (current volume)
(vols. 1-3 not reprinted and not available)

New Mexico State Bar bulletin and advance opinions: subscription is $25.00 per year; available to out-of-state law libraries on an exchange basis.

Institute of Public Law publications:

Appellate Handbook	$17.50
New Mexico Children's Court Rules Handbook	7.25
New Mexico Civil Law Handbook	14.50
New Mexico Criminal Law Handbook	17.00
New Mexico Local Rules Handbook	35.00
New Mexico Magistrate Benchbook	37.00
New Mexico Municipal Benchbook	35.00
Civil Procedure in New Mexico	30.00
New Mexico Probate Manual	47.50
Uniform Jury Instructions, Criminal	35.00

Note: The above looseleaf publications are updated as needed, every six months to a year or longer. Update charges are production costs, currently averaging $7-8.

Appellate Procedure in New Mexico. 1976.	5.00
New Mexico Uniform Jury Instructions - Civil (West Publ. Co.)	$32.00
Attorney General's Office. Report and opinions ...	$ 5.20
New Mexico Hospital Association. Legal Handbook. (updated at no charge, except when major revision is needed)	$10.00
Natural Resources Journal, quarterly	$14.00
New Mexico Law Review, 2/yr.	$10.00

Originally from Institute of Public Law, UNM School of Law adapted by: Helen S. Carter
Legal Research Librarian
UNM School of Law Library

March 1978 : NEW MEXICO STATE GOVERNMENT REORGANIZATION CHART

COMMERCE AND INDUSTRY DEPARTMENT

consists of-- 1) administrative services division
2) construction industires division
3) economic development division
4) financial institutions division
5) New Mexico Magazine division
6) mobile housing division

abolished-- -- construction industries commission and its related trade boards
-- department of banking
-- department of development
-- liquified petroleum gas commission
-- mobile housing commission

administratively attached agencies--
-- state fair commission
-- state racing commission

CRIMINAL JUSTICE DEPARTMENT

consists of-- 1) administrative services division
2) corrections division
3) criminal justice support division
4) state police division

abolished-- -- corrections department
-- police academy

administratively attached agencies--
-- adult parole board
-- Governor's organized crime prevention commission
-- juvenile parole board
-- public defender board

EDUCATIONAL FINANCE AND CULTURAL AFFAIRS DEPARTMENT

consists of-- 1) administrative services division
2) arts division
3) library division
4) public school finance division

abolished-- -- library department
-- museum of New Mexico department, and board of regents of museum of New Mexico
-- public school finance division of department of finance and administration

administratively attached agencies (or even more distantly removed)
-- board of educational finance
-- museum of New Mexico regents
-- state board of education
-- vocational education schools

ENERGY AND MINERALS DEPARTMENT

consists of-- 1) administrative services division
2) energy conservation and management division
3) energy resources and development division
4) mining and minerals division
5) oil conservation division

abolished-- -- energy resources board
-- mine inspector board of examiners

absorbed-- -- coal surfacemining commission
-- energy resources board
-- oil conservation commission
-- research and development management
-- state geologist

DEPARTMENT OF AGRICULTURE

consists of-- 1) consumer and marketing services division
2) pesticide management division
3) plant industry division
4) producer services division

administratively attached agencies--
-- peanut commission
-- state livestock board

DEPARTMENT OF FINANCE AND ADMINISTRATION

consists of-- 1) administrative services division
2) automated data processing division
3) commodities division
4) financial control division
5) interagency printing division
6) investment council division
7) local government division
8) planning division
9) property control division
10) purchasing division
11) radio communications division
12) risk management division
13) state budget division
14) surplus property control division
15) telecommunications division

abolished-- -- advisory committee on land surveys
-- radio communications department
-- state planning office
-- state purchasing office

administratively attached agencies
-- board of finance
-- personnel board
-- personnel office

DEPARTMENT OF HIGHWAYS

(no new divisions under reorganization plan)

consists of-- 1) administrative division
2) construction division
3) design division
4) finance division
5) lands engineering division
6) maintenance division
7) planning and programming dividion

HEALTH AND ENVIRONMENT DEPARTMENT

consists of-- 1) administrative services division
2) behavioral health services division
3) environmental improvement division
4) health planning and development division
5) health services division
6) scientific laboratory division

abolished-- -- environmental improvement agency
-- health and social services board
-- health and social services department
-- hospitals and institutions board
-- hospitals and institutions department

HUMAN SERVICES DEPARTMENT

consists of-- 1) administrative services division
2) employment services division
3) income support division
4) social services division

abolished-- -- commission on aging
-- committee on children and youth
-- employment security commission and its supporting organizational units
-- health and social services board
-- health and social services department
-- labor and industrial commission
-- veterans service commission

administratively attached agencies--
-- commission of the status of women
-- human rights commission
-- office of Indian affairs

NATURAL RESOURCES DEPARTMENT

consists of-- 1) administrative services division
2) forestry division
3) parks and recreation division
4) soil and conservation division
5) water resources division

abolished-- -- forest conservation commission
-- office of the state engineer
-- parks and recreation commission
-- state trails advisory committee

administratively attached agency
-- state game commission

TAXATION AND REVENUE DEPARTMENT

consists of-- 1) administrative services division
2) oil and gas accounting division
3) property tax division
4) revenue division

abolished-- -- bureau of revenue
-- oil and gas accounting commission
-- property tax department

TRANSPORTATION DEPARTMENT
consists of-- 1) administrative services division
2) aviation division
3) motor transportation division
4) motor vehicle division
5) railroads and mass transit division

abolished-- -- aviation board
-- motor transportation department
-- motor vehicle department

ADJUNCT AGENCIES (OR SINGULAR OFFICES):
LINKED DIRECTLY TO THE OFFICE OF
THE GOVERNOR

OFFICE OF MILITARY AFFAIRS
consists of-- 1) civil air patrol divisio
2) civil emergency prepared
division
3) military division
abolished-- dapartment of civil air patrol

ALCOHOLIC BEVERAGE CONTROL DEPARTMENT
STATE RECORDS AND ARCHIVES COMMISSION
LICENSING AND EXAMINING BOARDS OF OCCUPATIONS
--and--proposed: HUMAN RIGHTS
STATUS OF WOMEN
INDIAN AFFAIRS

DEPOSITORY LIBRARY COUNCIL

Each depository library has appointed a representative to this council. It's purpose is to provide a communications network between the clearinghouse and the depository libraries. Needs of the depository libraries and suggested improvements for the depository library system are the main functions of this council. At the first meeting of the council, frequency of meetings and organizational structure will be discussed. This meeting will be announced shortly.

TRAINING

Under the rules of the state depository clearinghouse, each person named responsible for state documents in a depository library shall receive basic training within 9 months of their appointment. Advanced training sessions will be provided as needed. Additional information can be provided by the Librarian, State Documents Depository Clearinghouse.

BIBLIOGRAPHIC COVERAGE OF NEW MEXICO DOCUMENTS

Shelton, Wilma Loy. Checklist of New Mexico Publications 1850-1953. Albuquerque, New Mexico, University of New Mexico Press. 1954.

New Mexico. State Records Center and Archives. Publications Management Division. Publications and rules filed month of (). Santa Fe, 1968- Monthly.

New Mexico. State Records Center and Archives. Publications Management Division. Publications of New Mexico State Agencies. Santa Fe, 1970-1972. Annual.

New Mexico. Educational Finance and Cultural Affairs Department. State Library Division. New Mexico Selected List. Santa Fe, 1979- Bimonthly.

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ARTICLES AND PUBLICATIONS

This section will be mailed to you later as it is still being compiled. If you know of or have written any articles on New Mexico state documents for the NMLA newsletter or other library publications, please send them to me and I will send out this section.

Sandy Faull
Librarian, State Documents
Depository Clearinghouse
New Mexico State Library

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NM-H1

NM:H1

NEW MEXICO DOCUMENTS DEPOSITORY LAW

NMSA 1978 Supp. 18-2-4.1

STATE AGENCY MANUAL

Prepared by Sandra K. Faull

Librarian, State Documents Depository Clearinghouse

New Mexico State Library

February 1979

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ACKNOWLEDGMENTS

This manual is based on the Missouri Documents Depository Law: State Agency Handbook prepared by Maggie Johnson, Coordinator, Government Documents Division, Missouri State Library. Revised edition November 1978.

Special thanks go to Dale Propp, Documents Librarian, Texas State Library for his coordination of the Documents on State Documents notebooks gathered by the State and Local Taskforce of the Government Documents Round Table of the American Library Association. These notebooks and the various forms they contain have proved invaluable in the development of this manual.

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WHAT IS THE STATE DOCUMENTS DEPOSITORY LAW?

"Public access to government documents is essential to the successful operation of a democracy"
Congressman William S. Moorhead

NMSA 1978 Supp. 18-2-4.1 created an orderly method for allowing access to publications of the New Mexico state government. Before this legislation was enacted, citizens had difficulty obtaining or even knowing about materials which state agencies produced and agencies had problems in getting their publications to the people they were meant to help.

With the new law, New Mexico joins most other states in using libraries as a link between state government agencies and the citizens of the state. By taking advantage of existing library systems, the law does not require a costly bureaucracy to distribute state publications.

The depository law authorizes the state library to act as a center for the distribution of state publications throughout the state which it designates as depositories. State agencies deposit, upon release, the number of copies of their publications (up to 25) requested by the state library for the depository system, and the state library mails these copies to the depository libraries.

In accordance with the law, the New Mexico State library has designated sixteen (16) New Mexico libraries as official state documents depository libraries. Two out of state libraries have also been designated depository libraries: the Library of Congress and the Center for Research Libraries in Chicago.

THE STATE DOCUMENTS DEPOSITORY LAW IN NO WAY AMENDS OR ALTERS THE STATE RULES ACT AND THE OBLIGATIONS THEREOF (NMSA 1978 14-4-1)

WHAT CAN THE DEPOSITORY SYSTEM DO FOR YOU?

The New Mexico state documents depository system makes your agency publications available to all citizens in New Mexico with minimun effort on your part. A good geographical distribution is provided for all of your publications. (see map) In addition, publications which are limited in number can be provided to the public in a systematic way rather than on a "first come, first served" basis.

Since all depository libraries sign an agreement which makes state publications available on interlibrary loan, the total state has access to your agency publications. All of the staff and postage costs for this distribution are covered by the state library. Catalog cards are provided to those depository libraries which want them by the state library. This service provides access to your publications shortly after these publications arrive in each depository library.

This program is only as good as the participation. Please send us your publications, we'll do the rest.

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TYPES OF PUBLICATIONS TO BE DEPOSITED

The citizens of New Mexico are interested in almost everything which state agencies produce, not just the "popular" types of publications. Libraries receive requests for annual reports, budgets, research reports, rules, directories, maps...you name it. We are interested in making all of your publications execept sale items available through the depository system. If you have published something, chances are good that somebody wants to read it.

The definition of "publication" as given in SL Rule 79-1 includes all publications and rules except correspondance, inter-office memoranda, confidential publications and items for sale. In general, we'd like to use this definition for the depository program. However, there may be a few items which would not be useful to the public; for example; daily wage surveys which are obsolete the day after they are issued. If you have any question about the inclusion of one of your publications in the depository program, call the librarian State Documents Depository Clearinghouse at the New Mexico State Library. (827-2033). Most libraries have space problems so we won't ask you to provide anything which would be useless.

HOW TO DEPOSIT PUBLICATIONS

Distribution of state documents is handled by the New Mexico State library 300 Don Gasper St. P.O. Box 1629 Santa Fe, NM 87503. Please direct 22 copies of each of your publications which you mail or deliver to that address.

Please fill out one packing sheet for each publication you forward to the State Documents Depository Clearinghouse. This sheet will help us keep track of what has been sent to us and what needs to be claimed. On the next two pages, you will find sample copies of a packing sheet and a claim sheet.

A claim sheet will be sent to you if a) we have not received a publication your agency published or b) not enough copies have been received of a publication.

Additional copies of packing sheets can be obtained by calling or writing the State Documents Depository Clearinghouse, New Mexico State Library P.O. Box 1629, Santa Fe, NM 87503. (827-2033)

PLEASE NOTE: ALWAYS FILL OUT PART ONE OF THE PACKING SHEET.

Educational Finance & Cultural Affairs Department

NEW MEXICO STATE LIBRARY

P. O. BOX 1629 SANTA FE 87503 (505) 827-2033

CLIFFORD E. LANGE, *State Librarian*

STATE OF NEW MEXICO

PUBLICATION TO BE DEPOSITED WITH THE STATE LIBRARY PACKING SHEET

Please submit one copy of this form along with the publications to be deposited.....

I. *Bibliographic Information:*

*Title:*_____

*Date, Vol. & No. (If a periodical):*_____

*Series name and number, if any:*_____

*Numbers of copies enclosed:*_____

II. *Items for Sale. While the depository program does not include sales publications, the State Library would like to let the general public know what is available and how to obtain it. Please include the following information:*

*Price:*_____ *Checks to be made out to:*_____

*Publication to be ordered from:*_____

III. *Any questions about this publication should be directed to:*

*NAME:*_____ *AGENCY:*_____

*TELEPHONE:*_____

NOTE: Publications should be sent to: *State Documents Depository Clearinghouse*
New Mexico State Library
300 Don Gaspar
P.O. Box 1629
Santa Fe, New Mexico 87503

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Educational Finance & Cultural Affairs Department

NEW MEXICO STATE LIBRARY

P. O. BOX 1629 SANTA FE 87503 (505) 827-2033

CLIFFORD E. LANGE, *State Librarian*

CLAIM FOR PUBLICATION

The New Mexico State Documents Depository Clearinghouse needs_____ copies of the following publication(s) for its depository program. According to our records, these were not received under NMSA 1978 Supp. 18-2-4.1 Your cooperation in supplying this/these item(s) will be appreciated.

Mailing labels are enclosed for your convenience.

_____
Librarian, State Documents Depository Clearinghouse

For your reply:

Date: Signature:

NEW MEXICO STATE DOCUMENTS DEPOSITORY LIBRARIES

as of February 1, 1979

Alamogordo Public Library
920 Oregon Ave.
Alamogordo, NM 88310

Clovis-Carver Public Library
4th & Mitchell
Clovis, NM 88101

Donnelly Library
New Mexico Highlands University
Las Vegas, NM 87701

Farmington Public Library
302 North Orchard 8
Farmington, NM 87401

Gallup Public Library
115 West Hill Ave.
Gallup, NM 87301

Golden Library
Eastern New Mexico University
Portales, NM 88130

Mesa Public Library
1742 Central
Los Alamos, NM 87544

Miller Library
Western New Mexico University
Silver City, NM 88061

New Mexico State University
Box 3475
Las Cruces, NM 88003

New Mexico State University-Grants
1500 Third St.
Grants, NM 87020

Pannell Library
New Mexico Junior College
Lovington Highway
Hobbs, NM 88240

Raton Public Library
P.O. Box 1042
Raton, NM 87740

Roswell Public Library
301 North Pennsylvania Ave.
Roswell, NM 88201

Thomas Branigan Memorial Library
106 W. Hadley Ave.
Las Cruces, NM 88001

UNM School of Law Library
1117 Stanford NE
Albuquerque, NM 87131

Zimmerman Library
University of New Mexico
Albuquerque, NM 87131

OUT-OF-STATE DEPOSITORIES

State Documents Collection
Center for Research Libraries
5721 Cottage Grove Ave.
Chicago, IL 60637

Library of Congress
Exchange & Gift Division
Washington D.C. 20540

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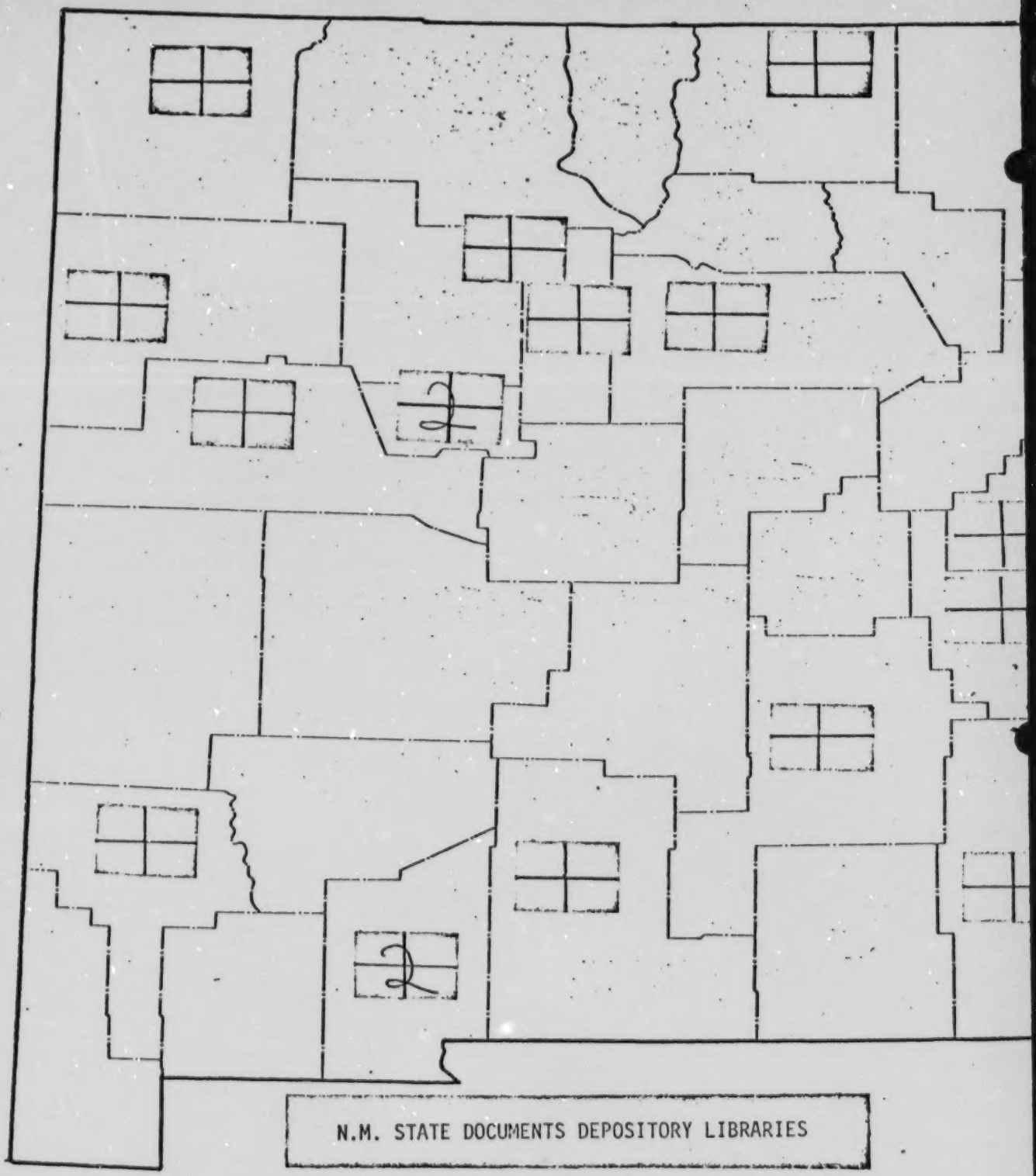

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18-2-4.1. State publications; copies required.

A. Unless otherwise directed by the state librarian, every state agency shall deposit twenty-five copies of all its publications intended for public distribution, when issued, with the state library depository for depository and distribution purposes, excluding those publications issued strictly for internal use and those intended for public sale.

B. The state librarian shall determine the number of copies of regularly issued publications required to meet the needs of the various libraries in the state, and shall inform the affected agencies of the exact number of copies required.

History: 1953 Comp., § 4-11-3.2, enacted by Laws 1978, ch. 140, § 2.

18-2-7.1. Distribution system; limitation.

The state library depository shall not engage in the direct distribution of state publications to the general public except in those cases where the state library does so in the course of operating as a library or a state extension service.

History: 1953 Comp., § 4-11-6.1, enacted by Laws 1978, ch. 140, § 3.

Appropriation. — Laws 1978, ch. 140, § 4, appropriates $32,000 from the general fund to the library division, or its successor agency, to develop and administer the state library depository and distribution system in the sixty-seventh fiscal year and provides that any unexpended or unencumbered balance shall revert to the general fund.

ARTICLE 3

State Museums and Societies

Sec.
18-3-2. Museum board of regents; appointment; terms; vacancies.
18-3-3. Board of regents; powers and duties.
18-3-4. Museum division; creation; director.
18-3-5. Director; powers and duties.
18-3-6, 18-3-7. Repealed.

18-3-2. Museum board of regents; appointment; terms; vacancies.

The "museum board of regents," comprised of seven members appointed by the governor, with the advice and consent of the senate, is created. In making the appointments the governor shall appoint residents of New Mexico and give due consideration to geographical distribution of the members. The members shall be persons conversant with or showing a continuing interest in history, fine arts, Indian art, folk art or anthropology. The members shall be appointed for terms of six years or less in such manner that the terms of at least two but no more than three members shall expire on July 8 of each odd-numbered year. Vacancies shall be filled by the governor for the remainder of the original term. Members of the museum board of regents shall receive per diem and mileage as provided for nonsalaried public officers in the Per Diem and Mileage Act [10-8-1 to 10-8-7 NMSA 1978], and shall receive no other compensation, perquisite or allowance.

History: 1953 Comp., § 4-12-33, enacted by Laws 1978, ch. 164, § 1.

Repeal. — Laws 1978, ch. 164, § 5, repeals 4-12-33 to 4-12-37, 1953 Comp. (18-3-2 to 18-3-7 NMSA 1978), relating to board of regents, director and private fund donations of the museum of New Mexico, effective March 31, 1978.

18-3-3. Board of regents; powers and duties.

The board of regents shall:

A. elect from among its members a president and other officers deemed necessary by it;

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RULES

Starting on the next page are the rules to the New Mexico Documents Law. SL 79-1.4 APPLIES TO ALL STATE AGENCIES. SL 79-1.5 provides standards for depository libraries which insure that your agency publications will be available to the public.

EDUCATIONAL FINANCE AND CULTURAL AFFAIRS
NEW MEXICO STATE LIBRARY
300 Don Gaspar
Santa Fe, New Mexico 87503

SL Rule 79-1 February 1, 1979

STATE DOCUMENTS DEPOSITORY CLEARINGHOUSE

1. These rules are published pursuant to the New Mexico Documents Law. (NMSA 78 supp. 18-2-4.1)

2. These rules in no way amend or alter the State Rules Act and the obligations thereof. (NMSA 78 14-4-1)

3. Rules binding on the State Documents Depository Clearinghouse.

   a. CHECKLIST: New Mexico State Records Center in cooperation with the State Documents Depository Clearinghouse shall publish an official list of state publications and rules received by both agencies.

   b. LIAISON: State agencies shall be notified to provide the proper numbers of copies of state publications and rules for distribution to depository libraries. Every effort shall be made to keep up an established liaison with state agencies in order to insure that adequate numbers of copies of state publications and rules are filed.

   c. DEPOSITORY LIBRARIES: The state librarian shall designate the institutions that will be depositories for New Mexico state documents.

   d. CLASSIFICATION OF DOCUMENTS: The State Documents Depository Clearinghouse staff will assign classification numbers to all state publications and rules received from any source prior to distribution to depository libraries.

   e. DEPOSITORY SHIPMENTS: The librarian, State Documents Depository Clearinghouse will forward on a regular basis, via the most economical means, shipments of state publications and rules to depository libraries.

   f. SHIPPING LISTS: The librarian, State Documents Depository Clearinghouse will provide sufficient bibliographic information on the monthly issues of the shipping list to enable depository libraries to check in the publications and rules received.

g. STATE AGENCY LIST: The librarian, State Documents Depository Clearinghouse shall publish from time to time an updated edition or revision of the state agency author headings list.

h. INFORMATION CLEARINGHOUSE: The librarian, State Documents Depository Clearinghouse shall, serve as an information clearinghouse with and among depository libraries on matters of interest such as availability of microfilm publications, discarded state publications and other matters of common interest. Such information will be added to the end of the shipping list or made available in the most expedient manner.

i. DEPOSITORY LIBRARY COUNCIL: The librarian, State Documents Depository Clearinghouse shall, in consultation with the state librarian, choose depository library representatives to form a council to the clearinghouse.

j. DEPOSITORY CONTRACT: The librarian, state documents depository clearinghouse will formulate the contract to be signed by the contracting depository libraries.

k. INSPECTIONS: The librarian, state documents depository clearinghouse will make periodic inspections of all depository libraries to determine that the regulations are being carried out.

l. TRAINING: The librarian, state documents depository clearinghouse will provide basic training to all designated personnel who are named responsible for state documents in depository libraries. In addition, advanced traing will be provided as needed.

m. OWNERSHIP: The New Mexico State library shall retain ownership of New Mexico State documents deposited in libraries within the state of New Mexico.

n. SALES ITEMS: Documents available only through purchase must be obtained directly from the agency of publication by the depository library, if it desires the publication.

4. Rules binding on State Agencies.

A. DEFINITIONS:

a. The term "State Agency" means every state office, officer department, division, section, unit, service, bureau, commission, committee, and subdivision thereof of all branches of the State Government and which agencies expend appropriations of state funds.

b. The term "publications" means any document, report, directory,

4. Rules binding on State Agencies.

A. DEFINITIONS CON'T:

b. bibliography, newsletter, pamphlet, brochure, periodical, or other printed material paid for in whole or in part by funds appropriated by the State Legislature or issued at the request of a State Agency; excepting however, correspondence, inter-office memoranda, confidential publications and items for sale.

c. The term "rule" means any rule, regulation, order, standard statement of policy, including amendments thereto or repeals thereof, issued or promulgated by an agency of state government and purporting to affect one (1) or more agencies besides the agency issuing such rule or to affect persons not members or employees of such issuing agency.

B. In addition to publications, all rules and regulations promugated by all state agencies shall be deposited with the Clearinghouse and New Mexico State Records Center.

C. PUBLICATIONS OFFICER: Each State Agency shall inform the New Mexico State Documents Clearinghouse, and New Mexico State Records Center of the person, persons or positions responsible for collecting publications and rules of that agency.

5. Rules binding on the depository libraries.

Any officially designated depository library shall agree to the following conditions, with the understanding that prolonged failure to comply with the provisions is sufficient grounds for cancellation of the contract and the removal of the privileges of the depository library status.

a. SPACE: The depository shall provide space to adequately house the publications and rules in a manner approved by the clearinghouse. (subject to inspection.)

b. RECORD OF RECEIPT: The depository shall provide an orderly systematic record of receipt of all documents from the Clearinghouse and all state publications and rules shall be processed and shelved within thirty days after receipt.

c. REFERENCE SERVICE: The depository shall provide personnel to provide service to patrons of the depository in the use of such publications and rules.

d. PUBLIC ACCESS: the depository agrees to make the documents

5. Rules binding on the depository libraries con't.

d. available for public use and in the case of microforms, to provide adequate equipment for viewing them.

e. INTERLIBRARY LOAN: The depository agrees that all patrons' concerning state documents that it cannot fill will be channelled within a reasonable amount of time through the regular New Mexico Interlibrary Loan Network.

f. CLAIMS: Publications and rules listed on a shipping list, but not received or defective copies should be claimed within thirty days of receipt of the shipping list. The exception would be insufficient copies of a publication or rule which will be indicated on the shipping list.

g. RETENTION: Retention of state documents shall be for a five year period, unless modified by the State Documents Depository Clearinghouse. Disposal of publications needs the prior approval of the State Documents Depsoitory Clearinghouse.

h. TRAINING: Designated personnel for state documents in depository libraries shall be required to take basic training provided by the State Documents Depository Clearinghouse within nine (9) months of their appointment. In addition, the designated personnel will be responsible for attending any advanced training provided by the State Documents Depository Clearinghouse.

i. TERMINATION: The depository library may terminate its status on a six (6) month written notice to the state librarian which notice shall state the cause of termination. Upon termination of the contract, the Depository Library shall ship within a resonable time, all documents to the Clearinghouse or to such other depositories as may be specified by the Clearinghouse.

Aproved:

Clifford Lange
State Librarian

NM:H2
#4

THE NEW MEXICO STATE DOCUMENTS C L A S S I F I C A T I O N SYSTEM

BY

Documents Staff

New Mexico State Library

Santa Fe

1978

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SOME BACKGROUND INFORMATION

Orginally, the New Mexico State Library treated the state publications in the same manner as the periodicals; they were checked in on agency cards and shelved randomly under agency. There was no subject approach, which meant depending on the librarian's memory or checking through the titles listed on the agency card. As the State Library received more and more documents, especially after the State Rules Act went into effect in 1967, there was a pressing need to organize the New Mexico state publications in a more efficient manner so that the information contained in them would be retrievable.

Sylvia Cook, Documents Librarian (1968-1972) developed the present classification system in Cooperation with Mr. E.J. McGrath and Edward Griego in the publications division at the State Records Center. It was primarily developed for personal in-house use. Mrs. Cook wanted to find a system that would be compatible with the Superintendent of Documents (SuDoc's) classification system used for the federal documents. She wrote to several state libraries, but found that what [illegible] were using was best suited for their publications and did not really apply to New Mexico. So Mrs. Cook developed her own system, borrowing ideas from the SuDoc classification, i.e., use of a letter and stem number to denote an agency. Also, the series breakdown is adopted from the SuDoc classification such as 1. is always an annual report.[1]

Where the classification system does differ from the SuDoc classification scheme is in the subject approach rather than in the agency approach for determing the stem notation. Mrs. Cook listed the New Mexico state agencies, using the Governor's Committee on Reorganization of State Government's Final Report, 1970, plus a list of new agencies supplied by the State Records Center. She found the agencies fell into broad subject areas, such as education, finance, health, military and labor.[2] A letter was assigned to each subject. Then the agencies were organized under the appropriate subject area and assigned a stem number, leaving numbers free between agencies for future expansion. In the SuDoc system major agency is designated alphabetically such as "A" for Agriculture Department, "JU" for Judiciary, and "LC" for Library of Congress; whereas, in the state system the Agriculture Department is under the subject "X" Land Resources" agriculture, the Justice Department under "B" Judiciary and the Library under "F" Education; related agencies.

Then the task of putting the system into effect began. As the documents, both retrospective and new were classified, a subject card file developed. This created a card file with three points of access and control: Agency, shelflist and subject.[3]

The New Mexico State Library is presently the only depository library for state documents. The State Rules Act requires each executive agency file rules and regulations and other publications with the State Records Center. These are time stamped, which is especially important for rules, since no rule is valid or enforceable unless filed. The publications are assigned classification numbers at this point. Three copies of all documents filed are delivered to the State Library.

A monthly list is issued by the State Records Center of publications filed the previous month. The subject indexing (using Library of Congress subject

headings) is done by the documents staff at the State Library. Approximately 320 lists are distributed monthly to state agencies, public libraries, lawyers and other interested parties, including paid subscribers, in and out of state. These monthly lists were started in 1969 and before that there had been two annual compilations (1967-68, 1968-69). For a while there were monthly plus annual cummulative issues. Starting January 1973, the annual cummulations were stopped and now there are only the monthly lists. Classification numbers were first included in the monthly list August 1974, at the same time the subject index was introduced.

Compiling a list of state agencies, past present and future is not the easiest thing to do. We used the definition from the New Mexico Statutes 71-7-2, "...any agency,board, commission, department, institution, or officer of the State Government...". The original list of agencies came from the Final Report of the Governor's Committee on Reorganization of State Government, January 1, 1970. From there it's been rather hit or miss. There are agencies listed that no longer exist, but we kept a class number for them should old documents turn up. Some agencies we left out since we had no publications from them and it seemed doubtful that there ever would be any. Some agencies have such intriguing titles, we just could not leave them out. Some agencies have changed their names many times. Some are in the process of being eliminated, some being established. So it is not a complete list. It's the list of state agencies the Records Center and State Library use.[4]

All this would not have been possible without the patient and humorful helpfulness from Edward Griego at the State Records Center. What with the Statutes, the yearly laws, newspaper articles he reads, and the word of mouth reports he hears, Mr. Griego has been able to update the agency list tremendously.

The classification system has worked well for both agencies. The State Library presently has a collection of 40,000 state documents, all organized within this scheme. Checking in and shelving alphabetically by agency would be easier for a library with a smaller state publications collection. A library might consider using the classification scheme when the searching and retrieving of a document takes twice as long as for a book or when the original cataloging takes more time than copying the classification number from the monthly list from the Records Center.

Should you have questions about the classification scheme, the Documents Staff at the State library will be glad to help you. By mail, the address is Documents Department, New Mexico State Library, P.O. Box 1629, Santa Fe, NM 87503. By phone, (505) 827-2033 is the number to call and the TWX number is 910-985-0683.

SERIES CLASSIFICATION

.1-.19 Reports

Periodical publications giving information about the work of the agency.

Annual (.1), monthly (.2), financial (.3), statistical (.4) final reports (.5), and proceedings (.6).

.21-.29 Rules and regulations

Rules (.21), regulations (.22), opinions (.23), decisions (.24), standards (.25) and guidelines (.26).

.31-.39 Laws

Also includes bills and resolutions

.41-.59 Series giving general information

Bulletins (.41), circulars (.42), leaflets (.43), pamphlets (.44), technical reports (.45), scientific reports (.46), and research reports (.57).

.61-.69 Series giving instructions

Handbooks (.61), manuals (.62), guides (.63), and digests (.64)

.71-.79 Lists of information

Directories (.71), catalogs (.72), yearbooks (.73), registers (.74), and indexes (.75).

.81-.89 General publications

Publications not issued in series

.91-.99 Periodicals

Publications giving information for the public consumption, not information about the work of the agency.

Footnote # 2

SUBJECT DIVISIONS

A	LEGISLATURE	
		LEGISLATIVE COMMITTEES
		LEGISLATIVE AGENCIES
B	JUDICIARY	
C	EXECUTIVE	
		GOVERNOR
		GUBERNATORIAL AGENCIES
D	PUBLIC FINANCE	
		FINANCE
		ADMINISTRATION
		REVENUE
		ASSESSMENT AND APPRAISAL
		OIL AND GAS ACCOUNTING
F	EDUCATION	
		HIGHER EDUCATION
		PUBLIC EDUCATION
		RELATED AGENCIES
H	HEALTH AND SOCIAL SERVICES	
		MENTAL AND PHYSICAL HEALTH
		AIR AND WATER CONTROL
		SERVICES TO THE AGED
		SERVICES TO YOUTH
K	HOSPITALS AND INSTITUTIONS	
		CORRECTIONS
M	MILITARY AFFAIRS	
		NATIONAL GUARD
		CIVIL AND DEFENSE MOBILIZATION
		CIVAL AIR PATROL
		VETERANS' SERVICE
P	PUBLIC SAFETY	
		STATE POLICE
		FIRE PREVENTION AND CONTROL
		MOTOR VEHICLES
		BUILDING AND CONSTRUCTION SAFETY
R	LICENSURE	
		COMMERCIAL
		MEDICAL
		PUBLIC SAFETY
T	COMMERCE	
		FINANCE AND UTILITY REGULATION
		MARKET
		TRANSPORTATION
V	LABOR	
		EMPLOYMENT SECURITY
		HUMAN RIGHTS
		LABOR AND INDUSTRIAL
X	LAND RESOURCES	
		LAND
		PARKS, FORESTRY AND WILDLIFE
		AGRICULTURE
		MINERALS
		ENERGIES
		HYDROGRAPHY
Z	ROADS AND HIGHWAYS	

Footnote # 3

SAMPLE CARDS FROM THE NEW MEXICO STATE D O C U M E N T ' S CARD CATALOG

AGENCY CARD

LIBRARY COMMISSION, 1941- F 841
.1 annual reports
.10 financial reports
.18 plans
.21 standards
.31 laws
.41 occasional papers
.65 manuals, guides, handbooks
.71 catalogs
.81 bibliographies

AGENCY CARD

EDUCATION, DEPARTMENT OF F 401
EDUCATION, STATE BOARD OF
SUPERINTENDENT OF PUBLIC INSTRUCTION
1923-67, 1967-
.1 report of activities (annual)
.4 statistical reports
.5 misc. reports
.12 biennial reports
.15 evaluation reports
.19 board meetings
.21 regulations (for previous regulations see F 401.44, certificates)
cont. next card

SHELFLIST CARD

NM
F 841.65 New Mexico State Library
I 61 NEMISYS. New Mexico Information System. Inter-library loan. August 5, 1975.

SHELFLIST CARD

NM
F 401.21 New Mexico Department of
1978 Education
1 - 3 Regulations

78-1 Minimum standards for school buses, 1978 revised edition. Jan. 26, 1978
78-2 Procedures for negotiating and awarding school bus contracts. April 24, 1978
78-3 Governing appeals to the State Board of Education from decisions of local boards of education. April 28, 1978
Supersedes F 401.44:75-9

SUBJECT CARD

NM
F 841.65 Inter-library loans
I 61 New Mexico State Library
NEMISYS. New Mexico Information System. Inter-library loan. August 5, 1975.

SUBJECT CARD

NM
F 401.21 School buses - standards
78-1 New Mexico Department of
Education
Regulations

78-1 Minimum standards for school buses. 1978 revised edition. January 26, 1978

STATE AGENCIES AND THEIR CLASSIFICATION NUMBERS

Accountancy Board	R 101
Adjutant General	M 111
Administrative Office of the Courts	B 201
Aged, Citizens' Advisory Committee on the	H 802
Aging, Advisory Council on	H 803
Aging, Governor's Commission on	H 804
Aging, Commission on	H 801
Aging Services, Bureau	H 801
Agricultural Experiment Station	X 309
Agricultural Extension Service	X 311
Agriculture and Home Economics, College of	F 203
Agriculture and Mechanic Arts, College of	F 201
Agriculture Department	X 301
Air and Water Pollution, Governor's Policy Board on	H 541
Air and Water Pollution, Governor's Technical Advisory Committee on	H 561
Air National Guard	M 122
Alcoholic Beverage Control Department	T 101
Alcoholism, Division of /Section	H 373
Alcoholism, Governor's Advisory Council on	H 373
Anapra, The Development of a Port of Entry Near	T 641
Apprenticeship Council	V 621
Archaeologist, State	X 101
Architect, Board of Examiners for	R 701
Armory Board, State	M 131
Army National Guard	M 121
Arts Commission/Division, New Mexico	F 811

Attorney General	B 601
Auditor, State	D 151
Automated Data Processing Department	D 637
Automated Data Processing Administrative Committee	D 637
Automated Data Processing, Advisory Committee	D 637
Aviation Board/Division	T 831
Banking, Commissioner of and Department of	T 111
Bar Commission, State	B 221
Bar Examiners, Board of	B 241
Barber Examiners, Board of	R 901
Basic Sciences, Examiners	R 401
Behaviorial Health Services Division	K 101
Bicentennial Commission, American Revolution	X 201
Border Commission, New Mexico	C 430
Boy's School, New Mexico	K 731
Broadcasting, Governor's Commission on Public	D 421
Budget Division	D 205
Building Materials Research and Testing Institute	P 601
Business and Economic Research, Bureau of	F 112
Business Research, Bureau of	F 112
Canvassing Board, State	C 801
Capitol Improvement Commission	D 662
Capitol Buildings Improvement Commission	D 664
Capitol Custodian	D 201
Career Development Committee	C 401
Carey Act Land Board	X 171
Carrie Tingley Cripped Children's Hospital	K 236
Cattle Sanitary Board	X 440

Certification Board	T 131
Chavez Statue Committee	C 211
Children and Youth Advisory Council	H 901
Children and Youth, Committee on	H 901
Children and Youth Services Bureau	H 901
Chiropodists Board	R 474
Chiropractic Examiners, Board of	R 409
Civil Air Patrol	M 401
Civil and Defense Mobilization Board	M 302
Civil and Defense Mobilization, Office of	M 301
Civil Defense Council for New Mexico	M 304
Class A Counties Boundaries	C 439
Clovis Campus of Eastern New Mexico University	F 253
Coal Surface Mining Commission	X 771
Collection Agency Board	R 110
Commerce and Industry Dept.	T 500
Commodity Unit	D 201
Community Affairs Bureau	C 421
Compilation Commission, New Mexico	B 261
Conservation Commission	X 281
Conservation Needs Committee	X 291
Constitutional Convention (1912)	A 100
Constitutional Convention (1969)	A 110
Constitutional Revision Commission	A 111
Construction Industries Commission/Division	R 712
Consumer Credit Bureau	
Consumer Protection Division	B 601
Contractors' Licensing Board	R 713
Cooperative Extension Service	X 313
Corporation Commission, State	T 301
Corrections Department/Division	K 701

Cosmetology Board	R 911
Cotton-Picking Machinery Fumigation License Board	R 767
County Flood Commissioners	X 931
Court of Appeals	B 151
Courtesy and Information, Department of	T 801
Crime and Delinquency, New Mexico Council of the National Council on	K 881
Crime Commission for New Mexico	B 741
Crime Prevention Council, Governor's Organized	C 410
Criminal Justice Department	K 700
Criminal Justice Planning, Governor's Council on	C 422
Criminal Justice Program	F 111
Criminal Law Study Committee	A 581
Cuban Refugee Committee	C 214
Cultural Properites Review Committee	C 431
Deaf, New Mexico School for the	K 246
Deeds, Commissioners of	X 121
Dental Examiners	R 417
Development, Advisory Board, Department of	T 501
Development, Department of	T 501
Developmental Disabilities Planning and Advisory Council	F 415
Digest Commission, New Mexico	B 281
Drug Abuse Agency	H 383
Drug Abuse, Governor's Advisory Committee on	H 382
Drug Abuse Task Force, Governor's	K 101
Dry Cleaning Board	R 921
Eastern New Mexico University	F 251

Eastern New Mexico University, Clovis Campus	F 253
Eastern New Mexico University, Roswell Campus	F 252
Economic Advisors, Governor's Council of	C 101
Economic Development Authority	T 511
Economic Development Coordinating Council	T 512
Economic Development Division	T 501
Economic Development, Governor's Commission on	T 513
Economic Opportunity, Office of	C 421
Education, Commission on Post-Secondary	D 421
Education, Department of	F 401
Education, State Board of	F 401
Educational Finance, Board of	D 421
Educational Finance and Cultural Affairs Department	F 700
Educational Retirement Association and Board	D 461
Elections, Bureau of	C 801
Electrical Administration Board	R 714
Electrical Board/Bureau	R 719
Embalmers and Funeral Directors Board	R 931
Employees' Group Insurance Committee	C 415
Employment Agency Board	R 115
Employment of the Handicapped, Governor's Committee on	V 351
Employment Security Commission	V 101
Employment Services Division	V 101
Endowed-Care Cemetery and Mausoleum Division	T 111
Energy and Minerals Department	X 830
Energy Committee, Legislative	A 560
Energy Conservation and Management Division	X 833
Energy Impact Task Force, Governor's	C 101
Energy Institute, New Mexico (UNM)	F 115
Energy Institute, New Mexico (NMSU)	F 202
Energy Institute, New Mexico (NM Tech)	F 312

Energy Resource and Deveopmental Division	X 833
Energy Resources Board	X 830
Energy Task Force, Governor's	X 830
Energy Tax Study Committee, Governor's	X 830
Engineer, State	X 901
Engineering Experiment State	F 206
Engineering Research, Bureau of	F 120
Engineers and Land Surveyors Board, Professional	R 734
Environmental Improvement Agency/Division	H 600
Environmental Institute, New Mexico	H 621
Environmental Quality, Council on	H 531
Environmental Research and Development, Center for	F 111
Evacuation Authority, New Mexico	M 305
Export Marketing Bureau	T 501
Fair Commission, State	T 631
Fair Employment Practises Commission	V 305
Finance and Administration, Department of	D 201
Finance, State Board of	D 401
Financial Control Division	D 209
Financial Institutions Division	T 111
Fire Board and Marshal, State	P 305
Fish and Wildlife Services, United States	X 261
Food Nutrition and Health Advisory Committee	H 101
Forestry, Conservation Commission	X 226
Forestry, State Department of/Division	X 221
Fort Bayard Hospital	K 226
Fort Stanton Hospital	K 206
Four-Corners Area Regional Alliance of Businessmen	T 651
Four Corners Regional Commission	C 461
Game and Fish,Department of	X 251
General Construction Board/Bureau	R 717

Geologist, State	X 811
Geology Bureau	X 811
Gerontology Center	F 111
Girls' School, New Mexico	K 721
Government, Division	F 111
Governor	C 101
Grants Administration, Office of Special	C 420
Health Agency, State	H 101
Health and Environment Department	H 201
Health and Social Services, Department of	H 101
Health Planning and Development Division	H 206
Health Planning Division, Comprehensive	H 101
Health Services Division	H 204
Health Services, Governor's Council for Emergency	H 101
Hearing-Aid Dealers & Fitters Licensing Board	R 128
Higher Education Council on the Quality of Life in NM	F 391
Highlands University, New Mexico	F 291
Highway Department, State	Z 100
Historian, State	F 821
Historic Sites Commission	C 432
Hospital, New Mexico State	K 216
Hospital Advisory Committee	K 411
Hospital Council, Advisory	H 310
Hospital Study Committee	K 421
Hospitals and Institutions, Department of	K 101
Hospital Board, Combined	K 102
Hospitals Board, Special	K 104
Hospitals Board, State General	K 103
House	A 400

Housing Authority, State & Advisory Committee	C 430
Human Resources Development, Center for	F 111
Human Resources, Division of	C 421
Human Rights Commission	V 301
Human Services Department	H 101
Humanitites, Governor's Commission on	V 331
Immigration, Bureau of	P 701
Income Support Division	H 101
Indian Affairs Commission on /Office of	F 861
Indian Ceremonial Association, Intertribal	T 671
Indian Justice Planning Project	B 721
Industrial Development Bureau	T 501
Institute for Applied Research Services	F 111
Institute for Social Research and Development	F 111
Institutional Council	K 401
Insurance Department, Board & Superintendent	T 321
Insurance Salesmen Licensing Authority	R 137
Integrity & Accountability in Government, Governor's Advisory Committee on	C 101
Inter-Agency Services	D 201
Intergovernmental Cooperation Commission	A 641
Interstate Crime Commission	B 731
Interstate Oil Compact Commission	X 821
Interstate Stream Commission	X 911
Interstate Water Compact	X 912
Intertribal Indian Ceremonial Association	T 671
Investment Council/Division, State	D 411
Judicial Council, New Mexico	B 701

Judicial Standards Commission	B 711
Judicial Systems Study Commission	B 715
Junior College, New Mexico	F 351
Justice Department	B 501
Juvenile Institutions Board, Combined	K 831
Juvenile Probation Services	K 801
Keep New Mexico Beautiful Committee	C 231
Labor and Industrial Commission/Bureau	V 601
Land Development Study Commission	X 181
Land Office, State	X 101
Land Surveys, Advisory Committee on	X 187
Land Title Study Committee, Governor's	X 131
Lands, Commissioner of Public	X 101
Law Enforcement Academy, New Mexico	P 110
Law Enforcement, Governor's Policy Board on	B 741
Legislative Advisory Council on the State Resources Development Plan	A 683
Legislative Auditory and Commission	A 621
Legislative Council Service	A 601
Legislative Examining & Licensing Investigating Committee	A 571
Legislative Finance Committee	A 501
Legislative Maintenance Division	D 663
Legislative Reference Bureau	A 601
Legislative School Study Committee	A 541
Legislative University Study Committee	A 542

Leisure and Recreation, Center for	F 111
Library, New Mexico State (Division)	F 841
Lieutenant Governor	C 701
Liquefied Petroleum Gas Commission/Bureau	P 321
Liquor Control Division	D 801
Liquor Law Study Committee, Governor's	C 101
Livestock Board	X 439
Local Government Division	D 217
Local Public Bodies Boundaries	C 441
Los Lumas Hospital and Training School	K 211
Management Advisory Committee	C 251
Manpower Planning and Grant Administration, Office of	C 420
Manpower Planning Council	V 631
Manpower Services Council, New Mexico State	V 641
Mapping Advisory Committee, New Mexico	X 911
Massage, Board of	R 141
Meadows Home for the Aged	K 241
Mechanical Board /Bureau	R 721
Medical Examiners, Board of	R 425
Medical Investigator, Office of the	P 401
Mental Health Committee, Statewide Plan	H 364
Mental Health, Governor's Task Force on	H 355
Mental Retardation, Interagency Committee on	H 328
Mental Retardation Program Coordinating Council on	H 337
Mentally Retarded, Community Centers for the	H 346
Mentally Retarded, Council on	H 319
Metropolitan Boundaries Commission	C 435

Middle Rio Grande Conservancy District	X 971
Military Affairs Department	M 101
Military Institute, New Mexico	F 331
Mine Inspection Bureau	X 741
Mine Inspector, Boards of Examiners	X 741
Mine Inspector, State	X 741
Miners Hospital	K 201
Mines and Minerals, State Bureau of	X 701
Mining & Technology, New Mexico Institute	F 311
Mining Safety Advisory Board	X 741
Mobile Home Trade Board	R 715
Mobile Housing Commission /Division	R 715
Motion Picture Industry Promotion Commission, NM	T 501
Motion Picture Promotion Bureau	T 501
Motor Transport Board	T 811
Motor Transportation, Department of/Division	T 801
Motor Vehicles, Department of/Division	P 501
Mounted Patrol	P 131
Municipal Boundary Commission	C 437
Museum of New Mexico	F 701
Natural Resources Conservation Commission	X 921
Natural Resources Department	X 200
New Mexico Junior College	F 351
New Mexico Magazine	T 502
New Mexico State Authority	D 821
Nike-Hercules Site Study Committee	M 345
Northern New Mexico State School	F 371
Northern New Mexico Community College	F 371
Notaries Public	C 801

Nursing Board	R 433
Nursing Home Administrators, Board of	R 148
Occupational Health and Safety Committee	H 600
Oil and Gas Accounting Commission/Division	D 871
Oil Conservation Commission/Division	X 801
Old Lincoln County Memorial Commission	F 721
Optometry, Board of Examiners in	R 441
Osteopathic Examiners	R 449
Palomas-Casas Grande Road Committee	Z 300
Parks and Recreation Commission, State (Division)	X 201
Parole Board, State	K 742
Peanut Commission	X 477
Penitentiary, New Mexico State	K 711
Personnel Board, State	C 401
Pesticides Committee	X 481
Pharmacy Board	R 457
Photographers Board	R 164
Physical Therapists Licensing Board	R 465
Planning Office, State (Division)	C 430
Plumbing Administrative Board	R 720
Podiatry Board	R 473
Police Academy Board	P 111
Police Board, State (Division)	P 101
Polygraphy Examiners Board	R 173
Port of Entry Study Committee, Governor's	T 641

Prison Industries, Citizens Advisory Council on	K 861
Private Investigators Licensing Authority	B 601
Probation and Parole Board	K 741
Promotion of Uniformity of Legislation in the United States, Commission for the	A 681
Property (Appraisal) Tax Department/Division	D 851
Property Control Division	D 601
Psychologist Examiners, Board of	R 481
Public Employee's Retirement Association & Board	D 471
Public Health, Department of	H 102
Public Land Law Review Committee	X 151
Public Lands, Commissioner of	X 101
Public Records, State Commission of	F 821
Public School Capital Outlay Act Advisory Council	D 201
Public SChool Finance Division	D 221
Public School Plant Facilities Commisssion	F 446
Public School Study Committee	F 441
Public Service Commission	T 351
Public Welfare, Department of	H 103
Purchasing Agency, State (Division)	D 618
Purchasing Standards & Specifications Committee	D 618
Racing Commission, State	T 611
Radio Communications, Department of/Division	P 105
Radiation Technical Advisory Council	H 600
Railroad Authority, New Mexico	X 201
Range Management Task Force, New Mexico	C 430

Real Estate Commission	R 155
Reciprocity Commission	T 821
Records Center and Archives, State	F 821
Recreation Priorities Advisory Committee	X 205
Regional Economic Development Council	T 515
Regional Housing Authority	C 445
Rehabilitation Center, Northern New Mexico	F 415
Reorganization of State Government, Governor's Committee on	C 447
Revenue, Bureau of and Commissioner of	D 801
Revenue Training Program, Bureau of	F 111
Roswell Campus of Eastern New Mexico University	F 252
Roswell Rehabilitation Center	K 231
Rural Electrification Authority	X 841
Sanitarians Board	H 600
Savings and Loan Bureau	T 121
School of Law	F 131
School of Medicine	F 135
Science Commission	F 831
Scientific Advisory Committee, Governor's	C 272
Scientific Laboratory System, New Mexico (Division)	H 101
Search and Rescue Review Board, State	C 101
Secretary of State	C 801
Securities, Commissioner of /Bureau	T 121
Selective Service, Director of	M 112
Senate	A 300
Sheep Sanitary Board	X 441
Sire Registration Board	X 473

Small Business Advisory Council	T 661
Social Security Division	D 471
Social Services Agency	H 101
Soil and Water Conservation Committee/Division	X 921
Spaceport Committee, Governor's	C 276
Special Services Center	F 111
State and Local Government Relations Committee	C 278
State Reorganization Committee	C 446
State University, New Mexico	F 201
State University, New Mexico at Alamogordo, Carlsbad, Grants, San Juan Campus	F 201
Statehood Commemoration Commisssion	C 279
Statewide Television for EducationPurposes, Commission on	F 456
Statuary Hall Commission	C 211
Stripmining, Governor's Study Commission on	X 771
Sugar Beet Industry Committee	X 485
Superintendent of Public Instruction	F 401
Superintendent of Reformatory	K 821
Supreme Court	B 101
Surface Mining Bureau	X 771
Surplus Property Agency/Division	D 611
Tax Advisory Committee, Governor's	D 811
Tax Appeal Board	D 853
Tax Commission, State	D 851
Taxation and Revenue Department	D 800
Teachers' Salary Needs, Governor's Council on	F 451
Technical Excellance in New Mexico, Governor's Committee on	T 501

Technical Vocational School, New Mexico	F 371
Technology Application Center	F 111
Telecommunciations Office of	D 648
Telephone System, Central	D 648
Territorial Legislature	A 200
Tourism and Travel Division	T 503
Tourist Division	T 501
Trade Commission, International	T 501
Traffic Safety Division	P 521
Trails Advisory Committee, State	X 201
Training and Education Bureau	P 110
Training and Volunteerism, Bureau of	C 401
Transporation Department	P 500
Treasurer, State	D 101
Tuberculosis Hospitals Board	K 105
University of New Mexico	F 101
University of New Mexico at Gallup	F 101
University of New Mexico Northern Branch College	F 102
Utility Operators Certification Board	H 600
Vegetable and Weed Seeds Board	X 467
Veterans Approval Division	M 511
Veterans Service Commission/Bureau	M 501
Veterans Training, Governor's Approval Committee for	M 511
Veterinary Examiners, Board of	R 489
Villa Solano State School	K 221
Visually Handicapped, New Mexico School for the	K 251
Vocational Education Division	F 413

Vocational Rehabilitation Division	F 415
Volunteerism, Bureau of Training and	C 401
Voting Machine Committee	C 801
War Museum, State	F 711
Water Pollution Control, Governor's Advisory Council to the NM Dept. of Public Water on	H 521
Water Quality Control Commission	H 600
Water Resources Development Committee	X 941
Water Resources Division	X 901
Water Resources Research Institute	X 961
Weather and Crop Service Director	X 341
Weather Control and Cloud Modification Commission	X 342
Welfare Agency, State	H 101
Western New Mexico University	F 271
Wildlife Services, Division of	X 261
Women, Commission on the Status of	V 341
Youth, New Mexico Commission on	H 91?

A LEGISLATURE

A 100	Constitutional Convention, 1912
A 110	Constitutional Convention, 1969
A 111	Constitutional Revision Commission, 1963-69
A 200	Territorial Legislature
A 300	Senate
A 400	House

LEGISLATIVE COMMITTEES

A 501	Legislative Finance Committee
A 541	Legislative School Study Committee, 1967
A 542	Legislative University Study Committee
A 560	Legislative Energy Committee
A 571	Legislative Examining and Licensing Investigating Committee
A 581	Criminal Law Study Committee

LEGISLATIVE AGENCIES

A 601	Legislative Council Service (formerly Legislative Reference B.)
A 621	Legislative Audit Commission and Auditor, 1965-69
A 641	Intergovernmental Cooperation Commission, 1937-63, 1963-
A 681	Commission for the Promotion of Uniformity of Legislation in the United States, 1917-67
A 683	Legislative Advisory Council on the State Resources Development Plan, terminated 1967

B JUDICIARY

B 101	Supreme Court
B 151	Court of Appeals
B 201	Administrative Office of the Courts Juvenile Probation Services, se K801
B 221	Bar Commission, 1925-
B 241	Bar Examiners, 1925
B 261	New Mexico Compilation Commission, 1953-
B 281	New Mexico Digest Commission, 1947-69
B 501	Justice Department, 1933-
B 601	Attorney General Consumer Protection Division Private Investigators Licensing Authority, 1965-
B 701	Judicial Council, 1969-
B 711	Judicial Standards Commission, 1968-
B 715	Judicial Systems Study Commission
B 721	Indian Justice Planning Project, inactive
B 731	Interstate Crime Commission, 1935-67
B 741	Crime Commission for New Mexico, 1967-68
B 741	Governor's Policy Board for Law Enforcement, 1968-70

C GOVERNOR'S OFFICE

C 101 Governor
- Governor's Advisory Committee on Integrity and Accountability in Government, 1975-
- Governor's Council of Economic Advisors, 1975-
- Governor's Energy Impact Task Force, 1976-
- Governor's Liquor Law Study Committee, 1975-
- State Search and Rescue Review Board, 1976-

GUVERNATORIAL AGENCIES

C 211 Statuary Hall Commission (Chavez Statue Committee), inactive
C 214 Cuban Refugee Committee
C 231 Keep New Mexico Beautiful Committee, terminated 1967
C 251 Management Advisory Committee, terminated 1967
C 272 Scientific Advisory Committee, Governors, 1967-
C 276 Spaceport Committee, Governor's, terminated 1967
C 278 State and Local Government Relations Committee, terminated 1967
C 279 Statehood Commemoration Commission, terminated
C 401 State Personnel Board
- Bureau of Training and Volunteerism
- Career Development Committee

C 410 Governor's Organized Crime Prevention Council, 1972-
C 415 Employee's Group Insurance Committee, terminated
C 420 Office of Manpower Planning and Grant Administrations
- Office of Special Grants Administration, inactive

C 421 Division of Human Resources, 1975-78,
Community Affairs Bureau, 1978-(HSD)
(formerly Office of Economic Opportunity)
C 422 Governor's Council on Criminal Justice Planning, 1971-78
1978 on see K700
C 430 State Planning Office, -1978
State Planning Division, 1978- (DFA)
- New Mexico Border Commission, 1973-
- New Mexico Range Management Task Force, 1971-
- State and Advisory Committee Housing Authority, 1975-

C 431 Cultural Properties Review Committee
C 432 Historic Sites Commission, terminated 1969
C 435 Metropolitan Boundaries Commission, 1967-76
C 437 Municipal Boundary Commission, 1965-
C 439 Class A Counties Boundaries, terminated
C 441 Local Public Bodies Boundaries, terminated 1967
C 445 Regional Housing Authority, 1967-
C 446 State Reorganization Committee
C 447 Governor's Committee on Reorganization of State Government, 1967-, inactive
C 461 Four Corners Regional Commission
C 701 Lieutenant Governor
C 801 Secretary of State
- Bureau of Elections, 1969-
- Notaries Public, 1969-
- State Canvassing Board
- Voting Machine Committee, 1969-76

D FINANCE AND ADMINISTRATION

D 101 State Treasurer
D 151 State Auditor

FINANCE

D 201 Department of Finance and Administration
Capitol Custodian, 1935-71
Commodity Unit
Inter-agency Service
Office of Telecommunications, see D648
Public School Capitol Outlay Advisory Council
D 205 Budget Division, 1957-
D 209 Financial Control Division, 1957-
D 217 Local Government Division, 1957-
D 221 Public School Finance Division, 1957-78 (DFA), 1978- (EFCA)
D 401 State Board of Finance, 1923-
D 411 State Investment Council, 1957-78, Division 1978-
D 421 Board of Educational Finance, 1951 -, after 1978 (EFCA)
Commission on Post-Secondary Education, 1973-
Governor's Commission on Public Broadcasting, 1967-
D 461 Educational Retirement Association and Board, 1967-
D 471 Public Employee's Retirement Association & Board, 1947-53, 19[illegible]
Social Security Division

ADMINISTRATION

D 601 Property Control Division, 1968-
D 611 Surplus Property Agency, 1970-78, Division 1978- (DFA)
D 618 State Purchasing Agency, 1943-67, 1967-78, Division 1978- (D[illegible]
Purchasing Standards and Specifications Committee, 1967-
D 637 Automated Data Processing Department, 1966-78 (DFA),
Division 1978-
Automated Data Processing, Administrative Committee, terminated 1967
Automated Data Processing, Advisory Committee, terminated 1967
D 648 Office of Telecommunications, 1963-78 (DFA),
Central Telephone System Division, 1978 - (DFA)
D 662 Capitol Improvement Commission, 1921-69
D 663 Legislative Maintenance Division
D 664 Capitol Buildings Improvement Commission, 1945-68

REVENUE

D 800 Taxation and Revenue Department, 1978-
D 801 Bureau of Revenue and Commissioner, 1935-65, 1965-78,
Division, 1978-
Liquor Control Division, 1939-69
D 811 Governor's Tax Advisory Committee, terminated
D 821 New Mexico State Authority, 1963-68

D cont.

ASSESSMENT AND APPRAISAL

D 851	State Tax Commission, 1947-71 Property Appraisal Department, 1971-75 Property Tax Department, 1975-78, Division 1978-
D 853	Tax Appeals Board, terminated 1973

OIL AND GAS ACCOUNTING

D 871	Oil and Gas Accounting Commission, 1959-78, Division 1978-

F EDUCATION

F 101	University of New Mexico, 1889- Branch at Gallup
F 102	University of New Mexico's Northern Branch College at Santa Cruz, Espanola and Los Alamos
F 111	Institute for Social Research and Development, changed name in 1975 to Institute for Applied Research Services Bureau of Revenue Training Program Center for Environmental Research and Development Center for Human Resources Development Center for Leisure and Recreation Division of Government Gerontology Center Special Services Center Technology Application Center Criminal Justice Program
F 112	Bureau of Business Research, changed to Bureau of Business and Economic Research
F 115	New Mexico Energy Institute
F 120	Bureau of Engineering Research
F 131	School of Law
F 135	School of Medicine
F 201	New Mexico State University, 1889- (formerly College of Agriculture and Mechanic Arts) Branches at Alamogordo, Carlsbad, Grants & San Juan
F 202	New Mexico Energy Institute
F 203	College of Agriculture and Home Economics
F 206	Engineering Experiment Station
F 251	Eastern New Mexico University, 1927-
F 252	Roswell Campus
F 253	Clovis Campus
F 271	Western New Mexico University, 1893-
F 311	New Mexico Institute of Mining and Technology, 1889-
F 312	New Mexico Energy Institute
F 331	New Mexico Military Institute, 1893-
F 351	New Mexico Junior College
F 371	Northern New Mexico Community College, 1909- (formerly Northern New Mexico State School, Technical Vocation School)
F 391	Higher Education Council on the Quality of Life in New Mexico, 1971-

F cont.

PUBLIC EDUCATION

F 401 State Board of Education
Department of Education
Superintendent of Public Instruction, 1923-67, 1967-
F 413 Vocational Education Division, 1967-
F 415 Vocational Rehabilitation Division
Developmental Disabilities Planning and Advisory Council, 1972-
Northern New Mexico Rehabilitation Center, 1976-
F 441 Public School Study Committee, terminated
F 446 Public School Plant Facilities Commission, 1963-67
F 451 Governor's Council on Teacher's Salary Needs, terminated
F 456 Commission on Statewide Television for Education Purposes

RELATED AGENCIES

F 700 Educational Finance and Cultural Affairs Department, 1978-
F 701 Museum of New Mexico
F 711 State War Museum, 1929-68
F 721 Old Lincoln County Memorial Commission, 1937-
F 811 Arts Commission, 1965-78, Division , 1978-
F 821 State Commission of Public Records, 1959-
State Historian
F 831 Science Commission, 1931-69
F 841 State Library Commission, 1941-78, Division 1978- (EFC?
F 861 Commission on Indian Affairs, 1939-
Office of Indian Affairs

H HEALTH AND SOCIAL SERVICES

H 101 Department of Health and Social Services, 1968-78
Human Services Department, 1978-
Environmental Improvement Agency, Division - use H600
Food Nutrition & Health Advisory Committee
Governor's Council for Emergency Health Services
Health Planning Division, Comprehensive
Scientific Laboratory System, New Mexico, 1978-Division
Social Services Agency, 1978-Division
State Health Agency, after 1978 see H204
State Welfare Agency, in 1978 changed to Income Support Division
H 102 Public Health Department, 1937-68
H 103 Public Welfare Department, 1937-68
H 201 Health and Environment Department, 1978-
H 204 Health Services Division, 1978-
(formerly State Health Agency, H101)
Vital Statistics Bureau
H 206 Health Planning and Development Division, 1978-

MENTAL AND PHYSICAL HEALTH

H 310 Advisory Hospital Council, terminated 1976
H 319 Council on Mentally Retarded, terminated 1967

H cont.

H 328	Interagency Committee on Mental Retardation, terminated 19
H 337	Coordinating Council on Mental Retardation Program, 1967-
H 346	Community Centers for the Mentally Retarded, terminated
H 355	Governor's Task Force on Mental Health, 1969-
H 364	Mental Health Committee, Statewide Plan, terminated 1967
H 373	Division of Alcoholism, 1949-78 (DHI), Section 1978-(HED)
	Governor's Advisory Council on Alcholism
H 382	Governor's Advisory Committee on Drug Abuse, 1969-
H 383	Drug Abuse Agency (State Planning Office)

AIR AND WATER CONTROL DIVISION

H 521	Governor's Advisory Council to the New Mexico Department of Public Health on Water Pollution Control, terminated
H 531	Council on Environmental Quality, terminated 1974
H 541	Governor's Policy Board on Air and Water Pollution, 1969-
H 561	Governor's Technical Advisory Committee on Air and Water Pollution, 1969-
H 600	Environmental Improvement Agency, 1971-78 (HSSD), Division, 1978- (HED)
	Occupational Health and Safety Commission
	Radiation Technical Advisory Council, 1958-71, 1971-
	Sanitarians Board, 1959-75, 1975-
	Utility Operators Certification Board, 1973-
	Water Quality Control Commission, 1967-
H 621	New Mexico Environmental Institute (NMSU)

SERVICES TO THE AGED

H 801	Commission on Aging, 1969-78
	Aging Services Bureau, 1978- (HSD)
H 802	Citizen's Advisory Committee on the Aged, 1953-69
H 803	Advisory Council on Aging, 1969
H 804	Governor's Commission on Aging
H 901	Committee on Children and Youth, 1967-78
	Children and Youth Services Bureau, 1978- (HSD)
	Children and Youth Advisory Council, 1967-
H 912	New Mexico Commission on Youth, 1953-67

K HOSPITALS AND INSTITUTIONS

K 101	Department of Hospitals and Institutions, 1968-78
	Behaviorial Health Services Division, 1978-
	Division of Alcoholism, 1976- (use H373)
	Governor's Drug Abuse Task Force
K 102	Combined Hospitals Board, terminated 1968
K 103	State General Hospitals Board,
K 104	Special Hospitals Board, 1957-68
K 105	Tuberculosis Hospitals Board, 1945-68
K 201	Miners Hospital, 1903-
K 206	Fort Stanton Hospital and Training School, 1925-
K 211	Los Lunas Hospital and Training School, 1925-
K 216	New Mexico State Hospital, 1889-

K cont.

K 221	Fort Bayard Hospital, 1968-
K 231	Roswell Rehabilitation Center, 1968- (Ed. Dept.)
K 236	Carrie Tingley Crippled Children's Hospital, 1937-
K 241	Meadows Home for the Aged, 1957-
K 246	New Mexico School for the Deaf, 1899-
K 251	School for the Visually Handicapped, 1903-
K 401	Institutional Council, terminated
K 411	Hospital Advisory Committee, terminated 1967
K 421	Hospital Study Committee, terminated

CORRECTIONS

K 700	Criminal Justice Department, 1978-
K 701	Corrections Department, 1969-78
K 711	New Mexico State Penitentiary
K 721	New Mexico Girls' School
K 731	New Mexico Boys' School, 1927-
K 741	Probation and Parole Board, 1955-71
K 742	State Parole Board
K 801	Juvenile Probation Services, 1967-69 (Adm. Off. of the Courts)
K 821	Superintendent of Reformatory, 1959-69
K 831	Combined Juvenile Institutions Board, terminated 1969
K 861	Citizens' Advisory Council on Prison Industries, 1959-76
K 881	New Mexico Council of the National Council on Crime and Delinquency

M MILITARY AFFAIRS

M 101	Military Affairs Department, 1969-
M 111	Adjutant General, 1925-
M 112	State Director of Selective Service
M 121	Army National Guard
M 122	Air National Guard
M 131	State Armory Board, 1953-

CIVIL AND DEFENSE MOBILIZATION

M 301	Office of Civil and Defense Mobilization, 1969-
M 302	Civil and Defense Mobilization Board, 1959-
M 304	Civil Defense Council for New Mexico, terminated
M 305	New Mexico Evacuation Authority, 1943-68
M 345	Nike-Hercules Site Study Committee

CIVIL AIR PATROL

M 401	Civil Air Patrol

VETERANS SERVICES

M 501	Veterans Service Commission, 1927-78, Bureau 1978-(HSD)
M 511	Governor's Approval Committee for Veterans Training Veterans Approval Division, 1973-(Dept. of Ed.)

P PUBLIC SAFETY

STATE POLICE

P 101	State Police Board, 1933-41, 1941-78, Division 1978-(CJD)
P 105	Department of Radio Communications, 1978-Division (DFA)
P 110	Law Enforcement Academy, after 1978 Training and Education Bureau
P 111	Police Academy Board, 1969-
P 131	Mounted Patrol, 1941-

FIRE PREVENTION AND CONTROL

P 305	State Fire Marshal and Board, 1955 (Corp. Comm.)
P 321	Liquefied Petroleum Gas Commission, 1947-78, Bureau 1978-(CID)

MEDICAL

P 401	Office of the Medical Investigator, 1973-

MOTOR VEHICLES

P 500	Transportation Department, 1978-
P 501	Department of Motor Vehicles, 1953-78, Division 1978-
P 521	Traffice Safety Division, 1955-(MVD, 1976-)

BUILDING AND CONSTRUCTION

P 601	Building Materials Research and Testing Institute, 1967-
P 701	Bureau of Immigration (territorial)

R LICENSURE

COMMERCIAL

R 101	Accountancy Board, 1947-
R 110	Collection Agency Board, 1957-78 (Dept. of Banking), after 1978, Bureau (CID)
R 115	Employment Agency Board, 1971-
R 128	Hearing-aid Dealers and Fitters Licensing Board, 1969-
R 137	Insurance Salesmen Licensing Authority (Insurance Dept.)
R 141	Board of Massage
R 148	Board of Nursing Home Administrators
R 155	Real Estate Commission, 1959-
R 164	Photographers Board, 1963-69
R 173	Polygraphy Examiners Board, 1963-(Attorney General)

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R 401	Basic Sciences Examiners, 1941-68
R 409	Chiropractic Examiners, 1968-
R 417	Dental Examiners, 1919-
R 425	Medical Examiners, 1923-
R 433	Nursing Board, 1953-68, 1968-
R 441	Optometry Board, 1929-
R 449	Osteopathic Examiners, 1933-
R 457	Pharmacy Board, 1959-

R cont.

R 465	Physical Therapists Licensing Board, 1889-1969, 1969-
R 473	Podiatry Board, 1959-
R 474	Chiropodists Board, 1939-55, 1955-59
R 481	Psychologist Examiners
R 489	Veterinary Examiners, 1967-

PUBLIC SAFETY

R 701	Architect Examiners, 1931-
R 712	Construction Industries Commission, 1967-78, Division 1978-(CID)
R 713	Contractors' Licensing Board, 1939-67
R 714	Electrical Administrative Board, 1939-67
R 715	Mobile Home Trade Board, 1973-75
	Mobile Housing Commission, 1975-78, Division 1978-
R 717	General Construction Board, 1967-78, Bureau 1978-(CID)
R 719	Electrical Board, 1967-78, Bureau 1978-(CID)
R 720	Plumbing Administrative Board, terminated 1967
R 721	Mechanical Board, 1949-67, 1967-78, Bureau 1978-(CID)
R 734	Professional Engineers and Land Surveyors Board, 1957-
R 767	Cotton-Picking Machinery Fumigation License Board, 1955-69

RELATED AGENCIES

R 901	Barber Examiners, 1937-
R 911	Cosmetology Board, 1937-
R 921	Dry Cleaning Board, 1941-
R 931	Embalmers and Funeral Directors Board, 1947-

T COMMERCE

T 101	Alcoholic Beverage Control Department, 1969-
T 111	Commissioner of Banking and Department, 1963-78
	Financial Institutions Division, 1978-
	Enodowed Care Cemetery and Mausoleum Division
T 121	Commissioner of Securities, 1965-78, Bureau 1978-
	Savings and Loan Bureau, 1978-
	Consumer Credit Bureau, 1978-
T 131	Certification Board, 1925-76
T 301	State Corporation Commission, 1912-
T 312	Insurance Board and Department/Superintendent, 1925-
T 351	Public Service Commission, 1941-

MARKET

T 500	Commerce and Industry Department, 1978
T 501	Department of Development, 1959-78, changed to
	Economic Development Division, 1978-
	Governor's Committee on Technical Excellence in NM, 1975-
	Internation Trade Commission
	Motion Picture Industry Promotion Commission, NM
	Tourist Division, after 1978 see T 503
	Industrial Development Bureau, 1978-
	Motion Picture Promotion Bureau, 1978-
	Export Marketing Bureau, 1978-

T cont.

T 502	New Mexico Magazine Division, 1978-
T 503	Tourism and Travel Division, 1978-
T 511	Economic Development Authority, 1967-
T 512	Economic Development Coordination Council, 1967-70
T 513	Governor's Commission on Economic Development, 1967-
T 515	Regional Economic Development Council, terminated 1967
T 611	State Racing Commission, 1933-
T 631	State Fair Commission, 1913-
T 641	Governor's Port of Entry Study Committee, 1967-70 The Development of a Port of Entry Near Anapra, 1970-
T 651	Four-Corners Area Regional Alliance of Businessmen, 1969-
T 661	Small Business Advisory Council
T 671	Indina Ceremonial Association, Intertribal, 1939-

TRANSPORTATION

T 801	Department of Motor Transportation, 1967-78, Division, 1978- Department of Courtesy and Information, 1943-67
T 811	Motor Transport Board, terminated 1967
T 821	Reciprocity Commission, 1967-(MTD)
T 831	Aviation Board, 1939-63, 1963-78, Division 1978-

V LABOR

EMPLOYMENT SECURITY

V 101	Employment Security Commission, 1936-78, changed to Employment Services Division, 1978-

HUMAN RIGHTS

V 301	Human Rights Commission, 1969-
V 305	Fair Employment Practices Commission, 1949-69
V 331	Governor's Commission on Humanities, 1967-
V 341	Commission on the Status of Women, 1967-
V 351	Governor's Committee on the Employment of the Handicapped (ESC)

LABOR AND INDUSTRIAL

V 601	Labor and Industrial Commission, 1931-78, Bureau 1978-(ESD)
V 621	Apprenticeship Council, 1957-
V 631	Manpower Planning Council
V 641	Manpower Services Council, New Mexico State, 1974-

X LAND RESOURCES

LAND

X 101	Land Commission, 1912- Commissioner of Public Lands State Land Office State Archaeologist, 1969-
X 121	Commissioner of Deeds, 1852-1968

X cont.

X 131	Governor's Land Title Study Committee, 1967-70
X 151	Public Land Law Review Committee, 1969-
X 171	Carey Act Land Board, 1909-76
X 181	Land Development Study Commission
X 187	Land Surveys, Advisory Committee on

PARKS, FORESTRY AND WILDLIFE

X 200	Natural Resources Department, 1978-
X 201	Parks and Recreation Commission, 1935-78, Division 1978- American Revolution Bicentennial Commission, 1969-76 New Mexico Railroad Authority, 1969- State Trails Advisory Committee, 1973-
X 205	Recreation Priorities Adviosry Committee (State Planning)
X 221	State Department of Forestry, 1959-78, Division 1978-
X 226	Forestry Conservation Commission, 1921-59, 1959-
X 251	Department of Game and Fish
X 261	Division of Wildlife Services, 1919- (formerly US Fish and Wildlife Service)
X 281	Conservation Commission, 1909-68
X 291	Conservation Needs Committee

AGRICULTURE

X 301	Agriculture Department, 1919-
X 309	Agricultural Experiment Station (NMSU)
X 311	Agricultural Extension Service, 1915-(NMSU), changed to X313
X 313	Cooperative Extension Service (NMSU)
X 341	Weather and Crop Service Director, 1895-(NMSU)
X 342	Weather Control and Cloud Modification Commission
X 439	Livestock Board, 1967-
X 440	Cattle Sanitary Board, 1889-67
X 441	Sheep Sanitary Board, 1951-67
X 467	Vegetable and Weed Seeds Board, 1945-67
X 473	Sire Registration Board, 1919-71
X 477	Peanut Commission, 1963-
X 481	Pesticides Committee, terminated
X 485	Sugar Beet Industry Committee, terminated 1967

MINERALS

X 701	State Bureau of Mines and Minerals, 1927-
X 741	State Mine Inspector, 1933-78, changed to Mine Inspection Bureau, 1978- Mine Inspector, Board of Examiners, 1933- Mining Safety Advisory Board, 1961-
X 771	Governor's Study Commission on Strip Mining New Mexico Coal Surface Mining Commission, changed to Surface Mining Bureau, 1978-

ENERGIES

X 801	Oil Conservation Commission, 1925-78, Division 1978-
X 811	State Geologist, 1925-78, Geology Bureau, 1978-
X 821	Interstate Oil Compact Commission

X cont.

X 830	Governor's Energy Task Force, duties assumed by Energy Resources Board, 1975-78 Energy and Minerals Department, 1978- Governor's Energy Tax Study Committee, 1976-
X 833	Energy Resource and Developmental Division, 1978- Energy Conservation and Management Division, 1978-
X 841	Rural Electrification Authority, 1935-68

HYDROGRAPHY

X 901	State Engineer, 1907-78, changed to Water Resources Division, 1978-
X 911	Interstate Stream Commission, 1935- Mapping Advisory Committee, NM
X 912	Interstate Water Compact, 1969-
X 921	Soil and Water Conservation Committee, 1965-73 Natural Resources Conservation Committee, 1973-78 Soil and Water Conservation Division, 1978-
X 931	County Flood Commissioners, 1921-
X 941	Water Resoruces Development Committee, terminated 1967
X 961	Water Resources Research Institute (NMSU)
X 971	Middle Rio Grande Conservancy District

Z ROADS AND HIGHWAYS

Z 100	State Highway Commission and Department
Z 300	Palomas-Casas Grande Road Committee, terminated

SERIES CLASSIFICATION

.1-.19	Reports Periodical publications giving information about the work of the agency. Annual (.1), monthly (.2), financial (.3), statistical (.4), final reports (.5), and proceedings (.6).
.21-.29	Rules and regulations Rules (.21), regulations (.22), opinions (.23), decisions (.24), standards (.25), and gudelines (.26).
.31-.39	Laws Also includes bills and resolutions
.41-.59	Series giving general information Bulletins (.41), circulars (.42), leaflets (.43), pamphlets (.44), technical reports (.45), scientific reports (.46), and research reports (.57).
.61-.69	Series giving instructions Handbooks (.61), manuals (.62), guides (.63), and digests (.64).
.71-.79	Lists of information Directories (.71), catalogs (.72), yearbooks (.73), registers (.74), and indexes (.75).
.81-.89	General publications Publications not issued in series
.91-.99	Periodicals Publications giving information for the public consumption, not information about the work of the agency.

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Santa Fe, New Mexico
April, 1979

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A LEGISLATURE
- LEGISLATIVE COMMITTEES
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B JUDICIARY

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- OIL AND GAS ACCOUNTING

F EDUCATION
- HIGHER EDUCATION
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- RELATED AGENCIES

H HEALTH AND SOCIAL SERVICES
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- AIR AND WATER CONTROL
- SERVICES TO THE AGED
- SERVICES TO YOUTH

K HOSPITALS AND INSTITUTIONS
- CORRECTIONS

M MILITARY AFFAIRS
- NATIONAL GUARD
- CIVIL AND DEFENSE MOBILIZATION
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- VETERANS SERVICE

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V	LABOR	
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Educational Finance & Cultural Affairs Department

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CLIFFORD E. LANGE, *State Librarian*

March 9, 1979

Dear Librarian:

Enclosed is a poster for your library which can be a helpful reminder that government documents are a valuable source of information. I hope you will place it in a highly visiable area in your library. If you would like more copies for other branches or sections of your library, please let me know and I will gladly mail them to you.

If you have any questions or concerns regarding government documents, I would be glad to try and help you.

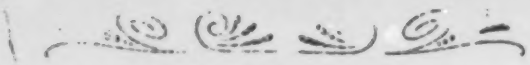
I look forward to hearing from you.

Sincerely,

Sandra K. Faull

Sandra K. Faull
Documents Librarian

NM:J1



ODE TO GOVERNMENT PUBLICATIONS

When you're hunting for statistics
  or scrounging for some facts
On comparative linguistics
  or strokes and heart attacts
And you've checked through every index,
  scoured Books In Print
Polled Key Words In Context
  and can't find nuthin' in it

There is still a source worth tapping,
  a helpful instrument:
A little voice keeps rapping,
  "Could it be in Documents?"

Handbooks, guides and regulations,
  direc'tries, maps and graphs,
Rules, proceedings, publications,
  reports and monographs.
Gems of human knowledge
  fashioned out of facts
By the government collected
  as surely as a tax.
Copied by the thousands
  and issued free or cheap
As public information,
  the civic pulse to keep
No hype to help promote them,
  housed in lifeless stacks,
Given little notice,
  only numbers on their backs.
As the sage who keeps his silence,
  as the wise man hides his light,
Documents unopened
  are treasures hid by night.

Which questions most need answers?
  How much value for the price?
What tune best fits the dancers?
  Whose product, most-concise?

There is still a source worth tapping,
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A little voice keeps rapping,
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James Johnstone
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ODE TO GOVERNMENT PUBLICATIONS

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Handbooks, guides and regulations
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Gems of human knowledge
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By the government collected
    as surely as a tax.
Copied by the thousands
    and issued free or cheap
As public information
    the civic pulse to keep
No hype to help promote them
    housed in lifeless stacks
Given little notice,
    only numbers on their backs
As the sage who keeps his silence
    as the wise man hides his light
Documents, unopened,
    are treasures hid by night.

So if your funds are shrinking
    and you're running in the red,
As the budget drives you drinking
    you've got to keep your head.
Which questions most need answers?
    how much for the price?
What tune best suits the dancers?
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CLIFFORD E. LANGE, *State Librarian*

February 21, 1979

Dear Reader:

The first issue of the New Mexico Selected List of Federal and State Publications is enclosed. This list is an attempt to increase the awareness of government publications. If there is an area of special interest which you would like to see covered, please let me know.

A list of federal documents depository libraries and state documents depository libraries is also included with this letter. Save it for reference and interlibrary loan referral. The Documents listed in this publication can be obtained on loan from these libraries. When requesting any of the documents listed on interlibrary loan, be sure and include either the SuDoc No. if its a federal publication or the NM Class No. if it is a state publication. This will result in faster service on your request.

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Please note under New Mexico State Documents, numbers 1 & 3 are depository items which will be mailed out later this month. Depository libraries will need time to receive and process this material before interlibrary loan requests can be honored. The New Mexico State Library can handle these requests.

If you have any questions or comments on this publication, please send them to me.

Sincerely,

Sandra K. Faull

Sandra K. Faull
Documents Librarian

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Shipping List No. 1 — January 29, 1979

Department of Finance and Administration Local Government Division New Mexico County and Municipal Governments 1977-78	NM D 217.1 977/78
New Mexico Local Governments and Property Tax, 1978-79	NM D 217.81 L81/978-79
Educational Finance and Cultural Affairs Dept. Public School Finance Division Statisitics 1977-78	NM D 221.15 977-78
New Mexico Department of Finance and Administration formerly State Investment Council, now Investment Division	NM D 411.14
Report of Transactions November 30, 1978	978-11
Report of Transactions December 31, 1978	978-12
Board of Educational Finance Commission on Postsecondary Education Annual Report 1978	NM D 421. 1 P85/978
New Mexico Taxation and Revenue Dept. Revenue Division A Checklist of New Mexico State and local taxes, permits and licenses 1975	NM D 801.73 C51/975
New Mexico Energy Institute (NMSU) Geothermal Studies in Southwest New Mexico Nov. 1976	NM F 202.41 3
The New Mexico Wind Energy Resource Nov. 1977	NM F 202.41 7
The District Space Heating Potential of Low Temperature Hydrothermal Geothermal Resources in the Southwestern United States Oct. 1978	NM F 202.41 10-1
Geothermal Development and Production of Electricity in the Southwestern United States October 1978	NM F 202.41 10-2

New Mexico Energy Institute (NMSU) Improving the Energy Conversion Efficiency of Natural Gas Irrigation Pumping Plants Jan. 1978	NM F 202.41 12-1A
Development of Retrofit Energy Conservation and Solar Heating Systems Phase 1 Sept. 1978	NM F 202.41 20
New Mexico Highlands University University Bulletin 1978-80	NM F 291.71 978-80
New Mexico Department of Education Vocational Rehabilitation Division Annual Report 1977/78	NM F 415.1 977/78
New Mexico Health and Environment Dept Health Services Division New Mexico Communicable Disease Summary Nov. 1978	NM H 204.14 978-11
*Botulism Outbreak Clovis New Mexico 1978	NM H 204.81 B75
New Mexico Criminal Justice Dept. Administrative Services Division Annual Report 1978	NM K 700.1 978
New Mexico State Board of Public Accountancy New Mexico Public Accountancy Act of 1947 as amended. 1978	NM R 101.25 978
Roster of Certified and Registered Public Accountants 1978	NM R 101.71 978
New Mexico State Board of Chiropractic Examiners Chiropractic Practise Act and Rules and Regulations 1978	NM R 409.31 978
New Mexico Commerce and Industry Dept. New Mexico Livestock export Directory no date received in 1978	NM T 501.71 L78
Composite vol 1no 5 Oct/Nov 1978	NM T 500.91 1-5

New Mexico Human Services Dept. Employment Services Division Employers' Update vol. 2 no 3 Dec. 1978	NM V 101.92 2-3
ESD*IA PES Newsletter vol. 5 no 3 Dec. 11, 1978	NM V 101.94 5-3
New Mexico Energy and Minerals Dept. State Energy Plan 1978	NM X 800.18 978-2
New Mexico Natural Resources Dept. Soil and Water Conservation Division Conservation in New Mexico vol 1 no. 11 Jan. 1979	NM X 921. 91 1-11

*limited copies received. No claim possible.

MONTHLY DEPOSITORY SHIPPING LIST

State Documents Depository Clearinghouse, New Mexico State Library
P.O. Box 1629, Santa Fe, New Mexico 87503

Shipping List No. 7 — August 5, 1979

Department of Justice Office of the Attorney General Rules and Regulations 1978	NM B 601.21 P 96/2/978
Private Investigators 1978	NM B 601.31 P 96/978
Department of Finance and Administration State Investment Council Report of Securities Transactions No. 5 June, 1979	NM D 411.14 979-6
Automated Data Processing Division ADPD News, vol 3, no. 7, July 31, 1979	NM D 637.91 3-7
Taxation and Revenue Department Monthly Statement of Receipts and Disbursments *February, 1979 (15 copies available not counting state library) *March, 1979 (16 copies available not counting state Library) *April, 1979 (17 copies available not counting state Library)	NM D 800.17 979-number of month
Energy and Minerals Department Energy Source, June 1979	NM F 115.91 979-6
New Mexico Junior College Fall Class Schedule 1979	NM F 331.71 C 61/79-3
Function of a Comprehensive Community College 1979	NM F 351.71 C 86/79-3
New Mexico Energy Institute (NMSU) Design Calculation Procedure for Passive Solar Houses. April 1979 NMEI 22-SA	NM F 202.41 22-SA
Pyranometer Station for the Assessment of Solar Energy Influx in Eastern New Mexico. May, 1979 NMEI 25	NM F 202.41 25
Geological Investigation of the Socorro Geothermal Area. May 1979 NMEI 26	NM F 202.41 26

New Mexico Energy Institute	NM
Ehnanced Heat Extration from Hot-Dry-Rock Geothermal reservoirs due to interacting secondary thermal cracks. April 1979 NMEI 27	F 202.41 27
Energy Requirements for Agricultural Production in New Mexico. May 1979 NMEI 29	NM F 202.41 29
Department of Education	NM
Minimum Standards for Driver Education for Commercial Driving Schools in New Mexico 1979	F 401.21 79-9
Department of Finance and Administration	NM
New Mexico State Library	F 841.21
Notes from the Examination Center for Children's Books. 1977	E 96
Report of the Activity, New Mexico Conference on Libraries and Information Services, November 12, 13, & 14, 1979	NM F 841.81 N 53/2
Department of Human Services	NM
Income Support Division	H 101.15
Monthly Report March, 1979 (3) April, 1979 (4)	I 37/79-nos.
Income Support Division Manual Release no. 17 (6/1/79), No. 19 (6-18-79) no. 20 (6/19/79 no. 21 (7/12/79) Medical Assistance Manual revision, no. 18 (6-18-79)	H 101.62 I 37/79-nos
Human Services Register	NM
no. 14, March 1979; no. 16, March 30, 1979 no. 17, April 16, 1979, no. 18, April 20, 1979 no. 23, May 23, 1979; no. 24, June 1, 1979 no. 25, June 18, 1979	H 101.93 2-nos.
Health and Environment Department	NM
State Health Plan for New Mexico 1979	H 206.18 H 43/979
New Mexico State Medical Facilities Plan 1978-79	NM H 206.18 M 48/978-79
Water Quality Control Commission	NM
New Mexico Statewide Water Quality Management Plan. 1979 2 vols (1 vol is appendix	H 600.81 W 32/3 & W 32/3 Appendix

Health and Environment Department Focus on Clean Water, vol. 1no.2, Fall 1978 vol. 2 number 1, winter 1979	NM H 600.92 volume-no.
Focus on Behavioral Health vol 2. no. 1 January/February vol. 2 no. 2 Spring 1979 (no. 3)	NM K 101.95 979-no.
New Mexico Polygraphy Board Regulations in Effect and Pertaining to the New Mexico Polygraphy Act...1977	NM R 173.21 977
New Mexico Polygraphy Act, Chapter 28. 1973 edition	NM R 173.31 973
State Corporation Commission Domestic Coporations Incorporated and Foreign Corporations. June 22 (6/4), June 28 (6/5) July 5 (79-7), July 13 (7/2), July 20 (7/3)	NM T 301.73 D 66/79-
New Mexico State Fair Premium Book, 1979	NM T 631.71 979
Department of Human Services Employment Services Division Employers Update Vol. II no. 4, January 1979 Vol II, no. 5 March-April, 1979	NM V 101.92 2-nos.
On Record, Vol 5 no. 4 March/April 1979 Vol 5 no. 4 June, 1979	NM V 101.94 vol.-no.
New Mexico Natural Resources Department Forestry Division Report of Actvities, July 1977-June 30, 1978	NM X 221.1 977-78
State Game Commission Orders No. 3-79; 4-79; 5-79; all issued on May 25, 1979	NM X 251.23 nos.
Regulation no. 598; 599 issued on May 25, 1979	NM X 251.27 no.
Big Game Hunting-New Mexico, 1979-80 License Year 1979	NM X 251.51 E 43/979-80
Conservation in New Mexico Vol. II no. 3 June 1979	NM X 921.91 2-3

New Mexico State Highway Department NM
Ques Pasa? vol V no 13, June 29, 1979 Z 100.93
no. 14, July 13, 1979 5-nos

Note: A brief description of the history and sections of the New Mexico Environmental Improvement Division (4 pages in length) has been included for your information. It was copied out of a document that was not available to the depository system No number was given as it is not a document in itself.

CORRECTIONS

From shipping list # 6, July 5, 1979

New Mexico Public Service Commission
Thirty fourth annual report, 1977-78

Change from NM	to NM
T 331.1	T 351.1
977-78	977-78

New Mexico Natural Resources Department
Park and Recreation Division
New Mexico park regulations and boating laws.

Change from NM	to NM
X 201.75	X 201.25
B 61/979	B 66/979

NOTICE OF CHANGE TO DEPOSITORY LIBRARIES

Change from	to
NM	NM
H 101.93	H 101.93
Yr/mo.	vol/no.

In classification scheme please add under history of agencies the following:

WATER QUALITY CONTROL COMMISSION H600

1967-1978- Under Environmental Improvement Agency
1978-Administrative attached to Health and Environment Department

STATE DOCUMENTS MICROFICHE OF SHELFLIST AND SUBJECT CARD CATALOG AT NMSL is included in this shipment. It just arrived before this shipment was to be mailed. I am sending it out at once. The shelflist information and classification number will be sent out with the August shipment. SF

NOTICE

Due to the loss of the clerk position for the state documents depository Clearinghouse, revised services are necessary. This is the last shipment to provide a complete catalog card set. It is not possible for current staff to continue to type and repoduce the stencils for the catalog cards and keep up with their own work.

As of the August depository shipment, photocopies of the shelflist card for each monograph included in the monthly shipment will be provided. Serials which have not been included before will also have a shelflist card. Additional cards desired by each depository will have to be produced in-house.

Sandra Faull
Documents Librarian

SUPPLEMENT TO SHIPPING LIST NO. 7

This is a new service which will be provided as needed.

The following documents are for sale. State law excludes for sale items from the depository system. As the state library receives one copy of for sale items, it will be included in the next shipping list for your information.

New Mexico Division of Vocational Rehalitiation.
Removing Architectural Barriers. An Illustrated Handbook of Chapters 17, 33 and 44 of the 1976 New Mexico Uniform Building Code revised edition 1978. $2.50 101 pages. make check payable to DVR, 122 LaVeta Drive NE Albuquerque, NM 87108. NM Class no. F 415.61/A 67

Governor's Council of Economic Advisors
New Mexico Economy Change in the 1970's. 1978 116 pages. $ 7.50 Available from Governor's Council of Economic Advisors, Institue for Applied Research Services. University of New Mexico Albuquerque, NM 87131 NM Class no. C 101.12/N 53

Public School Finance Division
Manual of Procedure for Uniform Financial Accounting and Budgeting for School Districts. Revised edition 1975. loose-leaf notebook $ 6.00 Available from Department of Finance and Administration, Public School Finance Division. P.O. Box 2087 Santa Fe, NM 87503 NM Class no. D 221.61/F 49

New Mexico Labor and Industrial Commission
New Mexico Workmen's Compensation Act and Occupational Disease Disablement Law, 1977. $ 2.50 Available from NM Labor and Industrial Commission 505 Camino de Los Marquez, Suite 2, Santa Fe, NM 87501 NM class no. V 601.31/ W 92/977

New Mexico Highlands University Magazine (quarterly) $5.00 a year available from Alumni Affairs Office, New Mexico Highlands University, Las Vegas NM 87701 NM Class no. F 291.93/vol-nos

SUPPLEMENT TO SHIPPING LIST NO. 7 Con't

FOR SALE ITEMS:

Board of Nursing
2340 Menual Blvd. NE Suite 112
Albuquerque NM 87107

The Board of Nursing offers the following items for sale

New Mexico Nursing Practise Act	$1.50	
Administrative Rules and Regulations	1.50	
Regulations & Policies for Schools of Nursing	1.50	
Annual Report	3.00	
Report from the Board of Nursing	1.50	(1 year subscription

Annual Report, NM Class no. R 433.1/yr.

Administrative Rules and Regulation NM Class no. R 433.21/yr.

Nursing Practise Act. NM Class No. R 433.31

Regulations and Policies for Schools of Nursing NM class no. R 433.65/S 37/ yr

Report from the Board of Nursing NM class no. R 433.91

M1 NM NM:M
M1978

NEW MEXICO STATE DOCUMENTS DEPOSITORY SYSTEM WORKSHOPS

The New Mexico Library Association is sponsoring four workshops on state documents throughout the state this Fall. These workshops will be conducted by the NMLA Documents Committee and by Sandy Faull, Librarian for State Documents Depository Clearinghouse at the State Library.

We cordially invite you to attend!!

These workshops will inform librarians throughout the state of progress made in the creation of a state documents depository system as established by the 1978 Legislature. Your comments and suggestions on how this system will work are really needed.

The workshops will be held at the following libraries:

The State Library, Santa Fe—October 13 (9:30 a.m. - 4:00 p.m.)
Zimmerman Library, UNM, Albuquerque—October 20 (9:30 a.m. - 4:00 p.m.)
University Library, NMSU, Las Cruces—November 3 (9:30 a.m. - 4:00 p.m.)
University Library, ENMU, Portales—November 17 (9:30 a.m. - 4:00 p.m.)

The all day sessions will cover these topics:

The Value of State Documents Depository Systems Used by Other States
A Proposed System for New Mexico Classification—cataloging—access
Your Comments, Questions, and Suggestions

Local arrangements are being made by Ingrid Vollnhofer, State Library, 827-2033; Bill Olbrich, Zimmerman, 277-5671; Anne Morgan, NMSU, 646-4227; and Laura McGuire, ENMU, 562-2832.

A $3 registration fee will be collected at the door. Coffee and doughnuts will be available throughout the session. An organized lunch is not planned.

REGISTRATION FORM
New Mexico State Documents Depository System
WORKSHOP

Name_____ Library _____

Address_____ City/State _____

Telephone_____

I will attend the following workshop:
- ☐ October 13 in Santa Fe
- ☐ October 20 in Albuquerque
- ☐ November 3 in Las Cruces
- ☐ November 17 in Portales

The $3 registration fee will be collected at the door.

Send completed registration form to: Sandy Faull, New Mexico State Library, P.O. Box 1629, Santa Fe, NM 87503 by OCTOBER 1st. If you have questions about the workshops, call Sandy at 827-2033.

Jerry Zollars
Chair Access to Information, Inc.
Santa Fe, N.M. 87501

Mary Lou Cooper
City Clerk's Office
Albuquerque, N.M. 87112

Rosalie Howland
New Mexico Dept. of Development
Santa Fe, N.M. 87503

Bill Olbrich
Zimmerman Library
University of New Mexico
Albuquerque, N.M. 87131

Laura McGuire
Eastern New Mexico University Library
Portales, N.M. 88130

Verna Wood
Albuquerque Public Library
Albuquerque, N.M. 87123

New Mexico Library Association
P.O. Box 25084
Albuquerque, N.M. 87125

NON-PROFIT ORG.
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Albuquerque, N.M.
PERMIT NO. 773

NEW MEXICO STATE DOCUMENTS DEPOSITORY SYSTEM WORKSHOPS

Sponsored by the NMLA DOCUMENTS COMMITTEE

Ingrid Vollnhofer
New Mexico State Library
Santa Fe, N.M. 87503

Sandy Faull
State Documents Depository
Clearinghouse
New Mexico State Library
Santa Fe, N.M. 87503

1422

NM NM:M1-1

Educational Finance & Cultural Affairs Department

NEW MEXICO STATE LIBRARY

P. O. BOX 1629 SANTA FE 87503 (505) 827-2033

CLIFFORD E. LANGE, *State Librarian*

NEW MEXICO STATE DOCUMENTS DEPOSITORY SYSTEM WORKSHOP

October 13, 1978
9:30 - 3:30

9:30 - 10:00	Registration
10:00	Welcome Dr. Clifford Lange, State Librarian Ingrid Vollnhofer, Documents Librarian
10:00 - 10:45	Value of State Publications Rosalie Howland, Librarian for Commerce & Industry Dept. Ingrid Vollnhofer, Documents Librarian
10:45 - 11:00	Break
11:00 - 12:00	Creation of the Depository system in New Mexico Depository systems in other states Sandy Faull, Librarian, State Documents Depository Clearinghouse
12:00 - 1:30	Lunch
1:30 - 2:30	The proposed New Mexico depository system Sandy Faull, Librarian, State Documents Depository Clearinghouse
2:30 - 3:00	Organization of state publications Tina Rivera, Librarian Technician, State Library Ingrid Vollnhofer, Documents Librarian
3:00 - 3:30	Questions and answers Sandy Faull, Librarian, State Documents Depository Clearinghouse

SOME VERY USEFUL NEW MEXICO STATE PUBLICATIONS

Listed below are a few of the many New Mexico state documents we use regularly in our library and those often requested by patrons and other libraries. Some of these we use on our ready reference shelf. It is not a complete list and you may be aware of others not mentioned. Suggestions are greatly appreciated so that we can keep this list updated and expand it to include more documents on specific subjects. If you have questions, comments and advice, please write or call:

Tina Rivera or Ingrid Vollnhofer
Documents Section
New Mexico State Library
P.O. Box 1629
Santa Fe, New Mexico 87501
(505) 827-2033

+ + + +

PERIODICALS

EL PALACIO ($8) quarterly
Educational Finance & Cultural Affairs Department, Museum Division
Scholarly articles on folklore, history, anthropology and the native arts.

NEW MEXICO MAGAIZE ($10) monthly
Commerce and Industry Department, New Mexico Magazine Division
Articles on all aspects of life in New Mexico.

NEW MEXICO WILDLIFE ($3) bimonthly
Department of Game and Fish, Public Affairs Division
Intended primarily for fishermen and hunters, gives regulations, safety measures and conservation news.

LAWS AND STANDARDS

NEW MEXICO UNIFORM BUILDING CODE 1976 ($19.50)
Adopted by Commerce & Industry Department, Construction Industries Division.
This code is known as the NM Uniform Building Code. It covers the fire, life and structural safety aspects of all buildings and related structures. The Standards presents all of the national test, material and special design standards referred to in the Code.

NATIONAL ELECTRICAL CODE 1978 ($6)
Commerce and Industry Department, Construction Industries Division, Electrical Board
Incorporated as part of the NM Electrical Code. Covers electric conductors and equipment, installed within or on public and private buildings or other structures.

UNIFORM MECHANICAL CODE 1976 ($9.50)
Adopted by Commerce and Industry Department, Construction Industries Division, Mechanical Board
Contains requirements for the installation and maintenance of heating, ventilating, cooling and refrigeration systems.

STANDARD FOR MOBILE HOMES 1977 (free)
Adopted by Commerce and Industry Department, Mobile Housing Division
Contains body and frame design and construction requirements, installation of plumbing, heating and electrical systems.

UNIFORM PLUMBING CODE 1976 ($9.50)
Adopted by Commerce and Industry Department, Construction Industries Division, Mechanical Board
Designed to provide a good plumbing system with minimum regulations.

UNIFORM SOLAR ENERGY CODE 1976 ($5)
Commerce and Industry Department, Construction Industries Division

PUBLIC SCHOOL CODE 1975 (free)
Department of Education

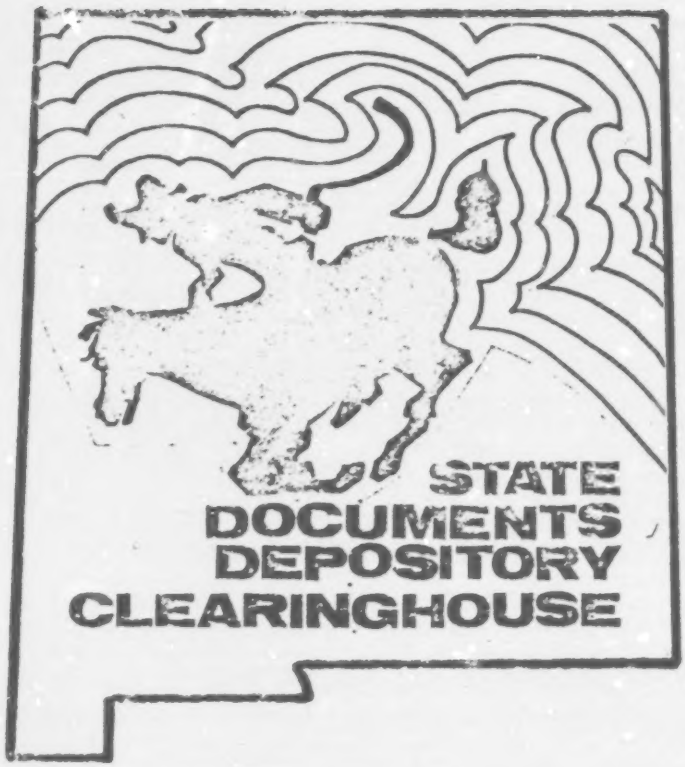
PUBLICATION LISTS

PUBLICATIONS (free)
New Mexico State University
Lists publications available from NMSU's Cooperative Extension Service and Agricultural Experiment Station.

PUBLICATIONS AND RULES FILED (free to libraries) monthly
State Record Center and Archives
Lists new publications of state agencies filed with the Record Center the month before.

PUBLICATIONS AVAILABLE (free)
New Mexico Bureau of Mines and Mineral Resources
Lists publications in print with prices. Also lists U.S. Geological Survey publications about New Mexico available from the Bureau of Mines.

SELECTED LIST OF POPULAR FEDERAL AND NEW MEXICO GOVERNMENT PUBLICATIONS



A bimonthly publication which will list recent popular United States and New Mexico publications. This list will be issued in February, April, June, August, October and December. It's purpose is to help school and Public libraries acquire helpful publications.

If you wish to receive this publication please fill out the form below and return it to the following address: Sandy Faull, Librarian, State Documents Depository Clearinghouse, New Mexico State Library, P.O. Box 1629, Santa Fe, NM 87503

I wish to be put on the mailing list for the SELECTED LIST OF POPULAR FEDERAL AND NEW MEXICO GOVERNMENT PUBLICATIONS.

NAME_____

LIBRARY_____

ADDRESS_____

_____

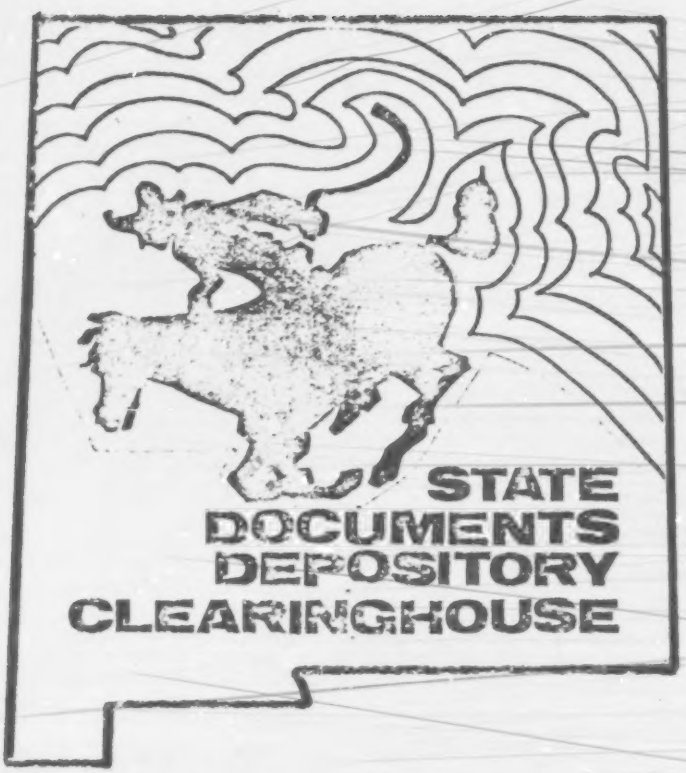
POPULAR SUBJECTS I WISH TO SEE INCLUDED IN THIS PUBLICATION_____

_____

_____

NM:M1-4

CHECKLIST OF NEW MEXICO STATE PUBLICATIONS



A bimonthly publication which will index all state publications received by the New Mexico State Library. It will be published in January, March, May, July, September and November.

If you wish to receive this publication please fill out the form below and return it to the following address. Sandy Faull, Librarian, State Documents Depository Clearinghouse, New Mexico State Library, P.O. Box 1629, Santa Fe, NM 87503.

I wish to be put on the mailing list for the CHECKLIST OF NEW MEXICO STATE PUBLICATIONS

NAME _____

LIBRARY _____

ADDRESS _____

_____

THE NEW MEXICO STATE DOCUMENTS DEPOSITORY CLEARINGHOUSE WILL PROVIDE THE FOLLOWING SERVICES:

1. A bimonthly Checklist of New Mexico State Publications
2. A bimonthly selected list of popular federal and New Mexico state publications.
3. Shipping lists with shipments
4. New Mexico classification scheme on all documents (if desired)
5. Catalog cards for each document with the New Mexico classification scheme (if desired)
6. Decal with logo saying State document depository library for all depository libraries.
7. Published subject card catalog of New Mexico State Library Holdings of New Mexico State Publications in book or microfiche format.

NM:M2-1

Educational Finance & Cultural Affairs Department

NEW MEXICO STATE LIBRARY

P. O. BOX 1629 SANTA FE 87503 (505) 827-2033

CLIFFORD E. LANGE, *State Librarian*

NEW MEXICO STATE DOCUMENTS TRAINING WORKSHOP

AGENDA

April 30, 1979

8:30-9:00	Coffee
9:00-10:00	General discussion of problems and services provided
10:00-10:20	Tour of depository clearinghouse
10:20-10:30	Break
10:30-12:00	State Documents Reference material sent to Depository Libraries with hands-on experience.
12:00-1:00	Lunch
1:00-2:00	State Documents Reference material con't.
2:00-2:15	Break
2:15-4:30	Depository Library Council

NEW MEXICO STATE DOCUMENTS REFERENCE MATERIAL SENT TO DEPOSITORY LIBRARIES

Compiled by: Sandra K. Faull, Tina Rivera, Ingrid Vollnhofer, Documents Department, New Mexico State Library, Santa Fe, New Mexico

April, 1979.

1. RULES AND PROCEDURES FOR THE JUDICIAL SYSTEMS IN NEW MEXICO

   New Mexico Supreme Court 1978 NM class. no. B 101.21/978 - a complete set of rules and procedures for all of the courts in New Mexico as well as special subject areas such as rules of evidence. For more information on these rules check NEW MEXICO DEPOSITORY LIBRARY MANUAL, the section on reference tools; "Basic list of state legal documents for the state of New Mexico".

2. CONSTITUTION OF THE STATE OF NEW MEXICO

   Secretary of State NM class. no. C 801.32/978 - complete text of the New Mexico constitution with the yearly changes passed during the Legislature.

3. NEW MEXICO BLUE BOOK 1977-78

   Secretary of State NM class. no. C 801.71/977/78 - Historical, statistical and election figures listed. Photos of officials. General information on New Mexico for the citizens as well as the visitors.

4. SECRETARIES OF STATE OF THE UNITED STATES, 1978

   Secretary of State of New Mexico. 1978. NM class. no. C 801.71/S44/978 - Lists Secretaries of State by State including office holder in 1978, term of office, salary, office addresses and functions.

5. ROSTER OF STATE OF NEW MEXICO ELECTED STATE, LEGISLATIVE, DISTRICT AND COUNTY OFFICIALS

   Secretary of State yearly, NM class. no. C 801.75 - Lists the officials by county with telephone numbers. Also includes district numbers and their state represenatives.

6. EXECTTIVE BUDGET SIXTY-EIGHTH FISCAL YEAR 1979-80

   Office of the Governor. 1979. NM class. no. D 205.14/979-80 vols. 1-3 - a three volume set which contains detailed recommendations for the financing of New Mexico State Government. It contains each agencies request and the recommendation of the Department of Finance and Administration. This is not the final budget approved by the legislature but it provides valuable data on the priorities of each agency.

7. NEW MEXICO COUNTY AND MUNICIPAL GOVERNMENTS 1977-78

   New Mexico Department of Finance and Administration. Local Government Division, 1979. NM class. no. D 217.1/977-78 - An annual report which summerizes without audit the financial activities of county and municipal governments for the fiscal year ended June 30, 1978. Also includes county classifiction and elected officials salaries.

8. NEW MEXICO LOCAL GOVERNMENTS AND THE PROPERTY TAX, 1978-79

New Mexico Department of Finance and Administration. Local Government Division. 1979. NM class. no. D 217.81/L81/978-79. - This report was compiled from information supplied by local governments, the Educational Finance and Cultural Affairs Department, Public School Finance Division and the property tax division of the Revenue Department. It includes assessed valuations for five years, average general obligation tax rates for counties, municipalities and schools plus much more. Excellent source for any financial data for county and local governments.

9. STATISTICS: PUBLIC SCHOOL FINANCE

Educational Finance and Cultural Affairs Department. Public School Finance. 1978. NM class. no. D 221.15/977-78 - Contains pertinent data for all fiscal activities for the public schools in New Mexico. Also contains lists of school districts, their superintendents and telephone numbers.

10. CHECKLIST OF NEW MEXICO STATE AND LOCAL TAXES, PERMITS AND LICENSES

Taxation and Revenue Department, Revenue Division 1975. NM class. no. D 801.73 C 51/975 - is intended to give the reader biref summary of taxes, licensing fees, permits and other similar obligations imposed by the state and local governments of New Mexico.

11. CHARACTERISTICS OF WORK INJURIES AND ILLNESSES IN NEW MEXICO, 1977

Health and Environment Department, Environmental Improvement Division 1979. NM class. no. H 600.12/cutter no./977 9 vols. - Nine volumes covering various industries and state and local government. Each volume includes number of compensable accidents experienced by workers in various occupations, source of the injury or illnesses, (machine etc.) the type of accident or exposure, the nature of injury or illness and part of the body affected.

12. COMMUNITY PROFILE

Commerce and Industry Department, Economic Development Divisions. 1978. NM class. no. T 501.45/cutter no./year - One of the most valuable series put out by state government. Describes the population, climate, community facilities, education, medical resources, recreational facilities, communications, and much more for each city or county covered.

13. NEW MEXICO DIRECTORY OF MANUFACTURING AND MINING, 1978-79

Commerce and Industry Department, Economic Development Division. 1978. NM class. no. T 501.73/978-79 - A good source of information on manufacturers in New Mexico. It is intended as a buyer's guide but can be used for addresses phone numbers etc. Establishments are listed alphabetically, by city and by Standard Industrial Classification (SIC). Mines are listed by county and the producers are listed by (SIC). Several valuable maps of New Mexico are included.

14. NEW MEXICO STATE ENERGY PLAN

New Mexico Energy and Minerals Department. 1978. NM class. no. X 830.18/978-2. This report summarizes the major energy issues confronting New Mexico today and basically consists of 27 issue papers. Each paper addresses an energy issue. The papers analyze the issue and the current situation and present a policy statement and an implementation plan for each policy. Also included is an Energy Directory of local state, regional and federal sources of energy information and energy related activities.

QUESTIONS TO STATE DOCUMENTS REFERENCE TOOLS

List the name of the publication you would use to answer the questions below. Use only the publications listed in the annotated bibliography which accompanies this questionaire.

1. How much does the county sheriff of Bernalillo County make?_____
2. What is the state position on the WIPP project? (Nuclear Waste Disposal Project)
3. Do vou have a list of the state parks in New Mexico? _____
4. What are the major manufactoring companies in your town and what do they make? _____
5. I want to know how to qualify to take the New Mexico Bar Exam and how much a licence will cost_____
6. Do you have the Washington address of our U.S. senators and representatives?
7. I am looking for a job with the public schools in Lincoln county. Can you give me a list of school districts and their superintendents in that county?_____
8. Does Santa Fe County have a hospital tax rate?_____
9. Does Socorro have an intracity bus service?_____
10. I need the words to the state song._____
11. What is the school district tax rate for your town?_____
12. Who is the state representative for District 47?_____
13. I need the address for the Council of Energy Resource Tribes_____
14. How many state employees injured their eyes on a working surface?_____
15. Does the Secretary of State in Arizona have the same responsiblities as the Secretary of State in New Mexico?_____
16. How much money does the federal government give the New Mexico State Library?
17. I am thinking of moving to Roswell and would like to get a better idea of what the city is like. Can you help me?_____

QUESTIONS TO STATE DOCUMENTS REFERENCE TOOLS CON'T

18. I would like the addresses of all of the petroleum refining companies in New Mexico. _____

19. The fireman are asking for a bigger budget in Lordsburg. How much money did they get in 1978 and how much are they receiving this year?_____
_____

20. I'm getting out of school in June and am job hunting. Do you have a list of the major employers in Portales?(2 sources) _____
_____

21. What is the average salary for guidance counselors in Silver City?_____
_____

22. What is the legal voting age in New Mexico and how long do you have to live in the county before you can vote?_____

23. I need the names and addresses of the Grant County Commissioners._____
_____

24. How much money did the Hobbs public schools get from federal project funds?
_____

25. What companies mine copper in New Mexico?_____
_____

26. What is the state policy on solar energy?_____
_____

Compiled by

Sandra K. Faull
Documents Librarian
New Mexico State Library
Santa Fe, NM 87503

April, 1979

NM:M2-4

Educational Finance & Cultural Affairs Department

NEW MEXICO STATE LIBRARY

P. O. BOX 1629 SANTA FE 87503 (505) 827-2033

CLIFFORD E. LANGE, *State Librarian*

NEW MEXICO DEPOSITORY LIBRARY COUNCIL

AGENDA

April 30, 1979

1. Frequency of meetings
2. Proposed purpose
3. Organizational structure
4. Designated order of distrubution to depository libraries when inadequate numbers of copies are available
5. Other

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PROPOSED PURPOSE FOR NEW MEXICO DEPOSITORY LIBRARY COUNCIL

The purpose of the Depository Library Council to the New Mexico State Documents Depository Clearinghouse shall be to advise the Librarian, State Documents Depository Clearinghouse, on matters dealing with the Depository Library Program, specifically:

a. Needs of depository libraries relative to government publications
b. Cataloging and indexing of documents
c. Shipping and handling publications
d. Availablity of publications to patrons and the public
e. General administration of the program
f. Assessment of training modules

SUMMARY OF NEW MEXICO STATE DOCUMENTS TRAINING WORKSHOP

APRIL 30, 1979

The New Mexico Documents Depository Clearinghouse will have the shelflist and subject card catalog for state documents microfilmed and made available to the depository libraries on microfiche. Additional sets will be available from the contractor at about $ 82.00 a set. Nondepository libraries can also purchase the set from the contractor.

The Archives and Record Center has sent the August-December 1978 List of Publications to the printer. The finished product should be mailed by mid-May. They are already working on January-April, 1979 and hope to get caught up by the end of June.

Under general discussion of the depository program, several libraries expressed appreciation for the last shipment with the catalog cards sorted and a rubber band around the cards. The Clearinghouse will attempt to keep this service although the loss of help as of July 1 could make it impossible. A request to the Clearinghouse to type the subject headings in capital letters was made and with several librarians advocating this change, the Clearinghouse will put it into effect with the next shipment.

Several libraries expressed a desire to receive two (2) shelf list cards. This addition went into effect with the fourth shipment dated May 2, 1979. The requesting libraries are Roswell Public; Highland University; NMSU-Grants, Branigan Public Library and Alamogordo Public Library.

The need to increase the coverage of state documents included in the depository system was identified with two groups mentioned in particular; the Bureau of Mines publications and the three Energy Institutes around the state. The Clearinghouse staff promised to work on these groups for increased participation.

The new Government Documents Round Table of NMLA was mentioned and the officers introduced. Suggestions of programs and workshops for the round table were solicited.

A tour of the Clearinghouse was given and gift and duplicate documents were made available to the participants.

The video-tape on state documents entitled "Ode to Government Publications" was shown to the group. An annotated bibiliography of reference tools mailed to depository libraries in the last four months was distributed along with several "typical" reference questions. Sample copies of the reference tools were available Everyone found it a useful exercise and agreed that having a bibiliography and questions mailed out semi-annually would be a good refresher for depository library staff.

Finally, an updated section for the Depository Library Manual was handed out.

Sandy Faull
Documents Librarian
New Mexico State Library

NM:M4

SAMPLE

New Mexico State Library

This certifies that Jim Jones

has completed Basic Training in State Documents

on April 30 *19* 79.

Documents Librarian Sandra K. Faull
Sandra K. Faull

State Librarian Clifford E. Lange
Clifford E. Lange

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NM:MB

ANNUAL REPORT OF THE GOVERNMENT DOCUMENTS DEPARTMENT

July 1, 1978 - June 30, 1979

Sandra K. Faull
Documents Librarian
New Mexico State Library
Santa Fe, New Mexico 87503

August 1979

1433

DEDICATION

The Documents program of the New Mexico State Library has been greatly enriched because of the sharing and cooperation of many librarians. This annual report is dedicated to them. The rest of the library staff and administration has been very supportive of the new ideas and services which evolved. The librarians around New Mexico have also been enthusiastic supporters of the many programs and services developed over the past year. Without their cooperation, many projects would never have been completed.

Since this year saw the beginning of the state depository documents program, a special thanks needs to be extended to several librarians from around the country who have unfailingly given their time and advise to me as I set up this program. First, Joan Kerschner, Documents Librarian of the Nevada State Library and Harold Chambers, Documents Librarian of Montana State Library, who each kindly spent more than a day with me showing me their respective operations and discussing the strengths and weaknesses of their programs. Secondly, Margaret Lane, retired Recorder of Documents, Louisiana, who has kept up a continuing correspondance on several areas of state documents programs. Her advise and suggestions have proved invaluable for New Mexico's depository program. Thirdly, Dale Propp, State Documents Librarian, Texas State Library, who is the current coordinator of the Documents on State Documents Notebooks. This collection of material from all fifty states was an inspiration many times during the year. Finally, a special thanks to all of my friends in the Government Documents Round Table of the American Library Association who have shared their ideas, successes and failures with me.

Sandra K. Faull
Documents Librarian

August 1979

HIGHLIGHTS

The past year was a very active one for the government documents department of the New Mexico State Library. Many changes of personnel, procedures and services occured. The biggest addition was the state documents depository clearinghouse. After many years of work, the librarians in New Mexico were finally successful in getting a law passed by the state legislature which included funding for the state depository program. In January, 18 state depository libraries were named and the first shipment of documents were mailed to them.

The past year also saw the first meeting of the federal documents depository librarians in New Mexico. This meeting included a discussion of interlibrary loan procedures, handling duplicate lists, the results of the survey on library instruction materials in documents in New Mexico, and information on the proposed revision of Title 44 of the United States Code.

Training and outreach has been provided by the state library for both state and federal documents through workshop activity and the publication of several manuals, guides and newsletters. A list of publications produced and workshops given can be found elsewhere in this report.

A state-wide committee was set up to establish a corporate authority file for state agencies. The preliminary work of gather ali major files together has progressed slowly. The next year should see greater activity in this area.

The state documents subject and shelflist card catalog at the state library was filmed late in June. Copies of the microfiche will be provided free of charge to all state depository libraries and is available on a cost basis from the publisher for other interested libraries. The availablity of this catalog should greatly enhance the bibliographic control of New Mexico State Documents.

The federal documents collection had a six week backlog of material last July. This backlog has been cut to three weeks by revising procedures for processing items and by the end of the next fiscal year, this backlog should be gone.

These items are just some of the highlights of the many activities of the government documents department over the past year. A closer look at some of the catagories mentioned in these highlights make up the rest of this report.

ACQUISITIONS AND GROWTH OF COLLECTIONS

The documents department handles the largest collection of materials in the state library. Both the federal and state documents collections continued to grow. The statistics listed on the next page reflect this growth.

Acquisitions and growth of Collections con't

Federal Documents Collection

Total Documents processed for Fiscal Year 1978-79 27,972

Total federal documents collection size, June 30, 1979 443,107

State Documents Collection

Total Documents processed for Fiscal Year 1978-79[1] items 4792 titles 1610

Total state documents collection size, June 30, 1979 45,461

TOTAL DOCUMENTS IN NEW MEXICO STATE LIBRARY 488,568

State Documents Depository Clearinghouse

The Clearinghouse function of distributing documents started in January, 1979. The first six months saw an increase in the number of titles included in each shipment. It is estimated that 65% of all state documents are currently included in the depository program.

Six shipments were sent out between January and the end of June. This included 397 items or 201 titles.(Serials titles only counted once). Multiply these figures by the 18 depository libraries and the total items distributed were 7146 or 3618 titles.

USE STATISTICS

The documents collections at the state library make a major contribution to the services provided by this library. These collections have a significant impact on interlibrary loan, circulation and reference use as the statistics provided below show.

Interlibrary Loan

The state library is the clearinghouse for interlibrary loan requests in New Mexico. While the total number of interlibrary loan requests handled by the library was 11,409; the number actually filled by the state library during the past year was 2932. Of this number, 254 requests were filled by government documents. This is 9% of all interlibrary loans filled by the library. A monthly breakdown is listed below.

MONTH & YR.	TOTAL REQUESTS FILLED BY STATE LIBRARY	TOTAL REQUESTS FILLED USING DOCUMENTS	PERCENT
July 1978	238	8	3%
August 1978	316	12	4%

[1]Since the state receives multiple copies of most state documents, a distinction must be made between volume and uniqueness.

Interlibrary loan con't

Month & Yr.	Total Requests Filled By State Library	Total Requests Filled Using Documents	Percentage
September 1978	262	21	8%
October 1978	308	26	8%
November 1978	268	31	12%
December 1978	135	33	24%
January 1979	279	16	6%
February 1979	290	17	6%
March 1979	301	33	11%
April 1979	199	22	11%
May 1979	196	13	7%
June 1979	140	22	16%
TOTAL	2932	254	9%

Circulation

The total ciculation of all materials for fiscal year 1978-79 was 19,931. Of this total, 1,495 or 8% were documents. This material was actually checked out of the library. It does not included in-house use. A monthly breakdown is listed below.

Month	Total Circulation	Total Documents Circulation	Percentage
July	1,686	139	8%
August	1,937	140	7%
September	1,763	121	7%
October	1,788	108	6%
November	2,026	116	6%
December	784	58	9%
January	1,628	143	9%
February	1 705	127	7%

Circulation Con't

Month	Total Circulation	Total Documents Circulation	Percentage
March	1,933	118	6%
April	1,700	129	8%
May	1,487	110	7%
June	1,494	186	12%
TOTAL	19,931	1,495	8%

Reference

The state library gets many requests for help by state, federal, and local government employees, other libraries, and the general public. The documents collections play their greatest support role in this area. The documents collections are literally the backbone of the state library's reference service.

The reference librarians are asked to record each question received, who asked it, (general public, state agency, etc.) date, time, and where the answer was found. Since the reference desk was staffed by many people over the past year, the recording of questions were not always consistant. Sometimes a question was listed only by time and patron with no indication of what tools were used in answering the question. The documents figures indicate those questions where documents were used during the reference process. The figures are low compared to actual practise due to the factors listed above.

The total reference use recorded for fiscal year 1978-79 is 2355. The total documents use in reference for this same period is 933 or 33% of all reference questions recorded. The total federal documents used in reference were 650 or 23% of the total while the total state documents used in reference were 283 or 10%. The state figure is lower than actual use because many questions used both federal and state documents in obtaining an answer. These questions were only counted once and were put in the federal documents column. The monthly breakdown for the year is listed below.

Month	Total Ref.	Total Docs.	Federal	State
July	205	69 (34%)	47 (23%)	22 (11%)
August	228	73 (32%)	57 (25%)	17 (7%)
September	197	73 (37%)	63 (30%)	14 (7%)

Reference con't

Month	Total Ref.	Total Docs.	Federal	State
October	151	46 (30%)	38 (25%)	8 (5%)
November	141	42 (30%)	28 (20%)	14 (10%)
December	202	91 (45%)	66 (33%)	25 (12%)
January	359	126 (35%)	95 (26%)	31 (9%)
February	337	99 (29%)	67 (20%)	32 (9%)
March	276	78 (28%)	53 (19%)	25 (9%)
April	273	88 (28%)	58 (21%)	30 (7%)
May	236	73 (31%)	46 (19%)	27 (11%)
June	250	75 (30%)	42 (17%)	33 (13%)
TOTAL	2,855	933 (33%)	650 (23%)	283 (10%)

The total figures for 1977-78 were not available for comparison but December 1977 figures were available. A comparison of December 1977 and December 1978 shows that an increase in the use of documents in reference developed over the past year. The figures are shown below.

Month	Total Ref.	Total Docs.	Federal	State
December 77	254	81 (32%)	57 (22%)	23 (9%)
December 78	202	91 (45%)	66 (33%)	25 (12%)

WORKSHOPS

The state library plays an important role in the professional development of librarians in New Mexico. The documents department over the past year provided the following workshops to help meet the needs of librarians and other professionals in New Mexico:

State Documents Depository System Workshops (co-sponser, New Mexico Library Assoc.
State Library, Santa Fe, October 13, 1978
Zimmerman Library, UNM, Albuquerque, October 20, 1978
University Library, NMSU, Las Cruces, November 3, 1978
University Library, ENMU, Portales, November 17, 1978

New Mexico Library Association Conference, Documents Committee Program, State Documents Depository System Update, March 29,1979

WORKSHOPS CON'T

Training for state documents librarians in state depository libraries,
State Library, Santa Fe, April 30, 1979.

Training for state agency liaison officers (co-sponser, New Mexico Records Center)
Land Office Auditorium, Santa Fe, February 8, 1979
Land Office Auditorium, Santa Fe, February 21, 1979

Meeting of Federal Depository Documents Librarians in New Mexico (co-sponser UNM-Zimmerman Library)
Zimmerman Library, UNM, Albuquerque, December 11, 1978

Introduction to Census Materials for state agency planners
State Capitol, Santa Fe, May 4, 1979 (Regional census bureau officer gave program)

Reference Use of Federal and State Publications
Highlands University Library, Las Vegas, New Mexico, May 8, 1979

PUBLICATIONS

Realizing the need to improve the awareness of government documents among librarians and the general public in New Mexico, many manuals serials and directories were developed by the documents staff over the past year. These publications are listed below:

New Mexico State Documents Classification System, New Mexico State Library, 1978, 24 pages.

Rivera, Tina and Ingrid Vollnhofer, Some Very Useful New Mexico State Publications, New Mexico State Library, revised edition, 1978.

Faull, Sandra, Tina Rivera, and Ingrid Vollnhofer, New Mexico State Documents Reference Material Sent to Depository Libraries, New Mexico State Library, April 1979.

Faull, Sandra, Depository Library Manual. New Mexico State Library, March, 1979.

_____, State Agency Manual, New Mexico State Library, February, 1979, 14 pages.

_____, Government Documents Instructional and Promotional Materials in Federal Depository Libraries in New Mexico. December 1978. 7 pages.

_____, Cost and Benefits of Federal Depository Status for Academic Research Libraries, May 1979 17 pages.

_____, Federal Documents Reference Tools Directory for New Mexico, June 1979.

Serials

New Mexico Selected List of Federal and State Publications. 1979- bimonthly.

New Mexico Documents Express. 1979- irregular.

PUBLICATIONS CON'T

Posters

Ode to Government Publications by James Johnstone, 1979

New Mexico Classification Scheme 1979
1. Subject Divisions
2. Series Classification

A-V Materials

A slide-tape entitled Ode to Government Publications which is a 7 minute explanation of the New Mexico State Documents Depository System. Co-author, James Johnstone, Media Coordinator, New Mexico State Library. It is also available on videotape.

PERSONNEL

The personnel in the documents department first expanded and then contracted over the year as shown below:

July 1978

Head, Reference and Documents Department, Ingrid Vollnhoffer
Federal Documents Clerk Specialist, Eulalio Griego
State Documents Library Technician, Tina Rivera

In late July, the new position for the state documents program was filled: Librarian, State Documents Depository Clearinghouse, Sandra K. Faull. The Clerk III position for the state documents program was also provided. It was filled for four months by Charolette Montano and then for 4 months by Pamela Bowker.

In January, Ingrid Vollnhofer became full-time head of the reference department and Sandra Faull became head of the documents department. In June, the Clerk III position was lost due to a lack of funding. The staff works hard and accomplishes a great deal but more could be done if additional staff were available.

PROBLEMS

The most pressing problem of the documents department is getting the state documents depository program and staff placed into the permament part of the budget of the state library. Every attempt will be made to accomplish this goal in the coming year. If this goal is not reach, the program probably will not continue. Since the current head of documents is funded under the state depository program, this position will also be lost which will have a large impact on the other aspects of the documents department.

Other problem areas include a lack of reference tools for documents use; lack of staff for the state documents depository clearinghouse; and additional microfiche equipment is needed for federal documents. Also, in and out of state travel money is needed for greater participation in documents workshops and

PROBLEMS CON'T

conferences. Most of these problems will be addressed in the coming year. All are based on money and solutions will depend on the support given to the documents program by the library in the next few years.

HOPES FOR THE FUTURE

The state depository system will be strengthened in the coming year. Additional materials will be picked up from the state agencies. A union list of state documents serials will hopefully be produced in the next year. The authority file committee hopes to publish its list by the end of the next fiscal year. Exploration of select state documents depositories will begin. Working with the State Records Center and Archives, an on-going micropublishing project for state documents will be investigated.

The state library will become part of the OCLC network in November, 1979. Ways to make effective use of OCLC for state and federal documents will be examined.

Workshops on the use of government documents for school librarians in Albuquerque and for businessmen in Albquerque and Santa Fe are tenatively planned for the coming year.

Plans for the development of a slide-tape on the use of federal and state regulations are underway with the help of Kurt Adamson, Reference Librarian, University of New Mexico Law School Library.

Additional publications include a bibliography of federal documents pertaining to New Mexico, a brochure explaining the services provided by the documents department and a possible serial publication/bibliography which can be used by federal depository libraries to produce displays for documents collections in New Mexico.

Finally, a public relations campaign for state and federal documents will hopefully be developed with the help of the new Public Information Librarian, Joan Plessner.

While the past year has been a busy and productive one, the coming year should provide even greater results.

N1.M6

SELECT BIBLIOGRAPHY ON INDIANS IN THE NEW MEXICO STATE DOCUMENTS COLLECTION OF THE NEW MEXICO STATE LIBRARY

Prepared by:

Sandra K. Faull
Documents Librarian
New Mexico State Library
Santa Fe, New Mexico 87503

September 1979

1449

INTRODUCTION

This bibliography has been prepared for the American Indian Library Cultural Center Project workshop, held in Santa Fe, September 10-12, 1979. It contains all of the subject entries under Indians in the New Mexico State Documents subject card catalog as of September 5, 1979.

Because of the limited time span available in producing this bibliography, information was taken from the subject cards only. The shelflist cards couldn't be checked for holdings information or date of issue.

A few cards gave the location information as locked case, Southwest Room. These titles are not available for interlibrary loan. Titles which have no location information can be requested on interlibrary loan.

The call number listed for each entry is the New Mexico State Documents Classification number which is used at the State Library. Please include this call number when making interlibrary loan requests for the material listed in this bibliography.

This bibliography includes the current holdings of the New Mexico State Library. It does <u>not</u> reflect everything ever produced on Indians by New Mexico State Agencies.

Sandra K. Faull
Documents Librarian

September 1979

NEW MEXICO STATE DOCUMENTS ON INDIANS IN THE NEW MEXICO STATE LIBRARY'S SUBJECT CARD CATALOG

CALL NUMBER	LIBRARY OF CONGRESS SUBJECT HEADING, AGENCY AND TITLE
NM F 861.1	INDIANS New Mexico Commission on Indian Affairs Annual Report to the Governor. 1967-69
NM X 971.35 1	New Mexico Middle Rio Grande Conservancy District Agreement by and between the U.S. and the Middle Rio Grande Conservancy District, providing for conservation, irrigation, drainage, and flood control for Pueblo Indian Lands in the Rio Grande Valley, New Mexico December 14, 1928.
NM F 251.42 1/3	INDIANS-ANTIQUITIES New Mexico Eastern University Contributions in Anthropology: Archaic prehistory in western United States. 12/68.
NM F 251.42 5/1	New Mexico Eastern University Contributions in Anthropology: The Oshara tradition: origins of Anasazi culture. 9/73
NM F 401.1 I 39	INDIANS-EDUCATION New Mexico State Department of Education Division of Indian Education Annual Report. 1960/61-1962/63; 1964/65;1970/71-1972/73
NM F 401.81 N 27	New Mexico State Department of Education The Native American Speaks. 1973.
NM F 101.41 77	University of New Mexico Department of Government Publications Indian education in New Mexico. July 1968.
NM F 401.85 B 59/	INDIANS-EDUCATION-BIBLIOGRAPHY New Mexico State Department of Education Bibliography of materials for bilingual-bicultural instruction. Vol. 1, 1973.
NM F 861.41 1	INDIANS-FINANCIAL AFFAIRS New Mexico Office of Indian Affairs Per Capita Income of the Pueblo and Apache Indian Reservations in New Mexico. December 1977.

CALL NUMBER	LIBRARY OF CONGRESS SUBJECT HEADING, AGENCY AND TITLE
NM C 430.81 I 39	INDIANS-LAND TENURE New Mexico State Planning Board Indian Lands in New Mexico. October 1,1936
NM F 131.85 A 51	INDIANS-LEGAL STATUS, LAWS, ETC. New Mexico University. School of law. American Indian Law: A bibliography of books, law review articles and Indian periodicals January, 1973.
NM F 251.42 4/1	INDIANS OF MEXICO-RITES AND CEREMONIES New Mexico Eastern University. Contributions in Anthropology: The Cermonialism of the Tepecan. 10/72
NM F 101.42 B 61/vol. 4 #2	INDIANS OF NORTH AMERICA New Mexico University. Biological Series The distribution of the human blood groups among the Navajo and Pueblo Indians of the Southwest. June 1, 1935 Locked case, SW Room
NM T 501.81 I 39/2	INDIANS OF NORTH AMERICA-ART New Mexico Department of Development The Indian Arts of New Mexico. 1975
NM F 101.42 A 62/V.3#4	INDIANS OF NORTH AMERICA-ARTIFACTS NeW Mexico University. Anthropological Series Artifacts made of the glassy andesite of San Antonio Mountain, Rio Arriba County, New Mexico. February 1, 1940
NM T 671.71 C 41/	INDIANS OF NORTH AMERICA-BIBLIOGRAPHY New Mexico Inter-Tribal Indian Ceremonial Association. Ceremonial Indian Book Service. 1966;1970/71
NM F 861. 17	INDIANS OF NORTH AMERICA-COUNCILS New Mexico Commission on Indian Affairs. Minutes-Meeting of the New Mexico Commission Indian Affairs.
NM F 861.17 S 74/	New Mexico Commission on Indian Affairs Minutes-Special meeting of the New Mexico Commission on Indian Affairs. May 30, 1974
NM F 861.17 I 61/	New Mexico Office of Indian Affairs Minutes of meeting of the OIA AD-HOC Committee and the Inter-Tribal Indian Ceremonial Association.

CALL NUMBER	LIBRARY OF CONGRESS SUBJECT HEADING, AGENCY AND TITLE
NM F 101.42 A 62/2/#9	INDIANS OF NORTH AMERICA-CULTURE New Mexico University Publications in Anthropology: The Western Apache clan system: Its origins and Development. 1957.
NM V 101.81 P 43	INDIANS OF NORTH AMERICA-EMPLOYMENT New Mexico Employment Service. Performance of senior high school Indians and adult Indian groups in New Mexico on the general aptitude test battery. 1968-69.
NM F 861.41 2	New Mexico Office of Indian Affairs. The employment picture of the Indian Reservation in New Mexico. March 1978.
NM C 401.81 I 39	New Mexico State Personnel Office. Ideas to increase Indian employment in state government. Feb. 2, 1973.
NM C 401.81 I 39/2	New Mexico State Personnel Office. Indian employment in New Mexico State Government August, 1975.
NM C 401.81 I 39/3	New Mexico State Personnel Office. State Personnel Office response to the report of the New Mexico Advisory Committee to the U.S. Commission on Civil Rights entitled "Indian Employment in New Mexico State Government." November 14, 1975.
NM F 701.63 S 72	INDIANS OF NORTH AMERICA-EXHIBITIONS New Mexico Museum. Southwestern Indians today; a gallery guide. 1965.
NM F 861.17 B 92/	INDIANS OF NORTH AMERICA-FINANCIAL AFFAIRS New Mexico Commission on Indian Affairs. Meetings of the AD HOC Committee for budget Planning. July 26, 1977.
NM T 671.5 966	New Mexico Inter-Tribal Indian Ceremonial Assoc. A Financial report to members on the 1966 ceremonial.
NM X 309.57 26	New Mexico State University. Agricultural Experiment Station. Research Reports. Appraisal of Bureau of Indian Affairs Credit Program.

CALL NUMBER	LIBRARY OF CONGRESS SUBJECT HEADING, AGENCY, AND TITLE
NM X 309.55 11	INDIANS OF NORTH AMERICA-FINANCIAL AFFAIRS New Mexico State University. Agricultural Experiment Station. Special Reports. Indians' problems in acquiring development capital. December, 1971.
NM F 101.42 B 61/v.5#2	INDIANS OF NORTH AMERICA-FOOD New Mexico University. Biological Series. Enthnobiological studies in the American Southwest, V. The utilization of mespuite and screbean by the aborigines in the American Southwest. 1937. Locked Case, Southwest Room.
NM F 101.42 B 61/V.5#5	New Mexico University. Biological Series. The utilization of yucca, sotol, and beargrass by the aborigines in the American Southwest. 1941.
NM F 101.42 H 67/V.1#1	INDIANS OF NORTH AMERICA-LAND GRANTS New Mexico University. Historical Series. Pueblo Indian Land Grants of the "Rio Abajo" New Mexico. November 1, 1938.
NM F 101.42 A 62/2/#2	INDIANS OF NORTH AMERICA-LANGUAGES New Mexico University. Publications in Anthropology. Comparative vocabularies and parellel texts in two Yuman languages of Arizona. 1946. Locked case, Southwest Room.
NM F 131.85 A 51	INDIANS OF NORTH AMERICA-LEGAL STATUS, LAWS, ETC. New Mexico University. School of Law. American Indian Law: A bibliography of books, law review articles and Indian periodicals. January, 1973.
NM F 131.91 Periodical	New Mexico University. School of Law. American Indian Law Newsletter.
NM H 373.81 I 39	INDIANS OF NORTH AMERICA-LIQUOR New Mexico Commission on Alcoholism. BX project; proposed Indian program to combat alcoholism in New Mexico. July 18, 1960.
NM F 861.17 A 35/	INDIANS OF NORTH AMERICA-LIQUOR PROBLEM New Mexico Commission on Indian Affairs. Minutes of special meeting on alcoholism abuse.
NM F 861.17 A 19/	INDIANS OF NORTH AMERICA-NEW MEXICO New Mexico Commission on Indian Affairs Minutes of special meeting of the Ad Hoc Committee.

CALL NUMBER	LIBRARY OF CONGRESS SUBJECT HEADING, AGENCY, AND TITLE
NM F 861.81 A 17	INDIANS OF NORTH AMERICA-NEW MEXICO New Mexico Commission on Indian Affairs Summary of accomplishments by the New Mexico Commission on Indian Affairs during the first 20 months of Governor Kings's administration. Sept. 197
NM T 501.81 I 39/	New Mexico Department of Development. Indians of New Mexico
NM F 861.15	New Mexico Indian Affairs Commission. Indian Affairs Commission Report.
NM F 861.21 1975	New Mexico State Office of Indian Affairs Rules.
NM F 101.41 15	INDIANS OF NORTH AMERICA-NEW MEXICO-GOVERNMENT RELATIONS University of New Mexico. Department of Government Publications. Some factors in the Indian Problem in New Mexico. May, 1948.
NM F 701.41 1	INDIANS OF NORTH AMERICA-NEW MEXICO-SOCIAL CONDITIONS New Mexico Museum. Research records. New Mexico Indians: Economic, educational and social problems. 1966.
NM F 701.71 R 66	INDIANS OF NORTH AMERICA-PICTURES, ILLUSTRATIONS,ETC. New Mexico Museum. The H.F. Robinson collection: A catalogue of photographs. November, 1974.
NM F 101.42 A 62/v.1#4	INDIANS OF NORTH AMERICA-POTTERY New Mexico University. Anthropological Series. Field manual of prehistorical Southwestern pottery types. August 1, 1936. Locked case, Southwest Room.
NM F 101.42 A 62/v.2#3	New Mexico University. Anthropological Series. Navajo Pottery manufacture. December, 1937. Locked case, Southwest Room.
NM F 101.42 A 62/v.2#4	New Mexico University. Anthropological Series. Classification of black pottery pigments and paint areas. February, 1938. Locked case, Southwest Room.

CALL NUMBER	LIBRARY OF CONGRESS SUBJECT HEADING, AGENCY, AND TITLE
NM T 671.81 I 61/	INDIANS OF NORTH AMERICA-RITES AND CEREMONIES New Mexico Inter-Tribal Indian Ceremonial Association. Anniversary of the Inter-Tribal Indian Ceremonial.
NM F 671.81 I 39	New Mexico Inter-Tribal Indian Ceremonial Association Indian Land Magazine. 1967.
NM T 671.81 P 96/	New Mexico Inter-Tribal Indian Ceremonial Association. Program: Inter-tribal Indian Ceremonial.
NM F 701.63 S 72	INDIANS OF NORTH AMERICA-SOUTHWEST,NEW New Mexico Museum. Southwestern Indians today; a gallery guide. 1965.
NM F 861.81 T 23	INDIANS OF NORTH AMERICA-TAXATION New Mexico Commission on Indian Affairs. Taxation and Indian sovereignty. April, 1975.
NM T 671.61 N 31	INDIANS OF NORTH AMERICA-TEXTILE INDUSTRY AND FABRICS So you want to buy a Navajo rug? 1969.
NM F 861.17 T 82/77-2	INDIANS OF NORTH AMERICA-TRIBAL GOVERNMENT New Mexico Office of Indian Affairs. Minutes, New Mexico Tribal Governments state administration seminar. February 10-11, 1977.
NM F 101.42 A 62/v.1#3	INDIANS OF NORTH AMERICA-UTAH New Mexico University. Anthropological Series. Pueblo material culture in western Utah. June, 1936. Locked Case, Southwest Room.
NM V 341.81 I 39	INDIANS OF NORTH AMERICA-WOMEN New Mexico Commission on the Status of Women. Report on conference on employment awareness for Indian women. 1975.
NM T 671.92	INDIANS-PERIODICALS New Mexico Inter-Tribal Indian Ceremonial Association. Indian Magazine.
NM T 671.91	New Mexico Inter-Tribal Indian Ceremonial Association. Inter-Tribal Indian Ceremonial Association Newsletter.
NM F 861.92	New Mexico Office of Indian Affairs. Newsletter.

CALL NUMBER	LIBRARY OF CONGRESS SUBJECT HEADING, AGENCY, AND TITLE
NM F 101.81 L 69/	LIBRARIES AND INDIANS New Mexico University. Final Report: Training library aides in Pueblo Indian schools.

NY

B. Letters and commentaries

D. Forms and form letters

E. Labels

I. Procedural guidelines

K. Selection lists and basic lists

M. Studies, surveys and workshops

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NY:B

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY, NEW YORK 12224

ASSISTANT COMMISSIONER FOR LIBRARIES

THE NEW YORK STATE LIBRARY
Gift and Exchange Section
Henry D. Ilnicki, Senior Librarian
518: 474-5953

VI.C

July 5, 1974

Miss Beverly Railsback, Reference Libn.
New Jersey State Library
P.O. Box 1898
Trenton, NJ 08625

Dear Miss Railsback:

Pursuant to your request of June 17, I am enclosing information about our State documents program. The information submitted will follow the numerical sequence in your outline.

(1) There is no legislation establishing a State documents depository distribution program as such. The New York State Library was able to secure passage of Chapter 316, Laws of 1955 incorporated into the State Printing Law as Section 7, Subdivision 3. This law mandates the delivery of 200 copies of each printed report to the New York State Library. Using this Law as a basis, we are able to maintain a State documents distribution program. Unfortunately, during a fiscal crisis, some agencies run off mimeo copies of their report. If no contract is awarded for printing, we have to rely on the goodwill of the issuing agency to supply us with sufficient copies to meet our distribution needs. Although the bulk of the State publications do come without any problem, we do not receive everything without difficulty.

(2) One-page sheet entitled Plan for Distribution of New York State Publications, represents our "Rules and Regulations" established pursuant to the State Printing Law, Section 7, Subdivision 3.

(3) Sample of letter sent to State agencies requesting their annual report and other publications sent each year to the head of each agency.

(4) No manual.

NY - B
C 1/2

(5) A library applying for New York State depository designation is sent a copy of our "Rules and Regulations" and "Application form". A list of current depositories can be found in front of the latest cumulative issue of the Checklist of official publications of the State of New York (1971 latest).

(6) Generally receipt of publications not acknowledged. Trucker's signed delivery record sufficient proof of receipt.

(7) None. See Plan for Distribution of New York State Publications for disposal instructions.

(8) None.

(9) A. Strengths:
1. Staff performs well.
2. Variety of publications issued by State agencies allows us to exchange with most types of libraries, for example, public, college, special.
3. General goodwill of agencies in supplying publications.

B. Weaknesses:
1. Lack of adequate staff (evident throughout the Library)
2. Lack of sufficient administrative and Legislative support
3. Lack of guides for use by librarians interested in developing New York State document collection.
4. Lack of a union list of State publications distributed.
5. Lack of communication between State Library and agencies issuing publications, as well as librarians using these.
6. Temporary State Commissions, etc. not required to give State Library copies of hearings, reports and other publications.

C. Recommendations:
1. Develop adequate staff, guides and union lists.
2. Law should be strengthened to require ALL State agencies to send the State Library copies of all publications authorized for printing within the Department as well as items printed by other means for a State agency.

If you have any questions regarding this matter, please contact me at your convenience.

Sincerely,

Henry Ilnicki
Head, Gift & Exchange Section

Enclosures

Xerox 4 copy

NYB.
AUG 76 NY:BI

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY, NEW YORK 12234

ASSISTANT COMMISSIONER FOR LIBRARIES

THE NEW YORK STATE LIBRARY

Gift & Exchange Section
(518) 474-5953

July 7, 1976

Ms. Brenda Olds, Secretary
ALA GODORT State Documents Task Force
Legislative Reference Library
Box 12488, Cap. Sta.
Austin, Texas 78711

Dear Ms. Olds:

Thank you for your letter of June 11 about our State Documents Program. Attached is a sample from our Dictionary Catalog of Official Publications of the State of New York, April 22, 1974-April 10, 1976. Feel free to duplicate this sample. As soon as the catalog is published, and ready for distribution, five copies will be sent to you. Otherwise, because of staff cutbacks, we have been working a holding operation with our State Documents Program. No other information is available which will update that submitted in 1974.

If I can be of any further assistance to you, please contact me at your convenience.

Sincerely,

Henry Ilnicki
Head,
Gift & Exchange Section

HI/by

Attachment

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THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY, NEW YORK 12234

B - NY:B2

ASSISTANT COMMISSIONER FOR LIBRARIES

June 2, 1977

THE NEW YORK STATE LIBRARY

Ms. Brenda Olds, Secretary
ALA GODORT State Documents Task Force
Legislative Reference Library
Box 12488, Cap. Sta.
Austin, Texas 78711

Dear Ms. Olds:

As I indicated in my letter of July 7, 1976, our Dictionary Catalog of Official Publications of the State of New York, December 18, 1973- to September 24, 1976 (dates revised) would be sent when it was ready. We are sending five copies under separate cover for your files.

Also you will find five copies of our April 1977 Checklist of Official Publications of the State of New York in its new format. On page 2 of this issue, I indicate the new classifications system and authority file is being prepared for publication. You will be sent copies as soon as it is published. At this time we have no idea when it will be ready for publication.

Additional information will be sent to you as it is generated.

Sincerely,

Henry Ilnicki

Henry Ilnicki, Head
Gift & Exchange Section

HI/by

#1 Overview of Laws Governing Deposit of State Publications in State Library

New York
NY:B3
B4 P73

Sections of the New York State law which relate to the deposit of State documents in the State Library:

a. Legislative Law, section 47: two hundred copies of the bound journals and documents, and five copies of the bound legislative bills.

b. State Printing Law, section 5, subdivision 2: two copies of the unbound bills.

c. State Printing Law, section 7, subdivision 3: fifty copies of all departmental printing, as defined in subdivision one (1) of the same section.

d. Education Law, Section 290: "not less than five copies of each of its publications when issued: from each state department, bureau, board or commission, and "any remaining copies" after completing distribution.

#3 Letter to state agencies

NY:D
p 1132

#3

Gift and Exchange Section
Henry D. Linicki, Senior Librarian
518: 474-5953

Letter to State agencies

March 19, 1974

Dear

Over the years, the New York State Library has developed an extensive system of exchanges with other libraries throughout the world. In return, the Library receives much valuable material which is made available on loan to libraries throughout New York State, as well as to State agencies and officials.

In 1955, the New York State Printing Law was amended so as to provide the New York State Library with 200 copies of the annual reports of each State agency. These 200 copies are distributed by our Library to libraries which have been designated as depositories for New York State documents and to libraries on our exchange mailing list.

To meet our internal needs and mailing lists, we are interested in obtaining 250 copies of your annual report and other major publications. This material can be sent to the New York State Library Warehouse, 32 Railroad Avenue, Albany, NY 12205. If you anticipate any difficulty in meeting our request, please contact the undersigned or Mrs. Rita Fitzpatrick on (518: 474-3854).

As you know, the New York State Library is anxious to have in its Legislative Reference Section as complete a collection of New York State documents as possible. These materials are permanently retained for the use of State officials, legislators, other libraries and the general public.

In addition to obtaining your annual report and other major publications, we would also appreciate being placed on your mailing list to receive any releases, studies and other processed materials which may be

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P 2/32

issued by your Agency. Arrangements regarding quantity can be made by contacting the undersigned or Mrs. Rita Fitzpatrick.

We are sure that you will recognize the importance of having the most current material available in the New York State Library.

Sincerely,

Henry D. Ilnicki
Head, Gift and Exchange Section

HI/pmg

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NYSL DOCUMENT SENDINGS DATE_____

TITLE_____

SENT:	DOMESTIC	FOREIGN	TOTAL
VOLS			
PAMS			

RECORDED_____ NOTED IN M.L._____

4/61 1000

N.Y. NY:E

FROM

The University of the State of New York — The State Education Department

The New York State Library
Gift and Exchange Section
Albany, New York 12224
U.S.A.

5 Address label for sending publications

47608

~~# 6 Report form for sendings~~

E1

NEW YORK STATE LIBRARY
WAREHOUSE

32 RAILROAD AVENUE

ALBANY, NEW YORK 12205

6a Self-addressed labels

From .....

L847-Ap66-10,000(51590)*

1467

#2 Rules and regulations

N. NY:I
F

NEW YORK STATE LIBRARY
GIFT AND EXCHANGE SECTION
ALBANY, NEW YORK 12224

PLAN FOR DEPOSITORIES OF NEW YORK STATE PUBLICATIONS

What is the purpose of this plan? The depository plan aims to make the official publications of New York State more easily accessible to the public, to increase the speed of distribution, and to eliminate the necessity for extensive correspondence. It is expected also that it will decrease the demand for the bound set of collected documents, which is no longer available for distribution.

What libraries will be included in the plan? At least one library in each county or region in New York State may be designated as a depository for New York State publications. Each depository library will be expected to serve the region in which it is located. In addition, major research and university libraries, court libraries, and certain libraries outside the State may also be so designated.

What publications will be offered? All of the documents in the numbered legislative document series will be offered. In addition all of the annual reports of the departments, boards, and commissions will be available, even where these may not be in the legislative document series. Certain other publications will also be available.

Must a depository library take everything offered? Three types of depositories will be designated--those which will receive all documents offered (GENERAL DEPOSITORY), those which will receive only the documents in the numbered legislative document series (LD DEPOSITORY), and those which will receive only a selected list (SELECTIVE DEPOSITORY). By your response to the enclosed questions you will determine the category in which your library will be placed.

How will the depository library know what materials it will receive? Each depository library will receive a copy of the Checklist of Official Publications of the State of New York. This list will indicate by symbol which documents are included in the depository plan. If your library has checked the appropriate category on the enclosed selection sheet, then you will automatically receive the document in that series.

How much will the depository library receive? Libraries which are designated as general depositories will receive materials amounting to some three or four feet of shelf space each year.

Will back documents be available? The New York State Library will be glad to help depository libraries complete back files of these documents as far as its stock permits.

Can a library dispose of depository documents? Depository documents may be disposed of at any time, PROVIDED THAT the State Library is first given an opportunity to reclaim them.

FOR FURTHER INFORMATION
Write to
New York State Library
Gift and Exchange Section
Albany, New York 12224

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#5 Selection List

N. NY:K
p. 1/2

University of the State of New York - State Education Department
NEW YORK STATE LIBRARY
GIFT AND EXCHANGE SECTION
ALBANY, NEW YORK 12224

DEPOSITORY PLAN FOR NEW YORK STATE DOCUMENTS
APPLICATION FORM

DEPOSITORY MATERIAL
SHOULD BE ADDRESSED TO: _____

_____

_____

GENERAL DEPOSITORIES

( ) All depository documents
( ) All documents in the numbered legislative document series

SELECTIVE DEPOSITORIES
Unless otherwise noted, the publications which are available are the annual reports of the respective agencies.

ABBREVIATIONS: COM-Committee; COMM-Commission; DIV-Division; DEPT-Department; JLC-Joint Legislative Committee; TSC-Temporary State Commission

( ) Aging, JLC on Problems of the
( ) Aging, Office for the
( ) Agricultural Experiment Station, Geneva
( ) Agricultural Land, COMM on the Preservation of
( ) Agriculture and Markets, DEPT of
( ) Alcoholic Beverage Control Law, JLC to Study and Revise the
( ) Arts, Council on the
( ) Atomic and Space Development, Office of
( ) Audit and Control, DEPT of
( ) Banking DEPT
( ) Banking Law, JLC to Revise the
( ) Budget, DIV of
( ) Capitol City, TSC on
( ) Child Care Needs, JLC on
( ) Civil Service, DEPT of
( ) Commerce, DEPT of
( ) Condemnation and Appropriation of Property, JLC on
( ) Conservation DEPT
( ) Conservation, Natural Resources and Scenic Beauty, JLC on
( ) Consumer Protection, JLC on
( ) Corporation Laws, JLC to Study Revision of
( ) Correction DEPT
( ) Correctional Assoc. of New York
( ) Court of Claims
( ) Crime, Its Causes, Control and Effect on Society, JLC on
( ) Crime Victims Compensation Board
( ) Education Law, JLC to Revise and Simplify the
( ) Election Law and Related Statutes, JLC to Make a Study of the
( ) Farm and Food Processing Labor, Interdepartmental COM on
( ) Governor
___Annual Message
___Budget Message
___Budget Summary
( ) Health, DEPT of
( ) Health and Mental Hygiene Facilities Improvement Corporation
( ) Higher Education, JLC on
( ) Housing and Urban Development, JLC on
( ) Hudson River Valley COMM
( ) Industrial and Labor Conditions, JLC on
( ) Insurance DEPT
( ) Insurance Rates, Regulation and Recodification of the Insurance Law and Related Statutes, JLC on
( ) Intergovernmental Fiscal Relations, JLC on
( ) Interstate Cooperation, JLC on

( ) Investigation, TSC of
( ) Judicial Conference
( ) Labor, DEPT of
( ) Lake Champlain Basin, Interstate COMM for the
( ) Law, DEPT of
___Annual Report
___Opinions
( ) Law Revision COMM
( ) Legislature. Concurrent resolutions and laws creating or extending special joint legislative investigating committees and selected temporary state commissions.
( ) Legislature. Assembly.
___Rules
___Standing Committee list
( ) Legislature. Senate.
___Rules
___Standing Committee list
( ) Mass Transportation, JLC on
( ) Matrimonial and Family Laws, JLC on
( ) Mental and Physical Handicap, JLC on
( ) Metropolitan and Regional Areas Study, JLC on
( ) Metropolitan Transportation Authority
( ) Migrant Labor, Interdepartmental COM on
( ) Migrant Labor, JLC on
( ) Motor Vehicles, Traffic and Highway Safety, JLC on
( ) Navigable Waters, JLC on
( ) New York Job Development Authority
( ) New York State Identification and Intelligence System
( ) New York State Police
( ) New York State Science and Technology Foundation
( ) New York State Thruway Authority
( ) Penal Law and Criminal Code, TSC on
( ) Planning Coordination, Office of
( ) Port of New York Authority
( ) Power Authority of the State of New York
( ) Private and Independent Higher Education in New York State, Select COM on the Future of
( ) Public Health, Medicare, Medicaid and Compulsory Health and Hospital Insurance, JLC on the Problems of
( ) Publicly Owned Lands, JLC on Appraisal and Assessment of
( ) Reapportionment, JLC on
( ) Social Services, DEPT of
( ) Social Services Law, JLC to Revise the
( ) State, DEPT of
( ) State College of Agriculture, Cornell University, Ithaca.
( ) State College of Human Ecology, Cornell University, Ithaca.
( ) State Labor Relations Board
( ) State Liquor Authority
( ) State University of New York
( ) State Veterinary College, Cornell University, Ithaca.
( ) State's Commerce, Economic Development, Tourism and Motor Boats, JLC on
( ) Taxation and Finance, DEPT of
( ) Town Law, JLC to Study and Recodify the
( ) Transportation, DEPT of
( ) Unemployment Insurance, JLC on
( ) Veteran's Affairs, DIV of
( ) Village Law, JLC to Study and Recodify the
( ) Water Resources of the State, JLC to Investigate and Study the Conservation, Development and Equitable Use of the
( ) Waterfront COMM of New York Harbor

#8 Survey with Summary + Abstract

NY:M 7

p 1/5

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
THE NEW YORK STATE LIBRARY
ALBANY, NEW YORK 12224

SURVEY OF STATE AND LOCAL DOCUMENTS

The following questions have been compiled by the Public Documents Committee of the Resources and Technical Services Section of the New York Library Association, as part of a survey of State and local document resources and services in New York State.

Your library is on our mailing list to receive the Checklist of Official Publications of the State of New York. We would appreciate your answers to the following questions. PLEASE RETURN THIS QUESTIONNAIRE BY MARCH 13, 1970

NAME OF LIBRARY _____

ADDRESS OF LIBRARY _____

NUMBER OF VOLUMES IN COLLECTION (APPROXIMATE) _____

1. Which is the most important use of the Checklist in your library (CHECK ONE ONLY):

___As a selection tool
___For reference or retrieval
___Other (specify)

2. The Checklist is used most frequently by (CHECK ONE ONLY):

___Staff
___Faculty and students
___Public
___Other (specify)

3. What selection sources do you regularly use for New York State documents (CHECK AS MANY AS APPLY):

___Checklist
___LC proof slips
___LC Monthly Checklist of State Publications
___PAIS
___Others (specify)

4. The present pattern of Checklist cumulation is annual, every five years and every fifteen years. Is this pattern satisfactory:

___Yes
___No

If no, what cumulation pattern do you recommend?

5. Do Checklist entries give adequate bibliographic information?

___Yes
___No

If no, what would you suggest adding or omitting?

6. In regard to Checklist entries, which is most important to you (CHECK ONE ONLY):

___Speed and timeliness
___Correct catalog entry
___Other (specify)

7. Would the Checklist be improved by the availability of an index?

___Yes
___No

If yes, this index should include (CHECK AS MANY AS DESIREABLE):

___Personal authors
___Titles
___Subjects
___Other (specify)

8. About how many New York State documents does your library receive or request each month:

___100 or more
___50 to 99
___25 to 49
___5 to 25
___Less than 5

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p. 3/5

9. Would your library be interested in receiving current New York State documents in microform?

___Yes
___No

If yes, what type of microform would you prefer?

___Microfilm
___Microfiche
___Microcard
___Other (specify)

10. In regard to current New York State documents, would your library be interested in:

___Microform copies only
___Microform and hard copy
___Hard copy only

11. If current documents in microform could not be distributed free, would you be willing to pay for them at cost?

___Yes
___No

12. Would you be interested in receiving any retrospective New York State documents (series or monographs) in microform?

___Yes
___No

If yes, please suggest titles.

13. If retrospective microforms could not be distributed free, would you be willing to pay for them at cost?

___Yes
___No

14. Evaluate your collection of New York State documents, measured against your patron's needs:

___Adequate
___Inadequate

NY-M
P 4/5

15. Are there any series or types of publications, not now available, which would be useful to you?

___Yes
___No

If yes, please specify.

16. Do you catalog New York State documents?

___All
___Some
___None

17. Do you classify New York State Documents?

___All
___Some
___None

If yes, how classified?

___Dewey
___LC
___Other (specify)

If no, how do you keep them arranged?

18. Are the New York State documents in your collection available on interlibrary loan?

___Yes
___No

19. Does your library collect documents issued by your own local governments (county, city, village, etc.)?

___Yes
___No

If yes, from which local jurisdictions?

NY-A
P·5/5

20. Which of the following most correctly indicates the extent of your local documents collection?

___100% of what is published
___75% of what is published
___50% of what is published
___25% or less of what is published

21. Is there a local ordinance governing the deposit of local publications?

___Yes
___No

If yes, with whom are local documents deposited (e.g. public library, county clerk, etc.)?

22. Please add any comments on ways in which the Checklist or the distribution of New York State documents might be improved.

RETURN THIS QUESTIONNAIRE BY MARCH 13, 1970.

TO: NEW YORK STATE LIBRARY
GIFT AND EXCHANGE SECTION
ALBANY, NEW YORK 12224

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SUMMARY AND ABSTRACT OF RESPONSES TO NEW YORK STATE DOCUMENTS QUESTIONNAIRE

Of 405 questionnaires distributed, 256 were returned. Fifty-five responses were from out-of-state (64% of those distributed); 201 were distributed to libraries in New York State (63% of those distributed). The following represents an abstract and summary of the answers to the questionnaire.

1. Overwhelmingly the Checklist is used as a selection tool (73%). Its use is primarily by the staff (96%).

2. The Checklist is the most frequently used selection tool for New York documents (46%). Other tools rank in the following order:

   LC Monthly Checklist (25%)

   PAIS (14%)

   Proof slips (5%)

3. Overwhelmingly respondents were satisfied with the present pattern of cumulation (93%) and the adequacy of bibliographic information (95%). Most indicated speed and timeliness (75%) were more important than correctness of catalog entry (24%).

4. Most respondents felt that the Checklist would be improved by the availability of a subject, personal author, and title index (89%).

5. Although most libraries prefer to receive hard copies of documents (61%), a substantial number (84 libraries) would be interested in purchasing current New York State documents in microform at cost.

6. Ninety-four libraries indicated an interest in purchasing retrospective New York State documents in microform. The titles most frequently suggest were legislative documents and journals, and the publications of the New York State Museum.

7. In general, most respondents evaluated their collections of New York State documents as adequate to the needs of their patrons (74%). However, a significant number (70%) indicated that there were other series of documents, not available to them, which would be useful. Most frequently suggested were the hearings of legislative committees.

8. Most libraries (66%) cataloged and classified some New York State documents, about 20% cataloged and classified all New York State documents. The number of libraries using the Dewey and LC classification was about equal (Dewey 82, LC 78), although about 25% of those libraries classifying New York State documents use some other scheme.

9. Eighty-four per cent of the respondents made the New York State documents in their collections available on interlibrary loan.

LOCAL DOCUMENTS

The questionnaire included three questions on local documents. These questions were applicable only to libraries in New York State. The responses indicated the following:

1. Most of the respondents (78%) attempted to collect documents for pertinent jurisdiction (city, county, village, etc.).

2. Nearly all (84%) felt that their collections represented less than 25% of all local documents published. About the same percentage had no local ordinances governing the deposit of publications.

NY:M2

NEW YORK STATE
STATE LIBRARY ADVISORY COMMITTEE
ON NEW YORK STATE PUBLICATIONS

FIRST REPORT, FEBRUARY 24, 1977

Committee Members:

Beth Dole, Cornell University Library

Janet Gregor, Union College Library

Mary Loe, SUNY at Oswego Library

Karen Smith, SUNY at Buffalo, Law School Library

Susan Lawrence, New York State Library

Unofficial - Kyle Mattson, Intern
Lieutenant Governor's Office

NEW YORK STATE
UNIVERSITY OF THE STATE OF NEW YORK
NEW YORK STATE LIBRARY
ALBANY, N.Y., 1977

1473

PREFACE

This report was prepared at the request of Peter Paulson, Director of the New York State Library. The Committee considered the problems of and possible improvements in the production, bibliographic control and distribution of New York State publications. Other States' laws, programs, rules and regulations, procedures, and reports on proposed legislation and programs were studied and compared to New York State. The report of this Committee presents some recommendations that can be implemented or enacted into law immediately with few fiscal implications and some recommendations that require further study and have more fiscal implications.

Some of the impetus for the appointment of this Committee and its mandate came from both recommendations of the April 8, 1976 Report of the New York State Task Force on New York State Documents (an internal committee of the State Library) and from June 3, 4, 1976 Workshop on New York State Documents, sponsored by the New York State Government Documents Task Force. Beth Dole, Janet Gregor, and Susan Lawrence are all members of the Task Force, a Statewide committee of librarians concerned with improving access to and use of government publications, particularly New York State.

The recommendations in this Report are those of the whole Committee. I prepared the final written report.

Susan Lawrence

I PURPOSE

To insure that the citizens of New York State have knowledge of and access to New York State government publications.

The recent passage of the Freedom of Information Law acknowledging the people's right to know about their government's activities and the increasing fiscal constraints requiring more efficiency in government, both support the purpose of this report. The recommendations we hope will improve the citizens' knowledge of and access to New York State publications and improve the efficiency of production and distribution of the publications.

II GOALS

1. To define and delineate what constitutes a New York State government publication.

2. To identify the basic responsibilities and provide for accountability of the producers of New York State government publications.

3. To insure bibliographic control of New York State publications.

4. To describe a New York State publication depository library system and to define the privileges and responsibilities of each library so designated.

III RECOMMENDATIONS FOR MEETING GOALS

A. Goal Number One -

1. Enact into law the following definitions relating to New York government publications:
   a.) Print shall include all forms of printing and duplicating regardless of format or purpose, with the exception of correspondence and inter-office memoranda.
   b.) State publications shall include any multiply-produced publications printed or purchased for distribution by the State, the Legislature, constitutional officers, any State department, committee, or other State agency supported wholly or in part by State funds.
   c.) State agency shall include every State office, officer, department, division, bureau, board, commission and agency of the State.

2. The nonprint, audio-visual, material is adequately covered by Section 6 (3-a) of the New York State Printing and Public Document Law. This program has not been implemented and it should be.

3. Enact into law:
   The decision of the State Librarian will be final on

what constitutes a New York State publication. The State Librarian shall have the power to issue rules and regulations to implement this.

B. Goal Number Two -

1. Enact into law:
   There shall be minimum standards for bibliographic information on the title page of New York State publications. The legal name of the issuing agency, title, personal author if applicable, place of publication, date, and abstract (if desired) shall be included on the title page.

2. Enact into law:
   Each agency must designate a person as its Publications Officer. (This can be the same person as the Freedom of Information Officer.) The Publications Officer shall send a monthly list of his agency's publications and audio-visual materials produced or notice of no audio-visual materials and publications produced to the State Library.

3. Enact into law:
   State agencies shall send ten copies of all publications as defined in Recommendation III. A. 1. to the State Library.
   (The first copy will be an archival copy. Two copies will be sent to Library of Congress. One copy will be sent to the Center for Research Libraries, Chicago. The other copies will be for State government use and interlibrary loan.)

4. Intra- and interdepartmental procedures should be established to insure deposit of publications at the State Library. Procedures should cover fiscal controls, including withholding of approval for payment of publication production vouchers until notification that ten copies of the publication have been deposited with the State Library.

5. Enact into law:
   Each State agency shall edit their mailing lists annually.

6. Study the problem of copies of unwanted publications being sent to all members of Legislature.

C. Goal Number Three -

Enact into law:
The State Library shall issue an official list of State publications.

1. The list shall be issued monthly with annual cumulations.
2. The official list shall provide an authoritative record of each agency's publications and

nonprint or audio-visual materials.

3. Author, title, subject, and series indexing shall be provided.
4. Availability, including cost, and depository status of publications shall be indicated.
5. Distribution of the official list shall be free of charge to depository libraries, other libraries, State agencies, and legislators.

D. Goal Number Four -

1. Recommend with input from librarians in the State and others, further study of the problems of, need for, and improvements in the depository system.

2. Recommend establishment of a comprehensive depository system including regional depositories in-State and selective depositories in- and out-of-State.
   a.) The regional depositories shall be each given one set of the Research Publications microfilm of New York State Documents.
   b.) Recommend the deposit in the regional libraries of two copies of as many publications as possible that are included on the official list of New York State publications.
   c.) The feasibility of a system whereby the regional libraries would service and supervise the selective depositories in their area should be studied.
   d.) Recommend the deposit of all major State publications with selective depositories in- and out-of-State. Enough copies of selective depository publications should be supplied to the State Library so that it has copies to exchange for publications from other State and countries. This exchange is essential to the State Library's collection development as a major research library.

E. Other Recommendations -

1. Publications should be available for sale to individuals, organizations and libraries. A sales office should be established in the State Library. High interest publications would be purchased from the State agencies and sold at cost by the State Library.

2. As the reform of the laws governing New York State publications will probably not occur at once, all laws now governing New York State publications should remain law unless they conflict or duplicate the new laws as they are enacted. This includes New York State Printing and Public Documents Law Sections 6 (3) and 6 (3-a), Education Law Section 250, Legislative Law Section 47, and State Finance Law Section 121. (See Appendix)

3. Section 5 (3) of the New York State Printing and Public Documents Law covering legislative printing, deleted by Laws of 1976, Chapter 160 should be reenacted.

4. The possibility of copying the New York State archival publications collection onto microfiche rather than microfilm should be studied.

IV TIMETABLE FOR RECOMMENDATIONS

A. First Year

1. Enact into law the definitions regarding State publications (Recommendation III. A. 1.) and the responsibilities of the State Librarian for determining what is a State publication (Recommendation III. A. 3.).

2. Implement Section 6 (3-a) of the New York State Printing and Public Documents Law (Recommendation III. A. 2.).

3. Enact minimum bibliographic standards into law (Recommendation III, B. 1.) and adopt procedures to implement standards.

4. Enact into law appointment of Publication Officers and their duties (Recommendation III. B. 2.).

5. Enact into law requirement for ten copies of all publications to be deposited with State Library (Recommendation III. B. 3.).

6. Establish and implement intra- and interdepartmental procedures to insure deposit of publications at the State Library (Recommendation III. B. 4.).

7. Reenact provisions of New York State Printing Law, Section 5 (3) (Recommendation III. E. 3.).

8. Enact into law requirement to edit mailing lists (Recommendation III. B. 5.).

9. This Committee and the State Library should work with Legislature and agencies to study problem of mailings of publications to all legislators (Recommendation III. B. 6.).

10. Enact into law Recommendation III. C. covering bibliographic control.

11. The State Library, Office of General Services, the State agencies, Legislature, and this Committee should study in more depth the problems of and possible improvements in the production and distribution of State publications, including direct agency distribution.

12. The State Library, this Committee, and other libraries (representatives of geographic areas and types of libraries in New York State) should study in more

depth the need to, problems of, and ways of improving access to New York State publications. Specifically, they should study and prepare a report on a comprehensive New York State publications distribution system, including depository and sales systems. The study should be supported by a questionnaire to libraries in- and out-of-State.

13. The feasibility of copying the State Library's archival New York State publication collection onto microfiche rather than microfilm should be studied. (Recommendation III. E. 4.)

14. The new laws, rules and regulations, and procedures should be publicized by the State Library and others.

15. Begin sales operation. (Recommendation III. E. 1.)

B. Second Year

1. Supply all the regional depository libraries with a set of the Research Publications microfilm of New York State publications (Recommendation III. D. 2. a.).

2. Work on improving intra- and interdepartmental procedures and communications to standardize bibliographic information, increase bibliographic control, and to insure that sufficient copies of publications are deposited at the State Library.

3. Based on report of group as recommended in IV A. 12., begin establishment of a comprehensive depository system in- and out-of-State (Recommendation III. D. 2. c.).

4. Enact into law provision requiring deposit of enough additional copies of publications in State Library to supply each regional depository library with two copies (Recommendation III. D. 2. b.).

5. Expand sales operation.

6. Increase publicity.

C. Third Year

1. Enact into law provisions so that enough copies of most needed and useful State publications will be sent to State Library to send to all depositories including selective and so that the State Library will have enough copies to use for exchange purposes (Recommendation III. D. 2. d.).

2. Expand sales operation.

3. Improve intra- and interdepartmental procedures.

4. Increase publicity.

SL/jr

N.Y.S. Printing and Public Documents Law

§ 5. Legislative printing.—

. . . . . .

3. There shall be printed by the contractor, as promptly as possible after the receipt of the copy thereof, three hundred copies of the journals of the senate and four hundred copies of the journals of the assembly which, when printed, shall be folded, stitched, trimmed, bound and delivered to such officers and in such amounts as the respective secretary and clerk of the senate and assembly shall direct. There shall also be printed by the contractor as promptly as possible after the receipt of the copy thereof, eight hundred and fifty copies of the calendars and messages from the governor. When printed, the calendars of the senate and assembly shall be folded, stitched, trimmed and delivered as follows: To the superintendent of documents of the senate, eight hundred and thirty copies of the senate calendars, to the superintendent of documents of the assembly, eight hundred and thirty copies of the assembly calendars. When printed, the messages from the governor and such documents as may be ordered shall be folded, stitched, trimmed and delivered as follows: To the superintendent of documents of the senate, two hundred and eighty copies; to the superintendent of documents of the assembly, four hundred and forty-five copies; *to the New York state library, two hundred copies.* The remaining copies of such calendars, messages and documents, gathered and collected in the order of their numbers and in volumes of not less than one thousand pages, with the indexes thereto, properly compiled and bound, shall be delivered as soon as possible after the close of each session as directed by the respective secretary and clerk of the senate and assembly.

. . . . . .

HISTORY: Sub 3, amd, L 1955, ch 316, § 2, eff Oct 1, 1955.

3. Every state officer, department, commission, institution and board shall, as soon as any report thereby is printed, deliver two hundred copies thereof to the state library.

3-a. New York state departments, agencies or authorities that produce or finance a film, audio or video tape, or other electronic information program shall, upon completion of the program, submit written notification of the program completion to the legislative library, state capitol and the gifts and exchange section of the state library.

Such notification shall include title, author and the terms of distribution.

The state gift and exchange section of the state library shall be responsible for: (I) listing the programs on the monthly and annual check lists; (II) incorporating the listing of all state and state financed films and electronic information programs into a central catalogue.

EDUCATION LAW

§ 250. Duplicate department

The regents shall have charge of the preparation, publication and distribution, whether by sale, exchange or gift, of the colonial history, natural history and all other state publications not otherwise assigned by law. To guard against waste or destruction of state publications, and to provide for the completion of sets to be permanently preserved in American and foreign libraries, the regents shall maintain a duplicate department to which each state department, bureau, board or commission shall send not less than five copies of each of its publications when issued, and after completing its distribution, any remaining copies which it no longer requires. The above, with any other publications not needed in the state library, shall be the duplicate department, and rules for sale, exchange or distribution from it shall be fixed by the regents, who shall use all receipts from such exchanges or sales for expenses and for increasing the state library.

L.1947, c. 820, eff. July 1, 1947.

§ 47. Officers and institutions entitled to receive bound volumes of journals, bills and documents

As soon as the journals, bills and documents are bound, the secretary of the senate and the clerk of the assembly respectively shall distribute them as follows:

1. To the legislative library, five copies of the journals and documents, and five copies of the bills;

2. To the New York state library, for incorporated colleges and universities in this state, for each state and territory, and for literary and scientific exchanges to be made by the New York state library, two hundred copies of the journals, one hundred copies of the documents, and five copies of the bills;

§ 121. Payments to state treasurer; financial statements.—1. After this section as amended takes effect every state officer, employee, department, institution, commission, board or other agency of the state receiving money for or on behalf of the state from fees, penalties, forfeitures, costs, fines, refunds, reimbursements, sales of property or otherwise, shall on the first day of each month pay to the state treasurer all such moneys received from the first through the fifteenth day of the preceding month and on the fifteenth day of each month pay to the state treasurer all such moneys received from the sixteenth day through the last day of the preceding month accompanied by a detailed, certified statement thereof and on the same day file a duplicate of such detailed, certified statement with the comptroller, who shall keep an account of such moneys in his office.

2. There are excepted from payment to the state treasurer as provided by subdivision one of this section the following:

k. Moneys received for the sale of government documents and duplicate materials by the state library, which funds shall be administered by the regents under the provisions of section two hundred fifty of the education law.

Par k, add, L 1950, ch 498, eff Apr 8, 1950.

NY:MB
N 4

NEW YORK STATE
STATE LIBRARY ADVISORY COMMITTEE
ON NEW YORK STATE PUBLICATIONS

SECOND REPORT, JULY 12, 1977

Committee Members:

Beth Dole, Cornell University Library

Janet Gregor, Union College Library

Mary Loe, SUC at Oswego Library

Karen Smith, SUNY at Buffalo, Law School Library

Susan Lawrence, New York State Library

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
THE NEW YORK STATE LIBRARY
ALBANY, NEW YORK 12234, 1977

1488

The Committee met on June 29, 1977, reviewed the recommendations of its First Report, February 24, 1977, and identified which of the recommendations still need to be emphasized.

A 1977 bill, A8071, An Act to Amend the New York State Printing and Public Documents Law, is based on Recommendations IV.A.1., 2., 3., 5., 10. of the Committee's First Report. A copy of the bill is attached along with proposed amendments, which we support, to provide a comprehensive definition of State agency. This bill is just a first step to insure access to New York State documents. A support memorandum for the legislation is attached.

The Committee discussed its Recommendation III, B. 2. that Publications Officers be appointed in each agency. Under A.8071, the rules and regulations of the State Librarian could provide for the designation of Publications Officers in the agencies. The Publications Officers would act as liaison between the State agencies and the State Library. They would report monthly to the State Library on the publications issued by their agency or that none were issued. They would transmit ten copies of all the publications produced or purchased for distribution by their agency to the State Library. The mechanism for appointment of Publications Officers would be similar to the mechanism for the appointment of Records Access Officers, required by the rules and regulations of the Committee on Public Access under the State Freedom of Information Law.

This Committee reaffirms its Recommendations IV.A.12., 13. that a committee should be appointed to study and prepare a report on a comprehensive New York State government publications distribution system, including depository and sales systems. The possibility of the New York State Library's currently received archival New York government publications collection being reproduced for distribution on various forms of microform, especially microfiche, and other new technologies versus hard copy should be considered. The establishment, functions, and responsibilities of regional New York State government publications depositories which would receive full sets of microform or hard copy should be studied. The need for copies of publications, in hard copy or microform, for the exchange purposes of the State Library should be examined. The committee's study should be supported by a questionnaire to in- and out-of-State libraries. The committee should be composed of representatives of the State Library, this Advisory Committee, and libraries in New York State, including academic, public, research and special libraries and library systems.

This Committee reaffirms its Recommendation IV.A.11. that a committee should be appointed to study and prepare a report on the problems of and improvements in the production and distribution of State publications, including direct agency distribution (mailing lists and sales). The committee should study intra- and interdepartmental procedures to insure

deposit of publications at the State Library. These procedures might provide that printing contracts and vouchers for reproduction should include a section requiring deposit of ten copies of all publications with the State Library. The possibility of appropriating funds for publications in the authorizing legislation for new programs and agencies should be considered. The study by the committee would help in the State Library's preparation of the rules and regulations for State publications. The committee should be composed of representatives of the State Library, this Advisory Committee, the Office of General Services, the State agencies, the Legislature, and the Judiciary.

This Committee recommends that the authority list for the new New York State Library classification system for New York State publications should be reproduced for libraries in the State who need the list.

MEMORANDUM IN SUPPORT

INT. NUMBER:

SPONSOR:

TITLE:

A8071 Gov. Op Comm.

AN ACT to amend the New York State Printing Law in relation to defining New York State government publications, establishing minimum bibliographic standards for State publications, requiring the deposit of ten copies of all New York State government publications with the State Library, and requiring the issuance of an official list of State publications.

LAWS AFFECTED:

SUMMARY OF PROVISIONS:

1. For the first time enacts into law definitions relating to New York State government publications.

2. Establishes minimim standards for bibliographic information to be included in New York State government publications.

3. Requires the State agencies and Legislature to send monthly a list of their publications to the State Library.

4. Requires the deposit with the State Library of a minimum of ten copies of all State publications as defined in this legislation.

5. Requires that an official list of New York State government publications be issued monthly by the State Library.

PURPOSE:

To insure that the citizens of New York State have knowledge of and access to New York State government publications.

JUSTIFICATION:

The New York State Freedom of Information Law acknowledges that "The people's right to know the process of government decision making and the documents and statistics leading to determinations is basic to our society".

At present, there is no adequate system for controlling the production of New York State government publications and their deposit in a single State depository. The definitions in this legislation are intended to insure that all publications produced at public expense for public distribution are included in the provisions of this legislation.

The requirement that the State agencies and Legislature send a monthly list of their publications to the State Library will strengthen the agencies' and Legislature's knowledge of and control over their own publications, as well as improve The Official Checklist of New York State Publications.

Establishing the minimum bibliographic standards is for uniform identification of the source and contents of State publications.

The requirement to deposit ten copies of all State publications with the State Library insures that:

1. One copy will be retained at all times at the State Library.

2. The other copies will be for State government use and interlibrary loan.

3. If there are sufficient copies, two copies will be sent to the Library of Congress and one copy will be sent to the Center for Research Libraries, Chicago.

Requiring the State Library to issue an official list of State publications provides for the authorization by law of an on-going monthly publication, The Official Checklist of New York State Publications.

ISLATIVE HISTORY:

This is the first comprehensive legislation to be introduced on New York State publications. The New York State Library Advisory Committee on New York State Publications, composed of librarians from New York State, examined the most advanced laws, regulations, and programs of other states, and recommended in their First Report, February 24, 1977 this legislation designed to meet New York State's needs.

SCAL IMPLICATIONS:

The requirement to notify the State Library of publications produced and to deposit ten copies of all publications with the State Library will have a minimum fiscal impact. This will be more than offset by increased efficiency and productivity in the production, control, and distribution of State publications.

FECTIVE DATE:

January 1, 1978

[redacted]

[redacted]

A8071: "An Act to Amend the New York State Printing and Public Documents Law..."

The State Library is very interested in this bill. It would help in solving existing problems in obtaining both the full range of and more adequate numbers of N.Y.S. government publications for the library's own programs, especially items of interest to the Legislature from the agencies and for interlibrary loan needs, often related to the Freedom of Information law. A8071 is in basic agreement with the recommendations of a committee of librarians studying government printing. A copy of the committee report is attached along with a copy of the bill.

The library sees some technical problems, primarily language, and recommends the following changes:

1.- p. 1, lines 16-17, §10.1 Should be expanded to cover all possible forms of agencies of the state. For instance, the reports and studies of quasi-public bodies are often most desired and most difficult to obtain. It is suggested that the definition used in the Public Officers Law (Freedom of Information Law) might be used as follows:

The term "state agency" shall mean any state board, bureau, commission, council, department, public authority, public corporation, division, office or other governmental entity performing a governmental or proprietary function for the State of New York.

2.- p. 1, lines 18, 19, §10.2. Should be changed so that new methods of reproduction are included. The recommendation is rewording as follows:

The term "state publication" shall mean any publication multiply produced or purchased for [general] distribution....

3.- p. 2, lines 13, 14, §12.1. Should be changed to correspond to wording on periodicity of issue of list in lines 35, 36, §15. New technologies such as on-line computerized listings, computer printouts, etc. soon may make weekly listing or even a list transmitted electronically possible. Because of the volume of material involved an annual

cumulation would continue to seem relevant.

The following change is suggested:

§12.1 listing the programs referred to in subdivision three of section eleven of this article in the lists of state publications issued at appropriate intervals and cumulated annually.

4.- p. 2, lines 29. Library of Congress should be capitalized.

5.- p. 2, lines 38. [non-printed] should be omitted. The correct technical terminology is either "non-print materials" or "audio-visual materials"; the preferred term here is audio-visual.

[ ] = omit _ = change

STATE OF NEW YORK

8071

1977-1978 Regular Sessions

IN ASSEMBLY

March 29, 1977

Introduced by M. of A. NICOLOSI, LENTOL—Multi-Sponsored by—M. of A. LIPSCHUTZ, ROBACH, P. M. SULLIVAN, VIRGILIO—read once and referred to the Committee on Governmental Operations

AN ACT to amend the New York state printing and public documents law, in relation to state publications to be transmitted to the state library and to repeal subdivision three-a of section six of such law

The People of the State of New York, represented in Senate and Assembly, do enact as follows:

Section 1. Article three of the New York state printing and public documents law is hereby renumbered to be article four and a new article, to be article three, is hereby inserted therein, to read as follows:

ARTICLE 3

STATE PUBLICATIONS TO BE TRANSMITTED TO STATE LIBRARY

Section 10. Definitions.
11. Responsibilities of state agencies.
12. Responsibilities of state gift and exchange section of state library.
13. Standards for bibliographic information.
14. Responsibilities of state library.
15. Rules and regulations of state librarian.
16. Listing of state publications.
17. Destruction of state publications.

§ 10. Definitions. As used in this article:

1. The term "state agency" shall mean any state department, or division, board, commission or bureau of any state department or the office of lieutenant governor.

2. The term "state publication" shall mean any multiply produced document printed or purchased for general distribution by a state agency or the legislature including but not limited to, annual reports, studies, legislative committee reports, commission reports, but excluding correspondence, intra-office and inter-office memoranda, and those documents not subject to disclosure under section eighty-eight of the public officers law.

§ 11. Responsibilities of state agencies. Each state agency, the senate and the assembly, shall:

EXPLANATION — Matter in *italics* is new; matter in brackets [ ] is old law to be omitted.

LBD7-42-351

1. Ensure that the standards for bibliographic information for state publications as set forth in section thirteen of this article are complied with.

2. Upon release of a state publication, transmit ten copies to the state library.

3. If they produce or finance a film, audio or video tape, or other electronic information program upon completion of the program, submit written notification of the program completion to the legislative library, state capitol and the gifts and exchange section of the state library. Such notification shall include title, author and the terms of distribution.

4. Send a monthly list of the state publications and audio-visual materials produced, or notice that none were produced, to the state library.

§ 12. Responsibilities of state gift and exchange section of state library. The state gift and exchange section of the state library shall be responsible for:

1. listing the programs referred to in subdivision three of section eleven of this article on the monthly and annual check lists;

2. incorporating the listing of all such state and state financed films and electronic information programs into a central catalogue.

§ 13. Standards for bibliographic information. The minimum standard for bibliographic information contained on the title pages of New York state publications shall consist of:

1. legal names of the issuing agency;

2. title;

3. personal author, if applicable;

4. place of publication;

5. date of publication;

6. series or edition; and

7. abstract, if desired.

§ 14. Responsibilities of state library. Upon receipt of the state publications, the state library, after keeping such copies as needed for its own collections, shall transmit two copies to the library of congress, transmit one copy to the Center for Research Libraries in Chicago and allow the other copies to be used for state government use and inter-library loan.

§ 15. Rules and regulations of state librarian. The state librarian shall promulgate and issue rules and regulations concerning the provisions of this article and shall advise state agencies and the legislature as to what constitutes a "state publication".

§ 16. Listing of state publications. The state library shall issue at appropriate intervals a list of state publications. There shall be annual cumulations of the list. The list shall provide an authoritative record of state agency publications and nonprinted audio-visual materials. Author, title, subject, and series indexing shall be provided. Availability, including cost and depository status of publications shall be indicated.

Distribution of the list shall be free of charge to depository libraries, state agencies and the legislature and to such other libraries as the state librarian may designate.

§ 17. Destruction of state publications. Notwithstanding section one hundred eighty-six of the state finance law, the state librarian may, upon ninety days public notice, authorize the disposal or destruction of state publications held by the state library pursuant to this article.

§ 2. Subdivision three-a of section six of such law is hereby **repealed.**

§ 3. This act shall take effect on the thirtieth day after it shall have become a law.

NC

B. Letters and commentaries

F. Legislation and legal materials

M. Studies, surveys and workshops

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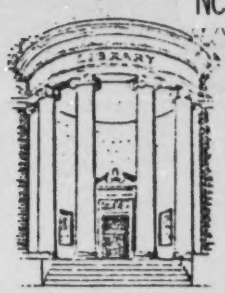
N.C. NC:B



THE UNIVERSITY OF NORTH CAROLINA
AT GREENSBORO

Walter Clinton Jackson Library

January 29, 1974

Mrs. Margaret T. Lane
Recorder of Documents
1515A Choctaw Drive
Baton Rouge, La.
70805

Dear Mrs. Lane:

I just wanted to thank you for your long and extremely informative letter, for the materials you sent me, and for taking the time to talk with me in Chicago. Our committee on the state documents depository system is just getting started and thus we have not had time to fully digest the materials you and others have sent us nor time to obtain the files from the Council on State Governments. When we have done our homework, I hope you will be willing to give us some more detailed help.

You asked me to send you five copies of the depository law for North Carolina. I do not have, nor do I think I could obtain, five copies of the actual statutes; but I have enclosed five xerox copies of a decision we obtained from the Attorney General of North Carolina which cites the depository law in full. This decision has had a positive effect on some agencies which were interpreting the law to exclude themselves, but other agencies have ignored both the law and the decision. I am also enclosing a copy of an article I wrote for North Carolina Libraries which I thought might be of some interest to you.

Thank you again for all your help,

Sincerely yours,

Robert Grey Cole

Robert Grey Cole
Documents Librarian

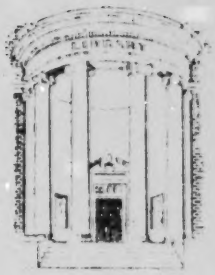
GREENSBORO, NORTH CAROLINA/27412

THE UNIVERSITY OF NORTH CAROLINA comprises: *The University of North Carolina at Greensboro; The University of North Carolina at Asheville; The University of North Carolina at Chapel Hill; The University of North Carolina at Charlotte; The University of North Carolina at Wilmington; North Carolina State University at Raleigh*

AUG 77

NC:BI

THE UNIVERSITY OF NORTH CAROLINA
AT GREENSBORO



Walter Clinton Jackson Library

July 25, 1977

Brenda F.S. Olds
Legislative Reference Library
P.O. Box 12488, Cap Sta
Austin, Texas 78711

Dear Ms. Olds,

I noticed that the material on North Carolina in the Documents on Documents Collection was a bit dated, so I am sending some, few items which will give a better picture of recent activities in our state. You have a copy of an NCLA questionnaire, and I am including a brief statement of the results of that survey, actually a copy of a small article in The Docket, the newsletter of the Documents Librarians Section of the NCLA. That survey, and the entry of the Documents Librarians group into the NCLA, prompted eventual movement on a state depository study commission, for which two pieces of legislation are enclosed. The "Bill to Establish a Public Documents Study Commission" was submitted to the legislature early in April, 1977, and its revised form, House Resolution 1434, was sent to the Appropriations Committee on June 9, 1977. You will note that a major alteration was made in the type of study commission which we requested, and, indeed, our study commission bill was changed into a bill which called for a simple investigation by the Legislative Research Commission. Although this would have weakened the character of the investigation considerably, we felt that we would still be able to influence the study sufficiently to insure its value and objectivity. Alas, House Resolution 1434 did not pass this session of the legislature, we assume because of the terrific crush of work late in the session. The bill was reported "unfavorably" on the very last day of the session, June 30, 1977. It will now be two years before we can submit another study commission bill, so unless the NCLA is prepared to carry out the study on its own initiative, a state documents depository system in North Carolina is probably at least three or four years away.

I would like to take this opportunity to thank you and your library for maintaining this excellent service concerning state documents depository systems, or the lack of them! If we decide to attempt to frame our own legislation for a depository system in North Carolina without the benefit of a study commission report, I may want to borrow this set again in the near future

Respectfully,
Bob Gaines
Robert F. Gaines
Documents/Microforms Div.

RFG:cc
Enclosures

A Bill to Establish a Public Documents Study Commission AUG 77 NC:F

Section 1. Since free access to public documents of the state of North Carolina and its political subdivisions produced at tax expense is one of the rights of citizenship, and since no uniform system of distribution of these documents to libraries in the state is either mandated by law or practiced without legal authority, and since such a system of public document depository libraries is beneficial and essential to the right of every citizen to free access to public information, there is hereby created an interim public documents study commission.

Section 2. Since the work of the public documents commission will encompass virtually all aspects of the publication and handling of the state publications of North Carolina, the commission membership must, necessarily, include individuals having experience in the publication, distribution, organization, or collection of North Carolina state documents. It is therefore recommended that the public documents study commission be comprised of the following membership:

a. two (2) representatives of the Division of the State Library, determination to be made by the State Librarian.
b. one (1) member of the North Carolina State Library Committee, determination to be made by the chairman of that committee.
c. the Librarian of the North Carolina Supreme Court, or his designated representative.
d. one (1) representative of the North Carolina Legislative Research Commission.
e. one (1) representative of the Office of Purchase and Contract of the Dept. of Administration.
f. the Director of the Publications Division of the Dept. of the Secretary of State, or his designate.
g. the Director of the Archives and Records Section of the Division of Archives and History, or his designated representative.
h. the Superintendent of Public Instruction, or his designated representative.
i. one (1) representative of the Public Library Committee of the North Carolina House of Representatives.
j. six (6) individuals familiar with North Carolina state documents production and distribution, to be recommended by the Documents Section of the North Carolina Library Association.

Section 3. The commission shall initiate and complete a comprehensive study of all phases of publication and distribution of public documents on all levels of the state government and including the legislative, executive and judicial branches. Such study and recommendations shall be submitted to the appropriate standing committees of the state legislature by the 1979 session of the General Assembly.

NC NC:F1

GENERAL ASSEMBLY OF NORTH CAROLINA
SESSION 1977

AUG 77

HOUSE RESOLUTION 1434

Sponsors: Representative Adams.

Referred to: Appropriations.

June 9, 1977

A HOUSE RESOLUTION DIRECTING THE LEGISLATIVE RESEARCH COMMISSION TO STUDY PUBLICATION AND DISTRIBUTION OF PUBLIC DOCUMENTS.

Whereas, no uniform system of distribution of public documents to libraries in the State is either mandated by law or practiced without legal authority; and

Whereas, a system of public document depository libraries is beneficial and essential to the right of every citizen to access to public information;

Now, therefore, be it resolved by the House of Representatives:

Section 1. The Legislative Research Commission shall study all phases of publication and distribution of public documents produced on all levels of the legislative, executive, and judicial branches of State government. The commission shall focus its attention on the advisability of establishing a distribution system through public document depository libraries.

Sec. 2. The commission shall report to the 1979 General Assembly.

Sec. 3. This resolution shall become effective on July 1, 1977.

N.C. NC:F2
1/2

ROBERT MORGAN
ATTORNEY GENERAL

State of North Carolina
Department of Justice

P. O. Box 629
Raleigh
27602

11 October 1972

Subject: State Departments, Institutions and Agencies; Publications; Free Distribution on Request to Statutory List of Institutions; G.S. 147-50

Requested by: Mr. James H. Thompson
Director
Walter Clinton Judson Library
University of North Carolina at Greensboro

Question: (1) Whether the University of North Carolina at Greensboro Library is entitled to receive on request at no cost two copies of any printed report, bulletin, map or other publication issued by a State department, institution or agency issuing the publication requested.

(2) Whether publications issued by the Department of Justice, the Department of Economic and Natural Resources, the Department of Social Services, the Department of Conservation and Development, the Department of Art, Culture and History, the Department of Public Instruction and the Board of Higher Education are exempt from the requirement of G.S. 147-50 that the printed reports, bulletins, maps or other publications of State departments, institutions or agencies be furnished at no cost upon request to the University of North Carolina at Greensboro Library.

Conclusion: (1) Yes, the University of North Carolina at Greensboro Library is entitled to receive on request at no cost two copies of any printed report, bulletin, map or other publication issued by a State department, institution or agency issuing the publication requested.

(2) No, publications issued by the Department of Justice, the Department of Economic and Natural Resources, the Department of Social Services, the Department of Conservation and Development, the Department of Art, Culture and History, the Department of Public Instruction and the Board of Higher Education are not exempt from the requirement of G.S. 147-50.

The statute in question, G.S. 147-50, is set out verbatim:

"§ 147-50. *Publications of State officials and department heads furnished to certain institutions, agencies, etc.*–Every State official and every head of a State department, institution or agency issuing any printed report, bulletin, map, or other publication, shall, on request, furnish copies of such reports, bulletins, maps or other publications to the following institutions in the number set out below:

University of North Carolina at Chapel Hill	25 copies
University of North Carolina at Charlotte	2 copies
University of North Carolina at Greensboro	2 copies
North Carolina State University at Raleigh	2 copies
East Carolina University at Greenville	2 copies
Duke University	25 copies
Wake Forest College	2 copies
Davidson College	2 copies

N.C. I 33
2/2

North Carolina Supreme Court Library	2 copies
North Carolina Central University	5 copies
Library of Congress	2 copies
State Library	5 copies
Western Carolina University	2 copies

and to governmental officials, agencies and departments and to other educational institutions, in the discretion of the issuing official and subject to the supply available, such number as may be requested: provided that five sets of all such reports, bulletins and publications heretofore issued, insofar as the same are available and without necessitating reprinting, shall be furnished to the North Carolina Central University."

The statute is clear and unambiguous in its mandate to those State agencies who issue publications that they " . . *shall*, on request, furnish . . ." to the enumerated institution the numbers specified of " . . .reports, bulletins, maps or other publication . . . ." (*Emphasis added.*)

The statutory language "shall" is clearly mandatory in this case. The term "furnish" in this context does not contemplate the sale of the publications even at a preferred rate.

Any possible ambiguity about the mandatory nature of the requirement that the publications be furnished to the listed institutions in the number listed on request is dispelled when one notes that their obligation to furnish copies to others than the listed institutions is subject to the "discretion of the issuing official" and subject to the supply available. No such discretionary power is given the issuing authority with respect to the obligation to furnish publications to the listed institutions on request. The statutory language describing the material to be furnished, " . . .any printed report, bulletin, map, or other publication . . ." could not be more broad and all encompassing.

Granted, there may be some fiscal hardship involved for the issuing agency in having to furnish 78 free copies of their report. On the other hand, the General Assembly clearly weighed the relative hardships - those on the issuing agency to furnish the free copies as opposed to the hardship on the libraries of the State who might otherwise be compelled to allocate their limited resources so as to preclude a ready reference to State documents and publications in their institution's library. The General Assembly opted in favor of wide distribution of State financed publications by free distribution to the institutions listed in G.S. 147-50.

If a State agency issuing publications desires to be exempt from this requirement as to one or all of its publications, it should seek from the General Assembly an express exclusion for all or certain of its " . . .reports, bulletins, maps, and other publications . . ." from the purview of G.S. 147-50.

Robert Morgan, Attorney General
Sidney S. Eagles, Jr.,
Assistant Attorney General

North Ca

NC:M

p. 114

NORTH CAROLINA LIBRARY ASSOCIATION

Ad Hoc Committee on State Documents

Dear Librarian:

The Ad Hoc Committee on State Documents has been asked to make recommendations for improving the system for the bibliographic control and distribution of North Carolina state government publications. Since very little is known about the demands for and uses of North Carolina documents in the state's libraries, we have prepared the attached questionnaire, which we hope you will take the time to complete and return at your earliest possible convenience. We realize that some of the questions might be impossible to answer with complete accuracy, but we would appreciate your making an educated guess whenever possible.

Public concern over the operations of its governmental agencies has reached an all time high. Access to governmental information, however, seems to be becoming ever more limited. Members of the NCLA Public Libraries Division's Printed Resources Committee and the North Carolina Documents Librarians Association were very concerned about these facts and helped prepare and support this questionnaire. All of us are dependent upon you to let us know what your needs are and how they may best be met.

Sincerely yours,

Elaine Von Oesen
Sangster Parrott
Gary Barefoot
Antionette Thompson
Grey Cole, Chairman

N.C.-M
p-214

NORTH CAROLINA LIBRARY ASSOCIATION

Ad Hoc Committee on State Documents

Questionnaire

Name of Library _____

Name of Parent Institution _____

Address _____

City _____ County _____

Name and Position of Person Completing Questionnaire _____

_____

Please Check One Space for Each Question

1. Type of library..... University ( )
Four Year College ( )
Two Year College ( )
Public ( )
Other ( )

2. Total number of volumes in collection..... 0-25,000 ( )
25,000-50,000 ( )
50,000-75,000 ( )
75,000-100,000 ( )
100,000-250,000 ( )
more than 250,000 ( )

3. Approximate number of North Carolina state government publications in collection ..... 0-500 ( )
500-1,000 ( )
1,000-5,000 ( )
5,000-10,000 ( )
more than 10,000 ( )

4. Approximate number of hours per month your staff devotes to obtaining and processing North Carolina state government publications.. 0-5 ( )
5-10 ( )
10-15 ( )
more than 15 ( )

5. Are your North Carolina state government publications:
a. integrated into the entire collection ( )
b. shelved separately ( )
c. some shelved separately and some integrated ( )

N.C - H
p 314

6. Approximately how many people use your North Carolina state government publications in an average week..... 0-5 ( )
5-10 ( )
10-15 ( )
15-20 ( )
more than 20 ( )

7. Are your needs for North Carolina state government publications being met by the present distribution system.....Yes ( ) No ( )

8. If the answer to question seven is no, would you please write your suggestions for improving the system on the back of this page.

9. Does the present system for bibliographic control of North Carolina state government publications fill your needs.....Yes ( ) No ( )

10. If the answer to question nine is no, would you please write your suggestions for improving the system on the back of this page.

11. Are you able to obtain the information you need about North Carolina state government operations and services.....Yes ( ) No ( )

12. What proportion of your North Carolina state government publications are used infrequently or not at all.....0%-20% ( )
20%-40% ( )
40%-60% ( )
60%-80% ( )
80%-100% ( )

13. Is your library open to the general public.....Yes ( ) No ( )

14. Do you circulate your North Carolina state government publications..... Yes ( ) No ( )

15. Do you circulate your North Carolina state government publications through interlibrary loan.....Yes ( ) No ( )

16. If during the past year you purchased any North Carolina state government publications, approximately how much did you spend on them..$0-$20.00 ( )
$20.00-$40.00 ( )
$40.00-$60.00 ( )
$60.00-$80.00 ( )
$80.00-$100.00 ( )
more than $100.00 ( )

17. Have you found the overall quality of the contents of North Carolina state government publications..... High ( )
Acceptable ( )
Low ( )
Unacceptable ( )

18. Have you found the overall quality of the layout, printing and binding of North Carolina state government publications..... High ( )
Acceptable ( )
Low ( )
Unacceptable ( )

N.C. - M
P 414

19. It is estimated that a full depository for North Carolina state government publications would receive about 1,400 titles annually totalling about 55,000 pages which would take up about fourteen feet of shelf space. With this in mind do you think that your library would want to be a full depository for these publications..... Yes ( ) No ( )

20. If you were a depository, would you prefer that the North Carolina state government publications be distributed only in microform or only in hard copy..... ..... Microform ( ) Hard copy ( )

21. Do you think that distributing North Carolina state government publications to the depositories only in microform would seriously limit their usefulness to your library..... Yes ( ) No ( )

22. Does your library have a..... Microfiche reader Yes ( ) No ( )
Microfiche reader/printer Yes ( ) No ( )
Microfilm reader Yes ( ) No ( )
Microfilm reader/printer Yes ( ) No ( )

23. Do you think that a full depository for North Carolina state government publications in your area would give you better service with these items than the North Carolina State Library?..... Yes ( ) No ( )

24. About what is the average amount of time it takes you to receive publications from the North Carolina State Library through interlibrary loan..... ..... 1-3 days ( )
4-7 days ( )
8-10 days ( )
11-14 days ( )
more than 14 days ( )

25. Would you be willing to participate in a depository system for local government publications which required you to collect two copies of all local government publications in your area. Your library would retain one copy of each and the others would be sent to a central depository such as the North Carolina State Library..... Yes ( ) No ( )

26. Are you presently indexing a North Carolina daily newspaper..Yes ( ) No ( )

27. Do you think that finding a means of indexing a North Carolina daily newspaper should be given high priority by the North Carolina Library Association..... ..... Yes ( ) No ( )

Please Return to: Robert Grey Cole
Documents Librarian
Jackson Library
University of North Carolina at Greensboro
Greensboro, North Carolina 27412

AUG 77

NC:MI

THE DOCKET

THE NEWSLETTER OF THE DOCUMENTS LIBRARIANS OF NORTH CAROLINA

ISSUE NO. 4, FALL, 1975

Results Of Questionnaire On State Documents Depository System Reported

Sangster Parrott reported the tabulated results of the questionnaire concerning the need for a system of depository libraries for North Carolina State documents during the morning session of the third annual meeting of the Documents Librarians of North Carolina at UNC-Charlotte, October 10th, 1975. Replies were received from 124 of the 216 originally polled, and of those replying 30 indicated a willingness to become partial or complete depositories of N.C. state documents. The 30 affirmative replys included 8 university, 5 4-year college, 9 2-year college, and 8 public libraries. The Ad Hoc Committee on a State Documents Depository System concluded, therefore, that interest was sufficient to warrant further study, and recommended that the NCLA and the N.C. State Library jointly request a Legislative Study Commission to conduct a comprehensive investigation and report its findings in 1977.

On the question of local (municipal, etc.) documents, interest was amazingly high. Of the 124 returns, 87 libraries indicated a willingness to collect two copies of all local government publications issued in their respective areas, retain one copy for their own collections and send the other to a central depository such as the State Library. The committee felt that this subject should be dealt with through a separate study, however, and the matter of local documents might be investigated after the Documents Librarians become a section of the NCLA.

NC:M2-1

rcd 7/76

d
8/11/64 - after return from meeting

NORTH CAROLINA STATE LIBRARY

RALEIGH

MRS. ELIZABETH H. HUGHEY
STATE LIBRARIAN

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August 28, 1964

MEMORANDUM

To: State and Local Documents Workshop Participants

From: Sangster Parrott, Technical Services Librarian
North Carolina State Library
Olga C. Palotai, Librarian
Institute of Government

We look forward to your participation in the State and Local Documents Workshop to be held at the Institute of Government on September 9-11, 1964.

Attached is a brief bibliography of general references and bibliographies which serve as background reading and review. Though not compulsory, it would be desirable for you to check some of these references.

Please make your plans to be at the Institute of Government promptly at 9:00 a.m. on September 9th. We hope you will enjoy your stay in Chapel Hill.

GENERAL REFERENCES AND BIBLIOGRAPHIES ON STATE AND LOCAL DOCUMENTS

Benfield, Marion W., Jr. "Local Legislation — Where is It?" Popular Government, 27 (Oct. 1960), 5-10.

Blasingame, Ralph. "Public Documents of the States: Their Collection, Listing, Distribution, and Value." In Proceedings of the Second Assembly of State Librarians. Ed. by James R. Bowman. Washington: Exchange and Gift Division, Processing Department, Library of Congress, 1961. p.1-8. (Processed)

Bockman, Eugene J. "Municipal Reference Libraries," Library Journal, 87 (Apr. 15, 1962), 1545-1548.

California. Department of Finance. Organization and Cost Control Division. Management Survey for the Department of Finance Depository Library System. [Sacramento: Department of Finance, 1959] 19p. (Processed)

Dalton, Phyllis I. and Others. "Government and Foundation Publishing," Library Trends, 7 (July 1958) 116-33.

Lloyd, Gwendolyn. "The Status of State Document Bibliography," Library Quarterly, 18 (July 1948) 192-199.

McCamy, James L. Government Publications for the Citizen; a Report of the Public Library Inquiry. New York: Columbia University Press, 1949. 139p.

"Official Checklists and Indexes Versus Cataloging of Government Publications: A Symposium," College and Research Libraries, 12 (Apr. 1951) 158-170.

Peterson, Irene H. "Value of Federal and State Documents," Illinois Libraries, 41 (My. 1959) 350-54.

Posner, Ernst. "State Archival Agencies in the United States; Status, Programs, and Problems." In Proceedings of the Third Assembly on the Library Functions of the States. Ed. by Mary A. McKenzie. Washington: Exchange and Gift Division, Processing Department, Library of Congress, 1964. p.11-15. (Processed)

Press, Charles and Williams, Oliver. State Manuals, Blue Books, and Election Results. Berkeley: University of California, Institute of Governmental Studies, 1962. 101p. (Processed)

Tompkins, Dorothy C. State Government and Administration: A Bibliography. Chicago: Public Administration Service, c1954. 269p. (Processed)

Washington. State Legislative Council. Subcommittee on State and Local Government and Legislative Procedure. Distribution of State Publications, Examples and Comparisons. Preliminary report prepared by Kenneth A. Hammond. August 1961. 14p. (Processed)

_____. Distribution of State Publications, Part II: Summary, Proposal, and Pertinent Washington Statutes. Prepared by Kenneth A. Hammond. January 1962. 18p. (Processed)

Wilcox, Jerome Kear. "Acquisition of Government Publications," Library Trends, 3 (Apr. 1955) 403-13.

_____. Bibliography of New Guides and Aids to Public Documents Use, 1953-1956. New York: Special Libraries Association, 1957. 16p. (Processed)

_____. "New Guides and Aids to Public Documents Use, 1945-1948," Special Libraries, 40 (Nov. 1949) 371-7; 40 (Dec. 1949) 406-12.

_____. "New Guides and Aids to Public Documents Use, 1949-1952," Special Libraries, 45 (Jan. 1954) 29-36.

_____(ed.) Manual on the Use of State Publications. Chicago: American Library Association, 1940. 342p.

STATE AND LOCAL DOCUMENTS WORKSHOP

The Institute of Government, University of North Carolina, with the cooperation of the School of Library Science and the North Carolina State Library will offer a three-day workshop on state and local documents as library resources, Wednesday, Thursday, and Friday, September 9-11, 1964, in Chapel Hill, North Carolina.

The Documents Workshop will be concerned with the problems of selection, acquisition, organization, and reference work with state and local government publications. All interested librarians are welcome to participate.

WORKSHOP SCHEDULE. The six sessions of approximately three hours each to be held in the mornings and afternoons will consist of lectures and discussions on state and local materials and their importance and value in library collections as well as practical problem work with the questions with which the Workshop is concerned. All sessions will be held in The Institute of Government.

The instructors and leaders for all workshop sessions will be: Mrs. Olga Palotai, Librarian, Institute of Government and Miss Sangster Parrott, Technical Services Librarian, North Carolina State Library.

SCHEDULE OF THE WORKSHOP

Wednesday, September 9

9:00 a.m. Registration

10:00 a.m. Introduction to workshop procedures. A review of the organization of state and local government.

1:30 p.m. State and local government as publishers. Selection and acquisition of documents.

Thursday, September 10

8:30 a.m. Organization of a documents collection.

1:30 p.m. Current trends in developing state and local documents collections.

Friday, September 11

8:30 a.m. Reference tools and reference work with state and local government documents.

1:30 p.m. Discussion of reference problems in relation to the type of documents collection. The role of State Librararies and Department of Archives and History in preserving and making available their documents resources.

REGISTRATION AND FEES

Workshop sessions will be limited to 40 participants. The registration fee, which includes the costs of materials, is $10.00, payable at the time of application. Prior to their arrival in Chapel Hill, registrants will be supplied with an advance kit of materials for reading and study and for use in Workshop sessions. All other materials needed will be available in the collection of the Institute of Government Library.

Applicants should complete the attached registration blank and mail it, with their checks for the registration fee, as soon as possible and no later than August 1, 1963. Registration will be on a first-come, first-served basis until the rolls are closed, and each registrant will receive a confirmation of his enrollment on or before August 10, 1963. All registrants should report to the Housing Office of the Institute of Government, Knapp Building, between 9:00 and 10:00 a.m. on the first day of the Workshop, September 9, to complete their registration and obtain additional materials which will not be mailed to them in advance.

Applicants should complete the following registration form and return it with their checks for the registration fee before August 1, 1963:

NC:M2-3

BEST COPY

INSTITUTE OF GOVERNMENT
State and Local Documents Workshop
September 9 - 11, 1964

Wednesday - September 9, 1964

9:15 - 10:15	Review of the Organization of State Government John Sanders, Director, Institute of Government
10:15 - 11:15	Registration
11:15 - 12:00	State and Local Governments as Publishers Sangster Parrott
12:00 - 1:30	Lunch
1:30 - 3:00	Selection and Acquisition of State and Local Documents Sangster Parrott and Olga Palotai
3:00 - 3:20	Break
3:20 - 5:00	Selection and Acquisition of State and Local Documents (Contd.) Sangster Parrott and Olga Palotai

Thursday - September 10, 1964

8:30 - 9:30	Organization of Local Governments Jake Wicker, Assistant Director, Institute of Government
9:30 - 12:00	Organization of the Documents Collection Sangster Parrott and Olga Palotai
12:00 - 1:30	Lunch
1:30 - 3:00	Reference Work - State Documents - Judicial - Legislative Olga Palotai
3:00 - 3:20	Break
3:20 - 5:00	Reference Work - State Documents - Executive Sangster Parrott

Friday - September 11, 1964

8:30 - 9:00	State Library's Role in Promoting Use of Documents in Local Libraries, Elizabeth H. Hughey, State Librarian
9:00 - 10:00	Reference Work - Local Government Documents Olga Palotai
10:00 - 10:20	Break
10:20 - 12:00	Wind-up Session for Questions and Discussion
12:00 - 1:30	Lunch
1:30 - 5:00	The Role of The State Department of Archives and History in Preserving and Making Available Their Documents Resources, H..G. Jones, State Archivist

ND

B. Letters and commentaries

F. Legislation and legal materials

M. Studies, surveys and workshops

1515

North Dakota. N.D ND:B

Dear Librarian:

The Documents on Documents Committee of the State Documents Task Force, Government Documents Round Table, is collecting publications on state documents programs. The committee's goal is to make information on the administration of documents programs more easily and more widely available. Publications which are collected will be deposited at the Library of the Council of State Governments which will make these collections available on loan.

The committee would like to deposit five identical sets of publications in the C.S.G. Library. Will you please help in this endeavor by sending to me six copies of each of the following publications (the sixth copy will be kept here in my library as a control copy for our region). Please send copies of:

enclosed (1) Legislation establishing your state documents distribution or depository program.

none (2) Rules and regulations established pursuant to this legislation.

none (3) Informational brochures prepared to secure passage of legislation, to explain the program to state agencies, and to publicize documents in the libraries in the state.

none (4) Manuals, either for the use of the administrator of the program (which might be an excerpt from your library staff manual) and manuals prepared for the depository libraries.

none (5) Selection lists, address labels, designation of depository library forms and other forms which depository libraries might receive.

one (6) Self-addressed labels, "thank yous" to state agencies, report forms for state agencies, etc.

enclosed (7) Shipping lists (sample only), "basic" lists, disposal instruction lists, etc.

enclosed (8) Questionnaires on state documents problems and their tabulation.

none (9) In addition, will you please prepare a brief commentary on your state's depository library legislation indicating strengths, weaknesses, proposed amendments, etc.

Please send the six copies of each of these types of publications or a note that your state does not publish certain of the items to me by April 15 at the following address: State Historical Society Library, 816 State Street, Madison, Wisconsin, 53706

Your cooperation in forwarding this material will be appreciated and I trust that you will borrow it and use it after it has been deposited at the Council on State Governments Library. Announcement of the availability of the collections will be made in Documents to the People.

ND:F

- PREFACE -

To "Publication of N.D. State Documents" (not enclosed)

The state documents acquired by the State Library since 1965 have now been indexed on the State Capitol's computer system. This semi-annual cummulation is the first computer print-out to be published.

The entire state documents collection will also be microfilmed on an annual basis. Coupled with the new computer indexing system, quick location of documents will be available and preservation of the documents assured.

The statuatory responsibility for the State Document Depository is contained in North Dakota Century Code 54-24-09:

> Distribution of certain state publications for certain libraries required.
>
> *All state departments, and agencies shall deposit with the State Library Commission twelve copies of all publications issued by them, whether printed, mimeographed, or duplicated in any way, which are not issued solely for use within the issuing office. The State Library Commission shall keep one copy on file in its own library, transmit one copy to the Library of Congress, and transmit the remaining copies to depository libraries distributed geographically over the state, which libraries shall be those of the State Historical Society, North Dakota State University, the University of North Dakota, Minot Public Library, and Dickinson State College, plus five others which the State Library Commission shall determine.*

Items marked with a single asterisk (*) have not been sent to the Library of Congress. Items marked with a double asterisk (**) are available only at the State Library Commission.

The departments for which no address is shown are to be addressed to:

STATE CAPITOL
BISMARCK, NORTH DAKOTA 58501

For copies of these documents, non-depository libraries must apply to the state agency publishing the document. The State Library does not have additional copies available for distribution.

Richard J. Wolfert

STATE LIBRARIAN
September 1, 1972

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p 1/2

NORTH DAKOTA STATE LIBRARY

Bismarck, North Dakota

58501

RICHARD J. WOLFERT
State Librarian

PHONE 224-2490

STATE DOCUMENT DEPOSITORY SYSTEM

QUESTIONNAIRE

This a summary of the answers received to the questionnaire:

A. RECEIPT.

1. Do you receive the monthly shipments of state documents from the State Library?

   (8) yes ( ) no (1) not always

2. Does your library have any unopened shipments of state documents on hand?

   ( ) yes (9) no

3. Is one person on your staff assigned to checking in these state documents?

   (8) yes (1) no

B. ORGANIZATION.

1. How are the state documents arranged in your library?

   (4) filed by name of state agency
   (4) arranged by subject
   (1) classified by Dewey or LC
   (0) other

2. Has the semi-annual index to these state publications been useful to you?

   (4) yes (3) no (2) sometimes

3. The State Library can produce annual and 5-year cumulative indexes of these state documents. Would you find these indexes to be of value in your library?

   (7) yes (2) no

"Buy North Dakota Products"

STATE DOCUMENT DEPOSITORY SYSTEM QUESTIONNAIRE - 2.

N.D - M
p 2/2

C. ACCESS.

1. Does the public have access to the state documents?

(3) directly to shelf

(2) through catalog

(4) through librarian

2. Does your library allow the state documents to circulate or are they only available for in-library use?

(6) circulate (2) in-library use only (1) no comment

D. UTILIZATION.

1. Have the state documents in your library been of any value to your patrons?

(5) yes ( ) no (3) sometimes (1) no comment

2. How often do you refer to state documents?

(2) daily

(5) weekly

(1) monthly

(0) once a year

(0) never

(1) no comment

E. FUTURE.

1. Do you wish to continue to be a state document depository library?

(8) yes ( ) no (1) no comment

If "yes", a. full depository (5) yes ( ) no

b. selective depository (3) yes ( ) no

2. Would you prefer to have a microfilm copy of the state documents and be free to discard the paper editions?

(4) yes (4) no (1) no comment

OH

B. Letters and commentaries

C. Depository contracts

H. Manuals

J. Promotional materials

L. Shipping lists

1520

ok OH:B

The State Library of Ohio
65 South Front Street, Columbus 43215 (614) 469-2694

June 4, 1973

Drew University
Rose Memorial Library
ATTN: Mrs. Jais Heymann
Reference Department
Madison, New Jersey 07940

Dear Mrs. Heymann:

Thank you for your letter of May 29. I cannot find any correspondence from you concerning the ALA COLORT. Would you be kind enough to send me the details again?

We are attempting to redo the classification scheme for Ohio documents because things are slightly in chaos.

At the present time we have not set up any official regulations regarding the keeping and storing of Ohio documents. The Ohio Revised Code states how many depository libraries there are to be and who they can be. Ohio law does not provide us with a means of enforcing our depository law.

Currently, Ohio has been contracting out much of the state printing. However, a considerable amount is done in-house. As anyone knows, these are just about impossible to obtain especially when the supply has been nearly exhausted and the agency refuses to reprint because of cost. I am enclosing a brochure which we have used to create an awareness of the Ohio law and what we are offering to do.

Sincerely yours,

Clyde Hordusky
Documents Specialist

CH:CH

Encl.

STATE LIBRARY BOARD

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Joseph F. Shubert, State Librarian and Secretary, Columbus

OH:C
4/5

Ohio State Library
Application for Depository Library Service

The _____
(Name of Library)

_____ (zip)
(Street) (City) (County)

wishes to become a depository to receive the publications of the various departments, divisions, bureaus, boards, commissions and other agencies of the State of Ohio in accordance with Section 149.11 of the Revised Code of Ohio.

The _____* hereby certifies that the facilities of the library are adequate to house and maintain such publications in reasonable order and to insure they will be made conveniently accessible to those residents of the state desiring access to them.

_____
(Signature)

_____
(Title)

_____
(Date)

*Insert here the name of the administrative authority of the library: Board of Trustees, President of University.

Ohio - OH:H
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Information about the

OHIO DOCUMENTS DEPOSITORY SYSTEM

by Clyde Hordusky, Documents Specialist
Information Resources and Services Division

THE STATE LIBRARY OF OHIO
65 South Front Street
Columbus, Ohio 43215

September 1975

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Ohio Documents Depository System

The Ohio documents depository system was established in 1957 under Section 149.11 of the Revised Code. Its purpose is to make state publications accessible to Ohio citizens through libraries throughout the state. Fifty-nine public and academic libraries in Ohio cooperate with the State Library in this program. Twenty-eight additional depositories are located outside Ohio.

The documents distribution center at the State Library receives and ships documents to the depository libraries under the direction of the documents specialist. 47,086 items were sent to libraries in the system in 1975, an increase of 8,017 over the 39,066 issued in 1974. The documents specialist is also responsible for Ohio's largest reference collection of Ohio publications and the compilation and issuance of the quarterly Ohio Documents, enabling the State Library to meet its responsibility under Section 3375.02 (f) and (g) of the Revised Code.

Depository libraries are designated in accordance with provisions of Section 149.11. Application for depository designation is made upon forms supplied by the State Library. Depository libraries are expected to make every effort to make depository items available to the general public, and to promote their reference use. Documents received under the depository system should become part of a continuing and well maintained collection. All documents must be retained at least five years. Depository libraries may, at their discretion, dispose of older materials they do not wish to retain permanently in their collections. The State Library should be notified of the intention to dispose of documents.

Some departments of state furnish quantities of documents to the State Library for distribution to non-depository libraries. Documents available for such distribution are marked + on the quarterly Ohio Documents. Libraries receiving these publications may dispose of them at their discretion. Ohio documents which are available only through purchase must be ordered from the issuing agency.

Bibliographical Control

In 1969, the Ohio Historical Society received an LSCA grant through the State Library to compile and publish The Union Bibliography of Ohio Printed State Documents, 1803-1970. This useful compilation lists the holdings of Ohio documents in the 18 libraries which cooperated on the project.

Since 1971, The State Library of Ohio has issued OHIO DOCUMENTS, cumulating it quarterly and annually. Annual cumulations have been issued for 1971, 1972, 1973, 1974 and the first half of 1975. Hopefully we will be able to issue a cumulation covering 1971 thru 1975. OHIO DOCUMENTS also lists documents located since publication of the Union Bibliography.

Another means of bibliographical control is the monthly acquisitions/shipping list. This list is sent to the depositories each month and includes all items received at the State Library during the month and indicates those which have been sent to the depositories.

Problems

One of the major problems identified in a 1973 Ohio Documents Caucus survey was that of obtaining copies of documents. Section 149.11 of the Ohio Revised Code requires all state departments, divisions, bureaus, boards, and commissions to sent to the State Library 150 copies of each publication prepared for the general public. There is, however, no penalty for noncompliance. This fact, together with the reluctance of departments to print additional copies, frequently makes it difficult (or impossible) to obtain quantities required for depository distribution.

Each state agency is responsible for its own publications. Although the Division of Printing in the Department of Administrative Services is a contracting office which negotiates printing contracts, it does not coordinate or distribute publications issued by state agencies. Therefore, except for the bibliographic service of the State Library, there is no central office with complete information on materials published by state agencies. One state agency with a central publication office, for example, checks OHIO DOCUMENTS for materials published by agency divisions to ensure file copies for its own office. Only vigilance on the part of the State Library staff ensures obtaining the published documents for the State Library's collection and for the depository collections.

Section 149.11 gives specific priority to three libraries. Before copies are distributed to the other depository libraries, two copies are added to the State Library's collection, two copies go to the Library of Congress, and one copy to the Ohio Historical Society. When only limited quantities are available, depository distribution is planned so that at least one copy is available in each corner of the state. If there are two depository libraries in one city, the public library will receive the publication when copies are not available to fill the total obligation. The Cleveland Public Library, the Public Library of Cincinnati and Hamilton County, The Toledo-Lucas County Public Library and Ohio University Library, Athens are the libraries which receive copies when the quantity of a newly published document is extremely limited.

The exclusion of legislative publications from the present Ohio documents depository law has long been a problem to librarians. Librarians wanting such publications must ask their legislators to have the library placed on the mailing lists to receive the bills, acts, journals, and bulletins of the General Assembly. Prior to the beginning of each session of the General Assembly, NEWS FROM THE STATE LIBRARY alerts librarians to sources of current legislative documents and information (NEWS #156, December 23, 1974).

The 1973 report of the Ohio Citizens' Committee on the State Legislature recommended that the General Assembly make their publications more widely available to the public. However, an amendment to the present law would be necessary to include these important publications in the documents depository system. Sub. House Joint Resolution 1, introduced in the current session of the General Assembly, provides for the furnishing of copies of legislative bills, journals and analyses to Ohio public libraries which request such service 45 days prior to the start of the session. The House Economic Affairs and Federal Relations Committee recommended the bill for passage February 20, 1975; however, House floor action was not scheduled and therefore the chances of it being enacted in 1975 are dim.

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The classification of Ohio documents has been another concern. The Houk classification scheme has been revised by Susan Correa, Jean Sears, and Joanne Tortoriello this past year. The manuscript has been received at the State Library and is awaiting final editing with publication due, hopefully, in October of this year. The issuance of the classification in loose leaf form will enable the State Library to issue updates and corrections showing the changes of state government as they occur.

Interlibrary Loan

The State Library is required by law to make its collection available to any library in Ohio. Ohio documents may be borrowed on interlibrary loan unless they are too fragile for shipment or are the only copy in the collection. Materials which cannot be loaned can be photocopied for libraries at a nominal charge. To borrow documents or to request photocopies, contact the Statewide Loan Section, The State Library of Ohio, Columbus, Ohio 43215 or call 614 - 466-8050.

A Look Ahead

The State Library is concentrating in FY 1976 on improving reference services using state and federal documents and in expanding its services to depository libraries.

The Caucus Survey Report has identified several areas in which the State Library and depository libraries can cooperate productively. Visits to depository libraries by the State Documents Specialist identify common problems and work towards solutions. Identification of documents not listed in the Union bibliography and subsequent lists is important. Libraries which have such items are asked to report them to the Documents Section, State Library and they will be listed, with location, in OHIO DOCUMENTS.

The problem of securing adequate numbers of copies remains to be solved. One tangible way in which depository libraries could help is by writing letters both to the issuing agency and to the State Librarian asking why the material was not available through the depository system. Some people find it useful to send copies also to legislators anticipating that such letters indicate concern for availability of public documents in Ohio libraries.

The Catalog Center and the Documents Section have indicated a desire to input cataloging information on Ohio documents OCLC as some libraries already do. The goal is to place everything currently received at the State Library onto the system making this information available to libraries throughout the country.

Another project currently under investigation is the microreproduction of Ohio documents by a commercial firm.

I am interested in comments and suggestions concerning the document depository system. The basis of the depository system is availability. It is vital that each documents librarian ensure that his collection is organized and accessible.

149.11 Distribution of publications intended for general public use

Any person or company, awarded a contract to print a report, pamphlet, document, or other publication intended for general public use and distribution for a department, division, bureau, board, or commission of the state government, shall print one hundred and fifty copies of such publication for delivery to the state library, subject to provisions of section 125.42 of the Revised Code.

Any department, division, bureau, board, or commission of the state government issuing a report, pamphlet, document, or other publication intended for general public use and distribution, which publication is reproduced by duplicating processes such as mimeograph, multigraph, planograph, rotaprint, or multilith, shall cause to be delivered to the state library one hundred fifty copies of such publication, subject to the provisions of section 125.42 of the Revised Code.

The state library board shall distribute the publications so received as follows:

(A) Retain two copies in the state library;

(B) Send two copies to the document division of the library of congress;

(C) Send one copy to the Ohio historical society and to each public or college library in the state designated by the state library board to be a depository for state publications. In designating which libraries shall be depositories, the board shall select those libraries which can best preserve such publications and which are so located geographically as will make the publications conveniently accessible to residents in all areas of the state;

(D) Send one copy to each state in exchange for like publications of such state.

All copies undistributed ninety days after receipt by the state library shall be returned to the issuing agency.

The provisions of this section shall not apply to any publication of the general assembly or to the publications described in sections 149.07, 149.08, 149.09, and 149.17 of the Revised Code, except that the secretary of state shall forward to the document division of the library of congress two copies of all journals, seven copies of laws in bound form as provided for in section 149.09 of the Revised Code, and seven copies of all appropriation laws in separate form.

3375.02 State librarian; duties; term

The state library board shall appoint a state librarian, who shall be the secretary of said board, and under the direction and supervision of the board shall be the executive officer of the state library, with power to appoint and remove the employees thereof. The state librarian shall:

(A) Administer the state library and execute the policies of the board in accordance with law;

(B) Provide technical assistance and maintain a clearing house of information, data, and other materials in the field of library service, furnishing advice and assistance to the public libraries in the various subdivisions of the state, other libraries, state, local and regional agencies, planning groups and other appropriate agencies and organizations;

(C) Collect, compile, and publish statistics and information concerning the operation of libraries in the state;

(D) Carry out continuing studies and analyses of library problems;

(E) Assist and cooperate with other state agencies and officials, with organizations, with local governments and with federal agencies in carrying out programs involving library service;

(F) Maintain a comprehensive collection of official documents and publications of this state and a library collection and reference service to meet the reference and information needs of officers, departments, agencies of state government, and other libraries;

(G) Issue official lists of publications of the state, and other bibliographical and informational publications as appropriate;

(H) Withdraw books and materials from the collection and determine method of disposition of any items no longer needed.

The state librarian shall hold office during the pleasure of the board.

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List of Ohio Document Depositories
September, 1975

artment of Archives and Library
ate of Arizona
309 Capitol Building
Phoenix, Arizona 85007

University of Arkansas
General Library
Fayetteville, Arkansas 72703

California State Library
Government Publications Section
P.O. Box 2037
Sacramento, California 95809

Connecticut State Library
231 Capitol Avenue
Hartford, Connecticut 06115

Library of Congress
Gift and Exchange Division
Washington, D.C. 20540

University of Florida Libraries
Documents Department
P.O. Box 3556, University Section
Gainesville, Florida 32603

Georgia State Library
301 Judicial Building
40 Capitol Square S.W.
Atlanta, Georgia 30303

ter for Research Libraries
uments Librarian
.21 Cottage Grove Avenue
Chicago, Illinois 60637

Illinois State Library
Cataloger of State Documents
Archives Building
Springfield, Illinois 62706

Indiana State Library
Serials Section
140 North Senate Avenue
Indianapolis, Indiana 46204

Kansas State Library
3rd floor, State House
Topeka, Kansas 66612

University of Kentucky Libraries
State Documents Division
Serials Department
Lexington, Kentucky 40506

Maine State Library
State House
Augusta, Maine 04330

Maryland State Library
Court of Appeals Building
Bladen Street & College Avenue
Annapolis, Maryland 21401

sachusetts State Library
te House
ston, Massachusetts 02133

Michigan State Library
Documents Section
735 E. Michigan Avenue
Lansing, Michigan 48933

New Hampshire State Library
20 Park Street, Box 109
Concord, New Hampshire 03301

New Jersey Dept. of Education
Division of the State Library
Archives and History
State House Annex
Trenton, New Jersey 08601

New York State Library
Gift and Exchange Section
Albany, New York 12224

University of North Carolina Library
Documents Section
Chapel Hill, North Carolina 27515

Akron Public Library
Order & Catalog Department
55 South Main Street
Akron, Ohio 44326

University of Akron
Bierce Library, Reference Dept.
302 E. Buchtel Avenue
Akron, Ohio 44325

Rodman Public Library
ATTN: Reference Department
215 East Broadway
Alliance, Ohio 44601

Ashland College Library
Ashland, Ohio 44805

Ashtabula Public Library
Reference Department
West 44th Street
Ashtabula, Ohio 44004

Ohio University Library
Documents Department
Athens, Ohio 45701

Clermont County Public Library
3rd & Broadway
Batavia, Ohio 45103

Bowling Green State University
Library
Documents Librarian
Bowling Green, Ohio 43402

Canton Public Library
236 Third Street, S.E.
Canton, Ohio 44702

Chillicothe Public Library
140-146 South Paint Street
Chillicothe, Ohio 45601

Public Library of Cincinnati & Hamilton
County
8th and Vine Streets
Cincinnati, Ohio 45202

University of Cincinnati
General Library
Cincinnati, Ohio 45221

Cleveland Public Library
Order Department
325 Superior Avenue
Cleveland, Ohio 44114

Cleveland State University Library
Serials Department
Euclid Avenue
Cleveland, Ohio 44115

Cuyahoga County Public Library
4510 Memphis Avenue
Cleveland, Ohio 44144

Columbus Public Library
Reference Department
96 South Grant Avenue
Columbus, Ohio 43215

Ohio Dominican College Library
1216 Sunbury Road
Columbus, Ohio 43219

* Ohio Historical Society
1982 Velma Avenue
Columbus, Ohio 43211

Ohio Legislative Reference Bureau
State House
Columbus, Ohio 43215

Ohio State University Libraries
Documents Division
1858 Neil Avenue
Columbus, Ohio 43210

* The State Library of Ohio
Documents Department
65 South Front Street
Columbus, Ohio 43215

Coshocton Public Library
Reference Room, 4th & Chestnut Sts.
Coshocton, Ohio 43812

Dayton and Montgomery County
Public Library
215 East 3rd Street
Dayton, Ohio 45431

Wright State University Library
Reference Department
9053 Col. Glenn Highway
Dayton, Ohio 45431

East Cleveland Public Library
14101 Euclid Avenue
East Cleveland, Ohio 44112

* Required by Sec. 149.11

Carnegie Public Library
219 East 4th Street
East Liverpool, Ohio 43920

Findlay College
Shafer Library
1000 North Main Street
Findlay, Ohio 45840

Birchard Public Library
423 Croghan Street
Fremont, Ohio 43420

Gallia County District Library
3rd & State Streets
Gallipolis, Ohio 45631

Hiram College Library
Hiram, Ohio 44234

Kent State University Library
Kent, Ohio 44240

Lima Public Library
414 W. Market Street
Lima, Ohio 45801

Lorain Public Library
351 Sixth Street
Lorain, Ohio 44052

Marietta College
Library
Marietta, Ohio 45750

Marietta Public Library
615 Fifth Street
Marietta, Ohio 45750

Carnegie Public Library
South Main Street
Marion, Ohio 43302

Franklin Sylvester Library
Reference Department
210 South Broadway
Medina, Ohio 44526

Miami University - Middletown
Gardner Harvey Library
4200 Manchester Road
Middletown, Ohio 45042

Holmes County Public Library
North Jackson Street
Millersburg, Ohio 44654

Nelsonville Public Library
West Columbus Street
Nelsonville, Ohio 45764

Muskingum College Library
Reference Department
New Concord, Ohio 43762

Newark Public Library
88 West Church Street
Newark, Ohio 43055

Oberlin College Library
Oberlin, Ohio 44074

Miami University
Library
Oxford, Ohio 45056

Morley Library
184 Phelps Street
Painesville, Ohio 44077

Portsmouth Public Library
1220 Gallia Street
Portsmouth, Ohio 45662

Salem Public Library
821 East State Street
Salem, Ohio 44460

Library Association of Sandusky
E. Adams Street
Sandusky, Ohio 44870

Warder Public Library
137 East High Street
Springfield, Ohio 45502

Carnegie Library
Reference Department
407 South Fourth Street
Steubenville, Ohio 43952

Toledo-Lucas Public Library
325 Michigan Street
Toledo, Ohio 43606

University of Toledo
Library
2801 W. Bancroft Street
Toledo, Ohio 43606

Carnegie Public Library
Washington Court House, Ohio 43106

Central State University
Library
Wilberforce, Ohio 45384

Wilberforce University
Library
Wilberforce, Ohio 45384

Public Library of Youngstown
Reference Department
305 Wick Avenue
Youngstown, Ohio 44503

Youngstown State University
Library
Youngstown, Ohio 44503

John McIntire Public Library
North Fifth Street
Zanesville, Ohio 43701

Oregon State Library
Documents Librarian
State Library Building
Salem, Oregon 97310

Pennsylvania State Library
Documents Section
Box 608
Harrisburg, Pennsylvania 17126

Tennessee State Library and Archives
State Library Division
Nashville, Tennessee 37219

Vermont State Library
State Office Building
Montpelier, Vermont 05601

Virginia state Library
Capitol Street
Richmond, Virginia 23219

Washington State Library
Documents Section
Olympia, Washington 98502

Government Publication Section
State Historical Society Library
816 State Street
Madison, Wisconsin 53706

British Museum
Department of Printed Books
State Paper Room
London W.C. 1, England

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OHIO DOCUMENTS DEPOSITORIES

Under Section 149.11 of the Ohio Revised Code, The State Library of Ohio receives copies of documents published by state departments to be made available to Ohio libraries through distribution and interlibrary loan. If sufficient copies are sent to the Library by the issuing department, one is placed in each of the 60 depository libraries in the state. Non-depository libraries may also request material from the quarterly list of new publications. In fiscal year 1974, 35,355 documents were distributed to Ohio libraries.

O Depository libraries for Ohio documents
• Non-depository libraries regularly requesting copies of Ohio documents
X Non-depository libraries receiving documents from state department mailing lists

THE STATE LIBRARY OF OHIO

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OHIO STATE LIBRARY

PROPOSED DEPOSITORY PLAN

For the distribution of publications

of the State of Ohio

in accordance with Am. H. B. 27, 102nd General Assembly

Sec. 149.11 Rev. Code of Ohio

State Office Building
Columbus, Ohio 43215

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PUBLICATIONS TO BE INCLUDED

This list categorizes state publications into broad groups by type of publication. It is hoped that the publications received in these categories will be the publications of all Ohio state agencies, including departments, divisions, bureaus, commissions, boards, state-supported universities and state institutions. An example of each type of publication is listed under each major heading.

I. ANNUAL REPORTS

Auditor of State. Annual report of the...for the fiscal year July 1, 1955 to June 30, 1956.

II. REPORTS AND SERIES

(Bulletins, research bulletins, research reports, etc., and any other report of a numbered series, other than an annual report.)

Department of Natural Resources. Division of Geological Survey. Bulletin No. 55. Geology of Tuscarawas County. 1956.

III. LAWS, STATUTES, ETC.

(Separate paper reprints from the Ohio Revised Code.)

Department of Mental Hygiene and Correction. Division of Mental Hygiene. Mental hygiene laws of Ohio. 1956.

IV. DIRECTORIES

Office of Secretary of State. Official roster, federal, state, county officers and departmental information, 1955-1956.

V. GENERAL AND MISCELLANEOUS

(Publications which are not issued at regular intervals and which are of an unnumbered nature.)

Department of Education. Division of Special Education. Ohio report on future needs for trained personnel in special education and on teacher education resources in Ohio colleges and universities. 1956.

Department of Natural Resources. Division of Wildlife. Boating tips and rules for safety.

Ohio Historical Society. General, governor, president...Rutherford B. Hayes.

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VI. LEGISLATIVE AND JUDICIAL*

Journals of the Senate and the House of Representatives

Laws of Ohio

Appropriation Acts

Court Reports

*Publications in this category are not included in the depository plan but will continue to be distributed by the Secretary of State.

* * * * * * * * *

METHOD OF DISTRIBUTION

I. TYPE OF DEPOSITORY LIBRARY

The State Library has been receiving requests to designate two types of depository libraries: a selective depository or an all depository. Many libraries feel that they are not prepared to house or do not need every Ohio publication. Thus, those libraries which choose to do so, may select the items desired by the several groups mentioned below.

II. SELECTION OF OHIO STATE PUBLICATIONS

The libraries will indicate on this list which type of depository library they wish to become. Also, if they desire to become a selective depository, they will indicate which items they wish to receive.

A. ( ) All depository publications

or

B. ( ) Selective depository publications (as follows):

1. Reports, Series, and Continuations

   a. ( ) Annual Reports

   b. ( ) Bulletins and Reports of whatever nature occurring in numbered series.

   c. ( ) Directories

   d. ( ) Laws, Statutes, etc. (Reprints from the code only.)

   e. ( ) Periodicals and Serials

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2. General and Miscellaneous Publications of an Unnumbered Nature

( ) All

( ) None

(The cost of sending general and miscellaneous publications on a selective basis would be prohibitive. Therefore, a library must choose either "all" or "none" for item no. 2. However, a library choosing all will not have to keep each such title that it receives under item no. 2. A notation will be placed on the less important titles indicating that the publication is disposable and may be discarded. Its return would cost more than its worth. Another notation will be placed on the more important titles indicating that the publication should be returned to the State Library if the depository library does not desire to keep it. This will further give the depository an opportunity to make its selection after examination of the publication rather than by title from a list.)

8/24/59

AND FOR A GOOD REASON

When you, as an officer or staff member of a state government department or agency, send the State Library 100 copies of your publications, you're complying with the law. You are also being a good administrator. After allocating staff time and agency funds to produce a publication you want it to be widely read. When we at the State Library place your publications in libraries, you are assured that your message will reach not only the citizens of today but also the research workers of the future.

The law requiring this distribution of publications is section 149.11 of the *Ohio Revised Code.* It says that all state departments, divisions, bureaus, boards, and commissions must send to the State Library 150 copies of each publication prepared for the general public. At the present time, however, only 100 copies are needed.

IF YOU'LL DO ONE THING –

We ask you to send us 100 copies of each publication your agency produces for general public use. This includes everything from lengthy technical printed reports to brief mimeographed leaflets.

THEN WE'LL DO THREE –

1. We'll place two copies of your publication in the State Library's permanent reference collection. One copy is always kept in the library for consultation or for photocopying. The other copy may be borrowed.

2. We'll send copies to other libraries. Two copies will go to the Library of Congress. We'll also send a copy to each of the 51 public, college, and university libraries in Ohio which have been designated as documents depository libraries. These depository libraries have agreed to keep all publications for at least five years. As a result every Ohio resident can consult state government publications in a nearby library or, if he wishes, he can ask his local library to borrow a publication through interlibrary loan. You may wish to refer those who request copies of your department's publications to depository libraries. Let us know if you'd like a list of these libraries. Finally, we'll send the remaining copies to state libraries and other major research libraries throughout the country.

3. We'll include your agency's reports and pamphlets in the quarterly *Publications of the State of Ohio.*

AND EVERYONE BENEFITS

This distribution of documents means that citizens throughout Ohio can easily find out what publications state agencies have issued and obtain copies of those which interest them. In addition, specialists in other states can keep up on the progress of our state government. Whether it is a citizens' group in Coshocton studying standards for guidance in junior high schools or a researcher seeking information for a conference on drug abuse, the required information is readily accessible. And by keeping copies of all documents in the State Library of Ohio's permanent reference collection, we make sure that your department's publications will always be available. In fact, you may often find it quicker and easier to check on your agency's publications at the State Library than in your own offices.

Send 100 copies of each of your department's publications to:

Documents Department
The State Library of Ohio
65 South Front Street
Columbus, Ohio 43215

If you'd like more copies of this pamphlet, please let us know. We also welcome questions about our government publications services by telephone and will be happy to have you visit us to see our documents collection.

Clyde Hordusky
Documents Specialist,
Mrs. Cynthia Fuller
State Documents Specialist,
Phone: 469-2693

Joseph F. Shubert
State Librarian
Mrs. Catherine S. Mead, Head
Information Resources and Services Division
Alice Paulin, Head
Reference and Information Services Department

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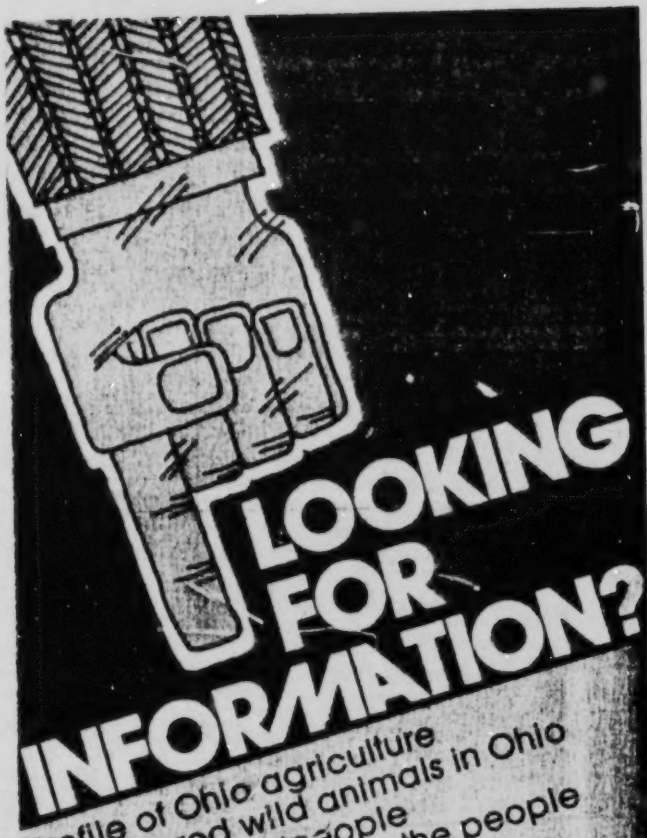

Profile of Ohio agriculture
Endangered wild animals in Ohio
Libraries are for people
A television network for the people
Homebuyers guide
Local corrections: who will answer?
Rural zoning handbook
Wastewater management in Ohio
Community mental health glossary
Summary of oil and gas development
Hunting and trapping regulations
Turkey research
Roster of federal, state and county offic
What you should know about ADC
Be kid conscious
Lizards and snakes of Ohio
Little red book for citizens over 60
Guide for new voters
Paycheck education
Ohio turnpike map
The Ohio economy:
a review and
outloo

BEST COPY

LOOKING FOR INFORMATION?

Your tax dollars pay for information that your state government collects, analyzes, and publishes. Ohio government agencies publish some 4000 documents a year. You can find in these publications current information about Ohio, its resources, its problems, and its people. You may need an analysis of legislative appropriations, data on coal deposits, information on drugs or alcoholism, a guide for mobile home buyers, or a manual for identifying Ohio trees and shrubs. Documents provide answers to practical questions. They are issued in many formats –

PAMPHLETS
REPORTS
MAGAZINES
MAPS
CHARTS
BOOKS

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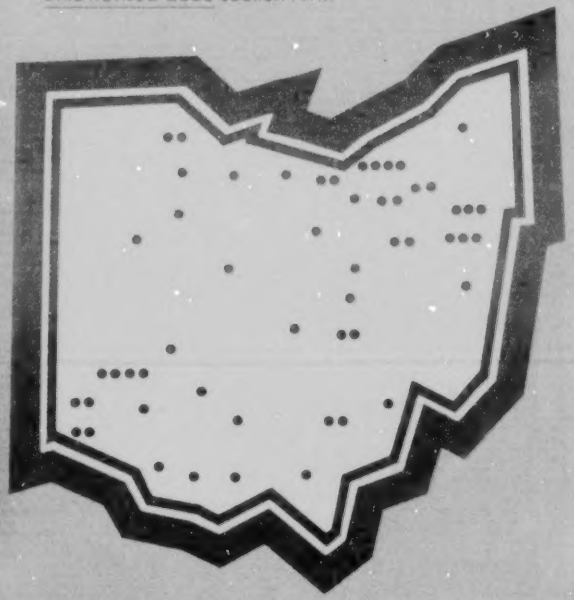
The Ohio General Assembly has established a "depository library" system for making Ohio documents easily available to Ohio citizens. The law* requires each state agency to provide its publications to the State Library for distribution to selected libraries. These libraries are chosen on the basis of location, and for their ability to maintain a documents collection and make it available to the public.

Depository libraries have tools for finding what you need. Ohio Documents, a listing of state publications, is issued four times a year by the State Library. The Union Bibliography of Ohio Printed State Documents 1803-1970 lists documents from the beginnings of Ohio's history through 1970.

*Ohio Revised Code Section 149.11



• **Depository libraries for Ohio documents**

Most Ohio libraries have some Ohio documents – and depository libraries have more complete collections. An Ohio document is available to you even if it is not in your local library. Libraries borrow from each other to meet user's needs. The State Library makes its collection available to any Ohio library. If a document is too fragile for shipment, or is the only copy in the collection, it can be photocopied for libraries at a nominal charge.

MAKE USE OF INFORMATION IN OHIO DOCUMENTS

Ask your librarian to help you find the answers you need.

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Ohio Documents Depository Libraries

Akron – [illegible]

Alliance – [illegible]

Ashland – [illegible]

Ashtabula – [illegible]

Athens – [illegible]

Batavia – [illegible]

Bowling Green – [illegible]

Canton – [illegible]

Chillicothe – [illegible]

Cincinnati – [illegible]

Cleveland – [illegible]

Columbus – [illegible]

Coshocton – [illegible]

Dayton – [illegible]

East Cleveland – [illegible]

East Liverpool – [illegible]

Findlay – [illegible]

Fremont – [illegible]

Gallipolis – [illegible]

Hiram – [illegible]

Kent – [illegible]

Lima – [illegible]

Lorain – [illegible]

Marietta – [illegible]

Marion – [illegible]

Medina – [illegible]

Middletown – [illegible]

Millersburg – [illegible]

Nelsonville – [illegible]

New Concord – [illegible]

Newark – [illegible]

Oberlin – [illegible]

Oxford – [illegible]

Painesville – [illegible]

Portsmouth – [illegible]

Salem – [illegible]

Sandusky – [illegible]

Springfield – [illegible]

Steubenville – [illegible]

Toledo – [illegible]

Washington Court House – [illegible]

Wilberforce – [illegible]

Youngstown – [illegible]

Zanesville – [illegible]

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Ohio Documents Received in the Month of June 1974

The State Library of Ohio

AGING, COMMISSION ON.

*+ In the service of Ohio's older people. Services available to retirement-aged persons through fourteen state departments. 1974. 32p.
Ohio's heritage. v. 6, no. 3. Spring, 1974.

AGRICULTURAL RESEARCH AND DEVELOPMENT CENTER.

Crop Reporting Service.
Agricultural statistics, 1973. 1974. 36p. illus. maps.

AGRICULTURAL RESEARCH AND DEVELOPMENT CENTER, WOOSTER.

Library news. no. 148. April-May, 1974.

AGRICULTURE, DEPARTMENT OF.

*+ Agventures. v. 1, no. 7. June, 1974.
*+ Ceres. v. 2, issue 1. May, 1974.

State Fair, Division of.
Senior division premium list entry deadline: July 15, 1974. 1974. 200p. illus.

AKRON, UNIVERSITY OF.

College of Business Administration.
Akron business and economic review. v. 5, no. 1 Spring, 1974
v. 5, no. 2 Summer, 1974

ARTS COUNCIL.

* Annual report. 1973. 15p.
* Design. By design. Case study brochure for the first state design assembly of Ohio. 1974. leaflets. illus.
Viewpoint. v. 6, no. 2. Spring, 1974.

ATTORNEY GENERAL.

Compatibility of public offices. Opinions of the Attorney General of Ohio, 1904-1973. 1973. 52p.

AUDITOR OF STATE.

Auditor's messenger (counties and townships). v. 18, nos. 5 & 6. May/June, 1974.
Auditor's messenger (municipalities). v. 18, nos. 5 & 6. May/June, 1974.
Auditor's messenger (schools and state departments). v. 18, nos. 5 & 6. May/June, 1974.

CIVIL RIGHTS COMMISSION.

Quarterly report. v. 1, no. 1. Winter, 1974.

CONSTITUTIONAL REVISION COMMISSION.

*+ Constitutional revision in Ohio. Report. v. 3, no. 5. May, 1974.

Education and Bill of Rights Committee.
Educational governance in ohio: public higher education. 1974. 13p. bibl. Research study no. 34.

CONSTITUTIONAL REVISION COMMISSION.

Education and Bill of Rights Committee.

Financing elementary and secondary education. 1974. 6p. Research study no. 35.

ECONOMIC AND COMMUNITY DEVELOPMENT, DEPARTMENT OF.

*+ Ohio's housing: agenda for action II. Final report and recommendations of the Governor's Housing and Community Development Advisory Commission. 1973. n.p. illus.

Economic Development Division.

Ohio business and industry. v. 2, no. 3. May, 1974.

Human Resources Development Division.

Ohio developments in human resources. v. 2, no. 4. May 30, 1974.

EDUCATION, DEPARTMENT OF.

Ed COM. v. 4, no. 7 May 17, 1974 -- v. 4, no. 8. May 31, 1974.

*+ Environmental learning experiences for grades three and four. 1973. 110p. bibl. illus. ...grades five & six. 1973. 80p.

*+ Environmental learning experiences for kindergarten through second grade. 1973. 64p. bibl. illus.

*+ Ohio environmental education areas. 1974. 184p. illus. maps.

Federal Assistance, Division of.

The clipboard. Number 25. June, 1974.

Planning and Evaluation, Division of.

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200. Weeks of unemployment compensated and benefits paid, by office. April, 1974.

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236.C. Claimants for unemployment compensation in Ohio under regular state and federal programs administered by Ohio Bureau of Employment Services, by county and reporting unit in four calendar weeks ending... May 25, 1974; June 1, 1974; June 8, 1974 and June 15, 1974.

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*+ Property tax rates: tax rates inside and outside the ten mill levy or charter limitation combined for current expenses and for debt for all purposes in Ohio cities. 1974. 6p. PR-5, 9-74.

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*+ Property tax rates: tax rates outside the ten mill levy or charter limitation for current expenses and for debt for all purposes in Ohio cities. 1974. 6p. PR-3, 8-74.

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*+ Distances to I-80 interchanges. 1972. folder.
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*+ Land reborn. A study of unreclaimed coal strip mined land in Ohio. Prepared by the Board on Reclaimed Strip Mined Lands with the assistance of the Ohio Department of Natural Resources and consultants. 1974. 91p. maps.

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*+ Drug awareness unit report. v. 1, no. 9; v. 1, no. 10.

JJ

OK

B. Letters and commentaries

F. Legislation and legal materials

H. Manuals

L. Shipping lists

M. Studies, surveys and workshops

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OK:B

State of Oklahoma

THE OKLAHOMA DEPARTMENT OF LIBRARIES

109 State Capitol Oklahoma City, 73105

Reply To:
Technical Services Division
3667 N. Everest
Oklahoma City, Oklahoma
73111

Phone: 405-424-4379

December 6, 1973

Mrs. Meryl W. Atterberry
Missouri State Library
308 East High Street
Jefferson City, Missouri 65101

Dear Mrs. Atterberry:

Enclosed are 6 copies of each of the following:

Oklahoma Statutes, 1971, Title 65, Sections 3-110, 3-114, 3-115. (p. 3959)

Oklahoma Session Laws, 1971, Senate Concurrent Resolution, No. 18 13a. (p. 1047)

Oklahoma Statutes, 1971, Title 53, Section 3. (p. 3141)

Oklahoma State Government Documents Sent to ODL Archives Division, Shipping list no. 73-12, October 16, 1973.

Oklahoma State Government Documents, to Library of Congress, Shipping list no. 73-9, October 18, 1973.

Questionnaire from Jane P. Geske, Director, Nebraska Public Library Commission, "Treatment of State Publications," October 6, 1970.

Questionnaire from Albert Halcli, Assistant Director for Public Services, Illinois State Library, "State Servicing of State Documents," March 21, 1973. Completed and returned April 13, 1973.

The State documents program at the Oklahoma Department of Libraries is still the same as reflected in the answers to the questionnaires.

Sincerely,

Betty J. Brown

(Mrs.) Betty J. Brown
Technical Services Librarian

Mrs. Margaret T. Lane
Recorder of Documents
State of Louisiana
1515A Choctaw Drive
Baton Rouge, Louisiana 70805

1543

1st Draft of new legislation presented to John Reid in Lt. Gov. Nigh's office during meeting 10-31-77 F, Okla OK:F

Draft developed by Betty J. Brown Okla. Dept. of Libraries

In attendance: John Reid Virginia Betty Brown Okla Bob Clark Okla Barbara Crouse

OKLAHOMA PUBLICATIONS CLEARINGHOUSE

TERMS DEFINED.

(1) Print shall include any form of printing and duplication, regardless of format or purpose, with the exception of correspondence and interoffice memoranda;

(2) State publication shall be any informational materials regardless of format, method of reproduction, or source, originating in or produced with the imprint of, by the authority of, or at the total or partial expense of, or purchased for distribution by, the state, the legislature, constitutuonal officers, any state department, committee, sub-state planning district, or other state agency supported wholly or in part by state funds. The definition incorporates those publications that may or may not be financed by state funds but are released by private bodies such as research and consultant firms under contract with and/or supervision of any state agency;

State publications are specifically defined as public documents appearing as reports, directories, statistical compendiums, bibliographies, laws or bills, rules, regulations, newsletters, bulletins, state plans, brochures, periodicals or magazines, committee minutes, transcripts of public hearings, journals, statutes, codes, pamphlets, lists, books, charts, maps, surveys, other printed matter, microforms, audio tapes, video tapes, films, filmstrips, slides, and other audio-visual materials.

(3) State agency shall include the Legislature, every state office, officer, department, division or unit, bureau, board, commission, authority, institution, sub-state planning district, and agency of the state, and, where applicable, all subdivisions of each, including state institutions of higher education, defined as all state-supported colleges, universities, junior colleges, and vocational-technical schools;

(4) Governmental publications shall include any publication of associations, regional organizations, intergovernmental bodies, federal agencies, boards and commissions, or other publishers that may contribute supplementary materials to support the work of the state legislature, state officers, and state agencies.

OKLAHOMA PUBLICATIONS CLEARINGHOUSE; DIVISION OF OKLAHOMA DEPARTMENT OF LIBRARIES; CREATED; DUTIES

There is hereby created as a division of the Oklahoma Department of Libraries, and under direction of the state librarian, an Oklahoma Publications Clearinghouse. The clearinghouse shall establish and operate a publications collection and depository library system for the use of Oklahoma citizens. To this end, the Oklahoma Department of Libraries shall make such rules and regulations necessary to carry out the provisions of this act.

STATE AGENCIES; PUBLICATIONS; FILING WITH OKLAHOMA PUBLICATIONS CLEARINGHOUSE

Every state agency head or his appointed records officer shall notify the Oklahoma Publications Clearinghouse of his identity. The records officer shall upon release of a state publication deposit at least thirty-five copies of each of its state publications with the Oklahoma Publications Clearinghouse for record and depository system purposes. Two copies shall be forwarded by the clearinghouse to the Library of Congress, one copy to the archives division of the Oklahoma Department of Libraries for preservation, one copy to the Center for Research Libraries, and four copies shall be retained permanently in the collection of the Oklahoma Publications Clearinghouse. Additional copies, as may be prescribed by rule and regulation, shall also be deposited in the Oklahoma Publications Clearinghouse in quantities

certified to the agencies by the clearinghouse as required to meet the needs of the Oklahoma publications depository system. This requirement includes sale items, with the exception that the University of Oklahoma Press and Oklahoma State University Press shall only be required to deposit copies of their publications for the collections of the depository libraries in Oklahoma and the Oklahoma Historical Society Library.

One hundred copies of all legal publications, such as bar journals and supplements, statutes, session laws, decisions, codes, opinions, and rules and regulations, shall be deposited for exchange with the official libraries of each of the other states, territories and possessions of the United States, and to aid therefore, in maintaining a law library within the Oklahoma Department of Libraries to serve the state officers, state agencies, and members of the Oklahoma legislature.

Five copies of annual reports will also be forwarded by the clearinghouse to the State Legislative Council Library, and one copy to the Legislative Reference Division of the Oklahoma Department of Libraries, and one to the Oklahoma Historical Society Library for preservation.

DEPOSITORY CONTRACTS; STANDARDS; ESTABLISH

To be designated as a depository library, any Oklahoma resource library, regional public library, libraries in institutions of higher education, or other libraries must contract with the Oklahoma Department of Libraries agreeing at a minimum to provide adequate facilities for the storage and use of any such publication and to render reasonable service without charge to patrons in the use of such publications and to maintain its full collection of such publications indefinitely subject to disposal upon approval by the Oklahoma Publications Clearinghouse. Any library designated as a depository shall receive one copy of every state publication deposited with the Oklahoma Publications Clearinghouse. All non-depository Oklahoma academic, public, school, and special libraries shall have the opportunity to receive state documents under an optional selection program developed by the Oklahoma Publications Clearinghouse.

MICROFORM CONVERSION OF STATE PUBLICATIONS

The Oklahoma Publications Clearinghouse may arrange for the conversion of state publications to microform and shall make available for distribution the same to the designated depository libraries.

OFFICIAL LIST OF PUBLICATIONS; PUBLISH; CONTENTS

The Oklahoma Publications Clearinghouse shall publish and distribute regularly to contracting depository libraries, other libraries, state agencies, state officers, and members of the Oklahoma legislature, an official list of state publications, with at least an annual cumulation. The official list shall provide a record of each agency's publishing and show agency, title, and subject approaches.

LIST OF CURRENT STATE PUBLICATIONS; FURNISH

Annually, and on request by the clearinghouse, each state agency shall furnish to the Oklahoma Publications Clearinghouse a complete list of its publications for the previous year, which will be used to maintain a permanent record of publications.

F2 Okl OK:Fl 5

An Act

ENROLLED HOUSE
BILL NO. 1714 1978

BY: MORGAN of the HOUSE

and

YORK and FUNSTON of the SENATE

Correct: Enrolled: Jack Morgan Jr. Vice Chairman, COMMITTEE ON ENROLLED BILLS

AN ACT RELATING TO PUBLIC LIBRARIES; AMENDING 65 O.S. 1971, SECTIONS 3-107, 3-114 AND 3-115, 74 O.S. 1971, SECTION 20, SECTIONS 2 AND 3, S.J.R. NO. 20, O.S.L. 1974 (74 O.S. SUPP. 1977, SECTIONS 3104 AND 3105), 75 O.S. 1971, SECTIONS 14, AS AMENDED BY SECTION 1, CHAPTER 209, O.S.L. 1976 (75 O.S. SUPP. 1977, SECTION 14) AND 256; CREATING THE PUBLICATIONS CLEARINGHOUSE AS A DIVISION OF THE OKLAHOMA DEPARTMENT OF LIBRARIES; DEFINING TERMS; AUTHORIZING THE DIRECTOR OF THE DEPARTMENT TO ADOPT RULES AND REGULATIONS; STATING DUTIES; CREATING OKLAHOMA DEPARTMENT OF LIBRARIES' REVOLVING FUND; REQUIRING DEPOSIT OF CERTAIN PUBLICATIONS WITH THE PUBLICATIONS CLEARINGHOUSE; PROVIDING PROCEDURE FOR FAILURE TO DEPOSIT CERTAIN PUBLICATIONS; REQUIRING ATTORNEY GENERAL TO INSTITUTE MANDAMUS PROCEEDINGS IN CERTAIN SITUATIONS; EMPOWERING THE PUBLICATIONS CLEARINGHOUSE TO EXCHANGE PUBLICATIONS; AUTHORIZING THE DEPARTMENT TO SELL SURPLUS PUBLICATIONS; REQUIRING EACH STATE AGENCY TO DESIGNATE A RECORDS OFFICE AND PROVIDING DUTIES; REQUIRING NOTICE OF CERTAIN PUBLICATIONS OF AN AGENCY AND COMPLETE LISTS OF ALL STATE PUBLICATIONS; PROVIDING FOR ATTORNEY GENERAL TO PUBLISH ALL WRITTEN OPINIONS AND FOR DISTRIBUTION; ALLOWING ATTORNEY GENERAL TO SELL SURPLUS BOUND VOLUMES OF OPINIONS; CREATING ATTORNEY GENERAL'S REVOLVING FUND; PROVIDING FOR DEPOSIT OF CERTAIN DECISIONS BY ADMINISTRATOR OF COURTS; REQUIRING EVERY STATE AGENCY TO FILE CERTAIN REPORTS WITH THE PUBLICATIONS CLEARINGHOUSE; SPECIFYING INFORMATION AND FORMS TO BE INCLUDED IN EVERY STATE PUBLICATION; PROVIDING FOR VARIOUS STATE POSITIONS AND STATE AGENCIES TO RECEIVE COPIES OF THE OKLAHOMA STATUTES AND SESSION LAWS PUBLISHED OR PURCHASED BY THE OKLAHOMA LEGISLATURE OR UNDER ITS AUTHORITY; AUTHORIZING THE DIRECTOR TO FURNISH COPIES OF RULES AND REGULATIONS TO CERTAIN PUBLISHERS PURSUANT TO AGREEMENT; REPEALING 75 O.S. 1971, SECTIONS 21 AND 182, AND SECTIONS 4, 5 AND 6, S.J.R. NO. 20, O.S.L. 1974 (74 O.S. SUPP. 1977, SECTIONS 3106, 3107 AND 3108); DIRECTING CODIFICATION; AND STATING AN EFFECTIVE DATE FOR CERTAIN PROVISIONS.

BE IT ENACTED BY THE PEOPLE OF THE STATE OF OKLAHOMA:

Correctly Enrolled: ____, Vice Chairman, COMMITTEE ON ENROLLED BILLS

SECTION 1. The Publications Clearinghouse is hereby created as a division of the Oklahoma Department of Libraries. The Publications Clearinghouse shall be directed by the Director of the Department of Libraries. The Director shall adopt rules and regulations necessary to implement the provisions of this act.

SECTION 2. As used in this act:

1. "Agency" means any state office, officer, department, division or unit, bureau, board, commission, authority, institution, sub-state planning district, and agency of the state, and, where applicable, all subdivisions of each, including state institutions of higher education, defined as all state-supported colleges, universities, junior colleges and vocational-technical schools;

2. "Governmental publications" means any publication of associations, regional organizations, intergovernmental bodies, federal agencies, boards and commissions, or other publishers that may contribute supplementary materials to support the work of the State Legislature, state officers and state agencies;

3. "Print" means any form of printing and duplication, regardless of format or purpose, with the exception of correspondence and interoffice memoranda; and

4. "State publication" means any informational materials regardless of format, method of reproduction, or source, originating in or produced with the imprint of, by the authority of, or at the total or partial expense of, or purchased for distribution by, the state, the Legislature, constitutional officers, any state department, committee, sub-state planning district, or other state agency supported wholly or in part by state funds. The definition incorporates those publications that may or may not be financed by state funds but are released by private bodies such as research and consultant firms under a contract with and/or the supervision of any state agency; and specifically includes public documents appearing as reports, directories, statistical compendiums, bibliographies, laws

Correctly Enrolled: Vice Chairman, COMMITTEE ON ENROSSED AND ENROLLED BILLS

or bills, rules, regulations, newsletters, bulletins, state plans, brochures, periodicals or magazines, committee minutes, transcripts of public hearings, journals, statutes, codes, pamphlets, lists, books, charts, maps, surveys, other printed matter, microfilm, microfiche and all sale items.

SECTION 3. The Publications Clearinghouse shall have the following duties:

1. To establish an Oklahoma government publications depository library system for the use of the citizens of the State of Oklahoma;

2. To collect state publications from every state agency and to retain and preserve permanently a minimum of four (4) copies of all such publications;

3. To enter into contracts with other libraries within the State of Oklahoma whereby the Publications Clearinghouse designates the contracting library to be a depository library for the Oklahoma Department of Libraries and agrees to distribute at least one (1) copy of every state publication deposited with the Publications Clearinghouse to such depository library, and, the contracting library agrees to receive and maintain the full and complete collection of such publications and not to dispose of any such publication without prior approval of the Publications Clearinghouse, to provide adequate facilities for the storage and use of such publications and to provide free services to its patrons in the use of such publications;

4. To determine the necessity of and to make arrangements for the conversion of state publications to microfilm or microfiche and to establish a system to assure the availability of such microfilm or microfiche for distribution to designated depository libraries;

5. To prepare and publish official lists of all state publications and to distribute them to all contracting depository libraries, other libraries within the state, and every state agency, as required by the rules and regulations. The official lists shall

include the name of the publishing agency, the name of the publisher, and the title and subject matter of each publication;

6. To determine the quantity of each publication of a state agency, in excess of twenty-five (25), required to meet the needs of the Publications Clearinghouse depository library system and to notify each agency of additional required quantity;

7. To distribute copies of all state publications including annual, semiannual or biennial reports as follows:

a. two (2) copies to the United States Library of Congress,

b. one (1) copy to the Archives Division of the Oklahoma Department of Libraries for preservation,

c. one (1) copy to the Center for Research Libraries,

d. four (4) copies for the collection of state publications within the Publications Clearinghouse,

e. one (1) copy to each depository library, and

f. one (1) copy of each agency report to both the State Legislative Council and the Legislative Reference Division of the Oklahoma Department of Libraries;

8. To receive and maintain, for exchange with the official libraries of each of the other states, territories and possessions of the United States, a minimum of fifty (50) copies of all state legal publications, including bar journals, official reports of decisions, codes, opinions, rules and regulations, and one hundred ten (110) copies of statute supplements and session laws;

9. To aid in the maintenance of a law library within the Department to serve the state officers, agencies, and members of the Oklahoma Legislature; and

10. To compile and maintain a permanent record of all state publications caused to be published from and after the effective date of this act.

SECTION 4. 65 O.S. 1971, Section 3-107, is amended to read as follows:

Correctly Enrolled: ____ Vice Chairman, COMMITTEE ON ENG. SSED AND ENROLLED BILLS

Correctly Enrolled: Jeff Mc Mahan, Vice Chairman, COMMITTEE ON ENG SSED AND ENROLLED BILLS

Section 3-107. The Department may receive and use appropriations, gifts, bequests or grants from any source, public or private, and may take such action as may be necessary to receive such funds. It may contract with other agencies, organizations, libraries, library schools or the agencies of other governments for library services, facilities, research or any allied or related purpose.

There is hereby created in the State Treasury a revolving fund for the Oklahoma Department of Libraries, to be designated the Oklahoma Department of Libraries' Revolving Fund. The fund shall be administered in accordance with the Revolving Fund Procedures Act. The Department is authorized to receive all money from departmental forfeitures, fees, sales of materials and services, payments for lost books and other receipts, and other miscellaneous sources, and all such income shall be deposited in such fund.

SECTION 5. 65 O.S. 1971, Section 3-114, is amended to read as follows:

Section 3-114. A. Every agency, authority, department, commission, board, institution, office or officer of the state, except institutions of higher education but specifically including any board of regents for higher education, who issue or publish, at state expense, regardless of form, any book, chart, document, facsimile, map, paper, periodical, report, serial, survey or any other type of publication, including statutes, statute supplements and session laws, shall immediately deposit a minimum of twenty-five (25) copies with the Publications Clearinghouse of the Department.

B. Upon failure of an agency to comply with this section, the Publications Clearinghouse shall forward a written notice of such failure to the chief administrative officer of the agency; such notice shall state a reasonable time, not to exceed thirty (30) days, in which the agency shall fully comply. Further failure to comply shall be reported in writing to the Speaker of the House of

Representatives, the President Pro Tempore of the Senate and the Attorney General. The Attorney General shall immediately institute mandamus proceedings to secure compliance by such agency.

SECTION 6. 65 O.S. 1971, Section 3-115, is amended to read as follows:

Section 3-115. The Publications Clearinghouse of the Department shall retain sufficient copies for use by the Department, and shall, pursuant to exchange agreements, send copies to the official library of each of the other states, territories and possessions of the United States and The Library of Congress, and may exchange copies for the publications of other governments or organizations and may send copies upon request to other bodies or persons. The Department may sell at the fair market value or otherwise dispose of any surplus publications and any receipts shall be deposited pursuant to Section 3-107 of this title.

SECTION 7. A. Every state agency shall designate one (1) of its staff members or employees as the records officer for the agency and notify the Publications Clearinghouse of the identity of such records officer and of the identity of any new records officer should a change occur.

B. Each records officer of each state agency shall have the duty to provide the Publications Clearinghouse with copies of all state publications of the agency, including annual, semiannual or biennial reports, codes, rules and regulations published by the state agency, to compile and forward to the Publications Clearinghouse required lists of the state publications of the agency, and to provide other related information as may be requested by the Publications Clearinghouse for the collection of state publications and the depository library system.

C. Upon release of a state publication by an agency, the records officer shall deposit a minimum of twenty-five (25) copies of the publication with the Publications Clearinghouse for record and

Correctly Enrolled: Vice Chairman, COMMITTEE ON ENROLLED AND ENROLLED BILLS

depository system purposes. Additional copies shall be deposited when required by the Publications Clearinghouse.

D. The records officer shall notify the Publications Clearinghouse of the production of audiotapes, videotapes, films, filmstrips, slides and other audiovisual material. Every state agency shall preserve one (1) copy of each such audiovisual publication or the records officer shall deposit one (1) copy of each such audiovisual material with the Publications Clearinghouse for preservation.

E. Every state agency, including all institutions of higher education, shall provide to the Publications Clearinghouse a complete list of its state publications, including all audiovisual publications, in accordance with the rules and regulations of the Publications Clearinghouse.

SECTION 8. 74 O.S. 1971, Section 20, is amended to read as follows:

Section 20. A. The Attorney General shall annually publish all of the written opinions which he promulgates in connection with the interpretation of the laws of the State of Oklahoma. One copy of the bound volume shall be sent to each member of the Legislature, each state officer, the chairman of each board or commission, and the County Law Library in each county in the state where the same shall be available to the public and fifty (50) copies shall be sent to the Publications Clearinghouse of the Oklahoma Department of Libraries for purposes of exchange as set out in Title 65 of the Oklahoma Statutes. A copy of each annual volume is to be placed on file in the Secretary of State's Office and shall be available for public inspection.

B. The Attorney General is hereby authorized to sell any surplus bound volumes and requested individual copies of opinions to help cover the cost of the publication, postal charges and other necessary

Correctly Enrolled: _____ Vice Chairman, COMMITTEE ON ENROLLED BILLS

expenses and proceeds of such sales shall be deposited into the fund herein established.

C. There is hereby created in the State Treasury a revolving fund for the Attorney General, to be designated the Attorney General's Revolving Fund. The fund shall be administered in accordance with the Revolving Fund Procedures Act.

SECTION 9. The administrator of the Courts shall provide to the Publications Clearinghouse of the Department fifty (50) copies each of the published volumes of the official reports of the decisions of the Supreme Court and the Court of Criminal Appeals of the State of Oklahoma for exchange with the official libraries of each of the other states, territories and possessions of the United States.

SECTION 10. Section 2, S.J.R. No. 20, O.S.L. 1974 (74 O.S. Supp. 1977, Section 3104), is amended to read as follows:

Section 3104. Every agency, board, department, commission or institution of the State of Oklahoma shall deposit twenty-five (25) copies of their annual, semiannual or biennial reports with the Publications Clearinghouse of the Department for distribution and depository system purposes as required by Section 3-114 of Title 65 of the Oklahoma Statutes and shall distribute such reports only to legislators and other parties specifically requesting them. The Publications Clearinghouse shall notify the members of the Legislature of the receipt of such reports.

SECTION 11. Section 3, S.J.R. No. 20, O.S.L. 1974 (74 O.S. Supp. 1977, Section 3105), is amended to read as follows:

Section 3105. A. Every agency, department, board, commission or institution of the State of Oklahoma shall list the following information at a prominent place near the beginning of each publication issued by them:

1. Name of the issuing agency, department, board, commission or institution;

Correctly Enrolled: Jack F. Money Jr., Vice Chairman, COMMITTEE ON ENROSSED AND ENROLLED BILLS

2. Authorization for publication. If such publication is not specifically authorized by statute the name of the person or persons so authorizing shall be stated;

3. The number of copies printed; and

4. Name of printing firm doing printing.

B. The information shall be set forth in a separate paragraph and shall conform as nearly as practical to the following format:

"This publication, printed by (name of printing firm) is issued by (here list the agency, department, board, commission or institution) as authorized by_____. _____copies have been prepared and distributed at a cost of $_____."

SECTION 12. 75 O.S. 1971, Section 14, as last amended by Section 1, Chapter 209, O.S.L. 1976 (75 O.S. Supp. 1977, Section 14), is amended to read as follows:

Section 14. A. The following named officers shall be entitled to receive as soon as available from the state without cost one copy each of the printed volumes of the statutes and session laws of the state published or purchased by the Legislature, or under its authority, for distribution:

1. Each state officer, including the Governor and Lieutenant Governor, the members of the Legislature, the chief administrative officer and his assistant of the several executive departments and the several state boards and commissions, upon written application and request submitted to the Chief Clerk of the Oklahoma House of Representatives, within sixty (60) days of January 1 of each year, and said volumes shall be distributed at the discretion of the Chief Clerk of the Oklahoma House of Representatives;

2. The Justices of the Supreme Court and the Judges of the Criminal Court of Appeals, and the clerk of said courts;

Correctly Enrolled: _____ Vice Chairman, COMMITTEE ON ENGROSSED AND ENROLLED BILLS

Correctly Enrolled: Jack Cunningham, V. Chairman, COMMITTEE ON ENROLLED AND ENGROSSED BILLS

3. The heads of the several state educational, benevolent and penal institutions;

4. The judges of the district courts and district court clerks;

5. County clerks;

6. County treasurers;

7. County assessors;

8. District attorneys;

9. Sheriffs;

10. All members of the Oklahoma Congressional Delegation, both Representatives and Senators; and

11. Each library association organized in any county, city or town in this state for the benefit of the public.

B. Fifty-five (55) copies of each volume of statutes and session laws shall be furnished to the law library of the College of Law of the University of Oklahoma, five (5) copies of each volume shall be kept for use therein and fifty (50) copies for purposes of exchange.

C. Five (5) copies of each volume of statutes and session laws shall be placed in the Library of Oklahoma State University at Stillwater, Oklahoma, for use therein.

D. One hundred ten (110) copies of each volume of statutes and session laws shall be furnished to the Department of Libraries for use therein and for exchange purposes.

E. The Secretary of State may, in his discretion, furnish out of any copies of such laws on hand copies to other state officers than those mentioned herein for the use of their offices.

SECTION 13. 75 O.S. 1971, Section 256, is amended to read as follows:

Section 256. (a) The Director of the Oklahoma Department of Libraries, as State Librarian and Archivist, is hereby authorized and empowered to furnish copies of all rules and regulations or any amendments, revisions, or revocations of existing rules and regulations, free of charge, to any publisher who agrees in writing

Correctly Enrolled: ____ Vice Chairman, COMMITTEE ON ENROSSED AND ENROLLED BILLS

to publish a Code of Oklahoma Rules and Regulations, and to publish cumulative supplements thereto not less often than once every two (2) years (the exact period to be specified in the agreement) during the period of time covered by the agreement; provided that after the first such agreement has been made and performed, subsequent agreements may be made and copies furnished of the publications of such supplements as are necessary to keep the code current. All such agreements shall provide that the publisher shall make such publications in such form and arrangement as shall be approved by the Director, and that the publisher shall furnish the Department with twelve (12) free copies of all such publications, and shall also furnish three (3) free copies of all such publications to the University of Oklahoma College of Law Library and one (1) free copy to the Oklahoma State University Library at Stillwater, Oklahoma. Failure of any such publisher to perform the terms of any such agreement as required therein shall terminate such agreement and such publisher shall be liable to the State Librarian and Archivist for the cost of all such copies furnished by him to such publisher, and all such costs recovered by the State Librarian and Archivist shall be paid into the State Library Fund.

(b) If at any time the State of Oklahoma should purchase copies of the Code of Oklahoma Rules and Regulations, or any supplements thereto, said publications shall be delivered to and distributed by the Secretary of State; provided that fifty (50) unmarked copies of the code or any supplements shall be purchased for and delivered to the Publications Clearinghouse of the Oklahoma Department of Libraries and become the property of the Oklahoma Department of Libraries for use of the library and for exchange by the Publications Clearinghouse for the administrative codes or other publications of the official libraries of other states, territories and possessions of the United States, as set out in Section 3-115 of Title 65 of the Oklahoma Statutes; and provided further that fifty (50) unmarked

copies of each volume shall be purchased for and delivered to and become the property of the University of Oklahoma College of Law Library to be used for the exchange by the librarian of that library for the publications of other colleges or schools of law.

SECTION 14. Sections 4, 5 and 6, S.J.R. No. 20, O.S.L. 1974 (74 O.S. Supp. 1977, Sections 3106, 3107 and 3108), and 75 O.S. 1971, Sections 21 and 182, are hereby repealed.

SECTION 15. Sections 1, 2 and 3 of this act shall be codified in the Oklahoma Statutes as Sections 3-113.1 through 3-113.3 of Title 65, Section 7 of this act shall be codified in the Oklahoma Statutes as Section 3106.1 of Title 74, and Section 9 of this act shall be codified in the Oklahoma Statutes as Section 57 of Title 75, unless there is created a duplication in numbering.

SECTION 16. Sections 4 and 8 of this act shall become effective January 8, 1979.

Correctly Enrolled: _____ Vice Chairman, COMMITTEE ON ENROSSED AND ENROLLED BILLS

Passed the House of Representatives the 3rd day of April, 1978.

Wm P. Willis
Speaker of the House of Representatives.

Passed the Senate the 28th day of March, 1978.

acting Lee Cate
President of the Senate.

OFFICE OF THE GOVERNOR

Received by the Governor this 4th
day of April, 1978,
at 4:00, o'clock P M.

By: Boston W. Smith

Approved by the Governor of the State of Oklahoma the 10th day of April, 1978, at 2:50 o'clock P m.

David L. Boren
Governor of the State of Oklahoma

OFFICE OF THE SECRETARY OF STATE

Received by the Secretary of State this 10th
day of April, 1978,
at 3:15, o'clock P. M.

Jerome W. Byrd

By:

Correctly Enrolled Jack Mon Jr., Vice Chairman, COMMITTEE ON ENGRL ED AND ENROLLED BILLS

Okla OK:F2B

Oklahoma Session Laws, 1971.

CONCURRENT RESOLUTIONS

STATE PUBLICATIONS

S.C.Res.No.18 [13a]

A CONCURRENT RESOLUTION RELATING TO PUBLICATIONS; EXPRESSING LEGISLATIVE INTENT THAT PUBLICATIONS PRODUCED AT STATE EXPENSE BE SENT TO THE DEPARTMENT OF LIBRARIES.

WHEREAS, the Department of Libraries is the main general source for the storage, accumulation and dissemination of information in all its forms; and

WHEREAS, to make the Department of Libraries effective for the purpose and functions of its creation, all material published at state expense should be on file in the Department of Libraries; and

WHEREAS, Section 3-114 [13a] Title 65 of the Oklahoma Statutes provides for distribution of publications to the Department of Libraries.

NOW, THEREFORE, be it resolved by the Senate of the 1st Session of the 33rd Oklahoma Legislature, the House of Representatives concurring therein:

SECTION 1. **State Printing Office—Copies to Department of Libraries**

It is hereby declared to be the intention of the Legislature that the State Printing Office send copies of all materials printed to the Department of Libraries.

SECTION 2. **Material printed at state expense—Copies to Department of Libraries**

It is further declared to be the intention of the Legislature that copies of all material printed at state expense by any agency, board or individual for use, distribution or sale be sent to the Department of Libraries.

Adopted by the Senate the 15th day of March, 1971.

Adopted by the House of Representatives the 22nd day of March, 1971.

COMMISSION ON SPECIAL EVENTS—APPROPRIATION—INTENT

S.C.Res.No.68

A CONCURRENT RESOLUTION EXPRESSING LEGISLATIVE INTENT AND RECOMMENDATIONS REGARDING THE APPROPRIATION MADE TO THE COMMISSION ON SPECIAL EVENTS IN HOUSE BILL NO. 1273 OF THE 1ST SESSION OF THE 33RD OKLAHOMA LEGISLATURE.

WHEREAS, there has been appropriated in a lump sum the amount of Seventy-one Thousand Nine Hundred Dollars ($71,900.00) to the Commission on Special Events; and

13a. 65 O.S.1971, § 3—114 note.

Oklahoma Session Laws, 1974, p. 717-718

WHEREAS, the Salvation Army should be allowed its "day in court" to determine what damages, if any, it has sustained.

Now, Therefore, Be it resolved by the Senate and the House of Representatives of the 2nd Session of the 34th Oklahoma Legislature:

SECTION 1. **Authorization to sue state**

The Salvation Army be and it is hereby authorized and empowered to bring suit against the State of Oklahoma, summons in said case to be served on the Governor, and the venue of such action to be in Tulsa County, Oklahoma, for the recovery of any damages which it may have sustained by reason of the construction of Interstate Highway 244 as above set forth, said action to be defended by the attorneys of the State Highway Department, and, any judgment recovered to be paid by the State Highway Commission from the State Highway Construction and Maintenance Fund.

SECTION 2. **Merits of claim**

The 2nd Session of the 34th Oklahoma Legislature, by the passage of this Resolution, does not in any way express any opinion as to the merits of the claim of the said Salvation Army.

Approved April 11, 1974. Emergency.

REPORTS—PUBLICATION—EXPENSES

S.J.Res.No.20 [4]

A JOINT RESOLUTION DIRECTING THE INCLUSION OF INFORMATION IN CERTAIN PUBLICATIONS ISSUED BY VARIOUS AGENCIES, DEPARTMENTS, BOARDS, COMMISSIONS AND INSTITUTIONS OF THE STATE OF OKLAHOMA; DIRECTING PUBLICATION AND DISTRIBUTION; AND DECLARING AN EMERGENCY.

WHEREAS, many of the reports published by state agencies, departments, boards, commissions and institutions are unnecessarily elaborate and expensive; and

WHEREAS, it is the intention of the Oklahoma Legislature that such unnecessary expense be eliminated; and

WHEREAS, an informed public represents the strongest check on government waste.

Now, Therefore, Be it resolved by the Senate and the House of Representatives of the 2nd Session of the 34th Oklahoma Legislature:

SECTION 1. **Reports published by State agencies, departments, boards, commissions and institutions—Elimination of unnecessary expense**

That all state agencies, departments, boards, commissions and institutions are instructed to make every effort to use the most inexpensive and brief means of publication of this material.[4a]

SECTION 2. **Filing and distribution of reports**

Every agency, board, department, commission or institution of the State of Oklahoma shall file five copies of their annual or semiannual reports with the Legislative Council and the State Library [4b] and shall dis-

4. 74 O.S.Supp.1974, §§ 3103 to 3108.
4a. "This material" refers to prefatory clauses not included in the body of the law.
4b. Should probably refer to "Oklahoma Department of Libraries."

tribute such reports only to legislators and other parties specifically requesting them. The State Library [4b] shall notify the members of the Legislature of the receipt of such reports each month.

SECTION 3. **Information to be included in certain reports**

Every agency, department, board, commission or institution of the State of Oklahoma shall list the following information at a prominent place near the beginning of each publication issued by them published at a total cost of One Hundred Dollars ($100.00), or more:

1. Name of the issuing agency, department, board, commission or institution;

2. Authorization for publication. If such publication is not specifically authorized by statute the name of the person or persons so authorizing shall be stated;

3. The cost of the publication, including salaries of employees for all time spent in the compilation and preparation of material contained in the publication;

4. The number of copies printed; and

5. Name of printing firm doing printing.

SECTION 4. **Form**

The information shall be set forth in a separate paragraph and shall conform as nearly as practical to the following format:

"This publication, printed by (name of printing firm) is issued by (here list the agency, department, board, commission or institution) as authorized by _____. _____ copies have been prepared and distributed at a cost to the taxpayers of the State of Oklahoma of $_____."

SECTION 5. **Publications exempt**

Nothing in this act shall apply to state promotion and informational publications of the Division of Publicity and Information of the Department of Tourism and Recreation, nor to tax collection statistical reports, property appraisal and valuation reports and pamphlets of tax laws printed and issued by the Oklahoma Tax Commission, required or authorized by statute.

SECTION 6. **Publication and distribution of Resolution**

A copy of this Resolution, after its adoption, shall be transmitted to the Director of the Oklahoma Department of Libraries who shall cause the same to be published in the next succeeding issue of "The Oklahoma Gazette" and a copy of this Resolution shall be transmitted to the chief executive officer of every agency, department, commission and institution of the State of Oklahoma.

Approved April 19, 1974. Emergency.

4b. Should probably refer to "Oklahoma Department of Libraries."

1566

coupons heretofore issued by the State of Oklahoma, it shall no longer be necessary to credit surplus funds to the Sinking Fund herein created. The sufficiency of said monies to fully pay the State's bonded indebtedness shall be determined by the Governor, State Treasurer, and Attorney General. *After such determination any surplus monies thereafter to the credit of the State General Revenue Fund shall be subject to appropriation by the Legislature."* (Emphasis added)

Your attention is directed also to the following language in the body of the opinion in the case of *Draper v. State Board of Equalization,* Okl., 414 P. 2d 276 (1966),

". . .Section 23 was adopted in 1941. Article 10, Section 23a was adopted in 1944, and to a limited extent, enlarges the Legislature's (but not the board's) powers. In the last sentence thereof, it provides that 'any surplus monies * * * to the credit of the State General Revenue Fund shall be subject to appropriation by the Legislature'. . . ."

". . . However, since [Article X] Section 23a [Oklahoma Constitution] authorizes the Legislature to appropriate any surplus monies to the credit of the General Fund, we know of no reason why the Legislature may not have the assistance of the Board in determining the amount of any actual surplus at any suggested date during the current biennium whether in the General Revenue Fund or in the Emergency Appropriation Fund."

Any confusion arising in the interpretation of Sections 23 and 23a of Article X, Oklahma Constitution is generally brought about by a failure to distinguish between the use of the "surplus", if any, by the State Board of Equalization in arriving at the "estimate" or "formula" regarding the revenues available for appropriation by the Legislature for the next succeeding fiscal year and the appropriation of any "surplus" funds in the General Revenue Fund or any special funds by the Legislature at any regular or special session thereof. There appears no restraint upon the Legislature which would prevent it from appropriating actual surplus monies in the General Fund or any special fund at any time such surplus accrues or exists. In fact, the power to appropriate such surplus monies is specifically granted the Legislature in the emphasized portion of Section 23a, supra.

It is, therefore, the opinion of the Attorney General that your question should be answered in the affirmative: the 32nd Oklahoma Legislature, Second Session, which convenes January 6,1970, may appropriate any cash surplus from the fiscal year ending June 30, 1969.

G. T. BLANKENSHIP, Attorney General

No. 69-180

Industrial Court – Handbooks – Sale

The Department of Libraries is not required by S.B. 155, Section 1, 32nd Oklahoma Legislature, 1st Session (1969) to pay any fee for handbooks deposited with it by the Industrial Court of Oklahoma pursuant to 65 O.S. Supp. 1968, [illegible]on 3-114.

Oklahoma Department of Libraries May 9, 1969

The Attorney General has had under consideration your letter of April 16, 1969, wherein you relate that the Industrial Court of Oklahoma has printed a handbook of Workmen's Compensation Laws. You also state that the Industrial Court is required to deposit one hundred copies of this handbook with the Department of Libraries by virtue of 65 O.S. Supp. 1968; Section 3-114. You then ask, in effect, the following question:

> Is the Department of Libraries required by S.B. 155, Section 1, 32nd Oklahoma Legislature, 1st Session (1969) to pay for the copies of this handbook so deposited with it by the Industrial Court?

Title 65 O.S. Supp. 1968, Section 3-114, provides in part:

> "Every agency, authority, department, commission, board, institution, office or officer of the State, except institutions of higher education, who issue or publish, at State expense... any book... or ... publication... shall immediately deposit a minimum of one hundred copies with the Department, unless otherwise provided by the Director...."

The State Industrial Court states that the handbook of Workmen's Compensation Laws is published at state expense.

S. B. 155, Section 1, 32nd Oklahoma Legislature, 1st Session (1969) provides in pertinent part:

> "... A fee of One Dollar ($1.00) shall be charged for each copy of the handbook of Workmen's Compensation Laws or for any supplement thereto furnished by the court. All fees so collected shall be deposited in the State Treasury in a revolving fund ..which fund shall be a continuing fund not subject to fiscal year limitation. The monies in said fund may be expended by the State Industrial Court in defraying any of the costs and expenses of operating the said court."

In passing section 3-114, supra, it seems that the legislative intent was that the Department of Libraries should not be required to pay for any publications so deposited with it.

Therefore, it is the opinion of the Attorney General that your question be answered in the negative in that the Department of Libraries is not required by S. B. 155, Section 1, 32nd Oklahoma Legislature, 1st Session (1969) to pay any fee for handbooks deposited with it by the State Industrial Court pursuant to 65 O.S. Supp. 1968, Section 3-114.

GRAYSON P. VAN HORN, Assistant Attorney General

No. 69-181

Textile Plants – Taxation – Exemptions

Title 68 O.S. Supp. 1968, Section 2001, provides that a plant or firm manufacturing products from synthetic fibers on basic textile machinery sh" pay a gross production tax of one-tenth of one percent of the gross value of t manufactured product of said textile mill or mills within that county Oklahoma in lieu of all taxes by the State, county, cities, towns, townshi school districts and other municipalities upon any property ri ttached te inherent in the property of the said textile manufactory, except that land or rea

OK: Fa

RULES AND REGULATIONS

OKLAHOMA PUBLICATIONS CLEARINGHOUSE

OKLAHOMA DEPARTMENT OF LIBRARIES
200 N.E. 18TH STREET
OKLAHOMA CITY, OK 73105

OCTOBER, 1978
REPRINTED JANUARY, 1979

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STATE OF OKLAHOMA

OKLAHOMA PUBLICATIONS CLEARINGHOUSE
OKLAHOMA DEPARTMENT OF LIBRARIES

RULES AND REGULATIONS
Adopted 10-19-78

The Department of Libraries finds that an imminent peril to the public welfare requires promulgation of the following rules and regulations because:

1. HB 1714 requires state agencies to deposit copies of their publications with the Publications Clearinghouse, and mandates corrective actions to be taken in the event of noncompliance by state agencies;

2. The Director is required by the act to promulgate rules and regulations to implement the provisions of the act; such rules and regulations are needed immediately to assist state agencies in complying with the act, in order to insure the collection, preservation, and dissemination of state government publications to the citizens of Oklahoma;

3. The possibility exists of loss of public documents and information relating to the public health, safety, and welfare, because of the inaccessibility of such documents to certain libraries.

STATE OF OKLAHOMA

OKLAHOMA PUBLICATIONS CLEARINGHOUSE
OKLAHOMA DEPARTMENT OF LIBRARIES

RULES AND REGULATIONS
Adopted 10-19-78

100 GENERAL RULES

101 Authority

These rules are promulgated by the Director of the Oklahoma Department of Libraries as authorized by H.B. 1714, adopted by the 36th Oklahoma Legislature and approved by the Governor on April 10, 1978 (65 O.S. Supp. 1978, Section 3-113.1); and as required by the Administrative Procedures Act, 75 O.S. 1971, Sections 301-307, as amended.

102 Organization

The Publications Clearinghouse was created as a division of the Oklahoma Department of Libraries under the direction of the Director of the Department, who appoints a professionally trained librarian to head the division. The Clearinghouse is a division of the Oklahoma Resources Branch, which brings together all Oklahoma materials and resources of the Department, including the Archives and Records Division, the Oklahoma Publications Clearinghouse, and the Oklahoma Collection.

103 Purpose

The Publications Clearinghouse has the duty to establish an Oklahoma government publications depository library system for the use of the citizens of the State of Oklahoma.

104 Public Information, Submissions or Requests

State agencies or others seeking information about these rules and regulations or wishing to make submissions or requests are invited to contact the Clearinghouse at the following address. If further clarification is needed, the Director of the Department of Libraries should be contacted.

Oklahoma Publications Clearinghouse
Oklahoma Department of Libraries
Allen Wright Memorial Library Building
200 N. E. 18th Street
Oklahoma City, OK 73105

Phone: 405/521-2502

Copies of publications deposited with the Clearinghouse may be examined at the above address from 8 a.m. to 5 p.m., Monday through Friday. Publications are loaned where sufficient copies are available, and reference assistance is provided for persons working with the collection on the premises.

105 Advisory Council

In pursuing its mission to provide citizens of the State access to state government publications, the Clearinghouse will seek the advice of an Advisory Council. Members will be appointed by the Director of the Department, and will include representatives of state agencies, depository libraries, and other interested persons. Functions of the Council shall be to advise on the selection, organization, distribution, and bibliographic control of publications; to recommend policy and procedures for the effective and efficient operation of the Clearinghouse; and to provide a forum for the exchange of information and ideas.

106 Oklahoma Gazette as Depository for Official Rules and Regulations

State law requires timely deposit of three copies of official state agency rules and regulations for registration and publication in the Oklahoma Gazette in accordance with the Administrative Procedures Act (75 O.S. 1971, Sections 301-306, as amended). These requirements were not changed by state law establishing the Publications Clearinghouse (H.B. 1714). Official filings of notices to adopt rules and regulations, and regulations adopted, should continue to be addressed to the Oklahoma Gazette, which is located in room 109 State Capitol. They should be delivered to that address if sent by messenger or interagency mail service. If filings are made by U.S. Mail, they should be addressed as follows:

Oklahoma Gazette - Official Filing
Oklahoma Department of Libraries
200 N.E. 18th St.
Oklahoma City, OK 73105

Phone: 405/521-2502

200 DEPOSIT OF PUBLICATIONS

201 Who Shall Deposit

State agencies supported wholly or in part by state funds are required by 65 O.S. Supp. 1978, Sections 3-113.2 and 3-114 (A), to deposit copies of their state publications with the Clearinghouse immediately upon publication.

"State publications" includes those produced by the authority of "the state, the Legislature, constitutional officers, any state department, committee, sub-state planning district, or other state agency supported wholly or in part by state funds." (65 O.S. Supp. 1978, Section 3-113.2 (4).)

202 State Agencies Not Required to Deposit

Institutions of higher education are not required to deposit their publications (except see rule 212), but any state board of regents for higher education is so required. (65 O.S. Supp. 1978, Section 3-114 (A).)

203 Publications Required to Be Deposited

Publications required to be deposited are those informational materials published by the authority of a state agency regardless of the source of funds which are intended for distribution to the public and which are not compiled and reproduced solely to meet the internal operating needs of the agency, its divisions, and/or units of government which have a direct relationship to the state agency in regard to its ability to carry out its responsibilities.

Materials may be in any physical format, reproduced by any method, and may deal with any subject matter; they are required to be deposited if the purpose of the compilation and reproduction is publication for distribution to the public.

See Webster's Third New International Dictionary of the English Language, Unabridged, for definition of publication and publish:

> "publication, 2a: the act or process of issuing copies (as of a book, photograph, or musical score) for general distribution to the public....2b: a published work ..."
>
> "publish, 3d: to release (a product of creative work) for public distribution or sale...."

It is assumed that informational materials specifically required by Federal or State law to be disseminated to the public fall under this definition of publication and are required to be deposited with the Clearinghouse.

Materials offered to the public for sale or by paid subscription are assumed to be published for public distribution and are required to be deposited.

204 Materials Not Required to be Deposited

The following informational materials are not required to be deposited:

(1) Materials which are not "state publications" as defined in 203 above.

(2) Correspondence and interoffice memoranda, compiled and reproduced solely to meet the internal operating needs of the agency, its divisions, and/or units of government which have a direct relationship to the agency in regard to its ability to carry out its responsibilities.

(3) Materials which are not compiled and/or reproduced for public distribution.

(4) Audiovisual materials, including audiotapes, videotapes, films, filmstrips, slides, and other audiovisual materials, except that every state agency shall preserve one copy of each such publication or the records officer shall deposit one copy of each with the Publications Clearinghouse for preservation.

"Audiovisual materials" as defined in the A.L.A. Glossary of Library Terms, American Library Association, 1943, are "aids to teaching through ear and eye, such as phonograph records, slides, and motion-picture films."

For the purposes of the Clearinghouse, some informational materials may or may not fall within this definition of audiovisual materials, depending on the physical format, quantity reproduced, and purpose of the reproduction. Examples are maps, works of art, photographs, building plans and specifications, and computer produced copy or microcopy. It will be necessary for the Clearinghouse to make a determination about such materials on an individual basis after consulting with the publishing agency.

205 Guidelines for Determination of Deposit Titles

To assist agencies in complying with the requirement to deposit state publications, the Clearinghouse will offer guidelines as examples of the kinds of publications which may fall within the definitions set forth in sections 203 and 204 above.

206 Number of Copies to Be Deposited

The needs of the public will be best served by distributing to all libraries in the depository library system a basic collection of state publications containing the most useful and important publications. Fewer copies of other publications may be needed to meet the needs of the depository library system.

Therefore, in the interest of economy and efficiency, the Clearinghouse with the advice of the Advisory Council, will designate a core collection to be deposited in all participating libraries, and will require state agencies to deposit 25 copies of these publications, unless more than 25 copies are needed.

For the number of copies of legal publication required to be deposited, see 207 following, and for the exception to this rule in regard to audiovisual publications, see 204 (4) above.

Other materials not designated as core collection materials may be declared surplus to the needs of the Clearinghouse and the agency will be so advised. See 208 following.

207 Legal Publications

Title 65 O.S. 1978 Supp., Section 3-113.8, requires the Clearinghouse to receive and maintain, for exchange with the official libraries of each of the other states, territories, and possessions of the United States, a minmum of fifty (50) copies of all state legal publications, including bar journals, official reports of decisions, codes, opinions, rules and regulations, and one hundred ten (110) copies of statute supplements and session laws.

Other provisions elsewhere in the statutes apply specifically to the following kinds of legal publications.

207.1 Statutes and session laws - one hundred ten (110) copies of each volume of statutes and session laws shall be furnished to the Department of Libraries for use therein and for exchange. (75 O.S. Supp. 1978, Section 14 (D).)

207.2 Attorney General Opinions - Effective January 8, 1979, fifty (50) copies of the annually published bound volumes shall be sent to the Publications Clearinghouse for purposes of exchange. (74 O.S. Supp. 1978, Section 20.)

207.3 Court Decisions - fifty (50) copies of the published volumes of the official reports of the decisions of the Supreme Court and of the Court of Criminal Appeals of the State of Oklahoma shall be deposited for exchange with the official libraries of each of the other states, territories and possessions of the United States. (75 O.S. Supp. 1978, Section 57.)

207.4 Code of Oklahoma Rules and Regulations - fifty (50) copies of any code of Oklahoma Rules and Regulations, or any supplements thereto, which may be purchased by the State of Oklahoma, shall be purchased for the Publications Clearinghouse for the use of the library and for exchange purposes. (75 O.S. Supp. 1978, Section 256 (b).)

208 Surplus Copies

The Department is authorized to dispose of any surplus publication which it receives (65 O.S. Supp. 1978, Section 3-115).

Upon request, the Clearinghouse will consult with agencies in advance of publication and insofar as is possible will designate the number of copies expected to be needed for the depository library system. The agency will not be required to deposit copies which would result in a surplus to the needs of the Clearinghouse. If a surplus occurs after publications are deposited, the Clearinghouse will without delay offer them to the publishing agency before making other disposition.

209 Records Officer of Agency

Every state agency shall designate one of its staff members or employees as the records officer for the agency and shall notify the Publications Clearinghouse on or before the first day of January, 1979, of the identity of such records officer, and shall immediately notify the Publications Clearinghouse of any new records officer should a change occur.

The records officer of each state agency shall have the duty to provide the Publications Clearinghouse with copies of all state publications of the agency, to compile and forward to the Publications Clearinghouse required lists of the state publications of the agency, and to provide other related information as may be requested by the Publications Clearinghouse.

210 Determination Whether Rules Apply

If a state agency is in doubt whether a specific publication is required to be deposited as set forth in the above rules, or if the number of copies to be deposited is questioned, the records officer of the agency shall consult with the division head of the Publications Clearinghouse for assistance in interpreting the regulations. If the state agency is not satisfied with the determination of the head of the Publications Clearinghouse, a written request should be submitted to the Director of the Department of Libraries, who will make the final ruling.

211 Noncompliance by Agency

65 O.S. Supp. 1978, Section 3-114, provides the following procedural steps be taken in the event of noncompliance by an agency:

(1) Written notice of such noncompliance from the Director of the Department of Libraries to the chief administrative officer of the agency.

(2) Such notice shall state:

- (a) the alleged noncompliance;
- (b) a specific date on which such noncompliance must be remedied;
- (c) that further noncompliance will result in a report to the Speaker of the House of Representatives, the President Pro Tempore of the Senate, and the State Attorney General; and
- (d) that the statute requires immediate initiation of mandamus proceedings by the Attorney General upon receipt of such notice to the Attorney General to seek agency compliance.

212 Agency List of Publications

Every state agency, including all institutions of higher education, shall provide to the Publications Clearinghouse a complete list of its state publications, including all audio-visual publications, by January 31, 1979. The initial list shall include materials published from July 28, 1978 through December 31, 1978, and shall be updated by notices as materials are published or by supplements issued at least semiannually. Twenty-five copies of the list of state publications and any updates or supplements shall be mailed or delivered to the Clearinghouse no later than the 31st day of January and the 31st day of July of each year.

213 Standard Format for State Publications

To achieve bibliographic control of state government publications, that is, to assure that the identity of a publication can be ascertained in terms of the issuing authority, author, and subject matter, sufficient to distinguish it from other publications, the following information shall be included on the title page or other suitable place near the beginning of each state publication which is required to be deposited with the Publication Clearinghouse:

(1) Full name of the issuing agency, including the division or subdivision responsible for publication, and the parent body.

(2) Name of any personal author to whom credit is intended to be given.

(3) Title of the publication.

(4) Date and place of publication.

(5) Frequency of issue if a periodical, that is, weekly, monthly, etc.

(6) Volume and number of issue, if appropriate.

(7) Date, or month and year of issue, if appropriate (periodicals).

214 Publication Cost Statement

Pursuant to 74 O.S. Supp. 1978, Section 3105, agencies are required to give cost information about their publications.

Agencies are hereby required to list the following cost information on each state publication issued by them, whether the printing is accomplished by the agency internally or through an outside public or private entity.

The information shall be set forth in a separate paragraph and shall conform as nearly as practical to the following format:

> "This publication, printed by (name of printing firm) is issued by (here list the agency, department, board, commission, or institution) as authorized by (cite the statute specifically authorizing the publication, and if not specifically authorized by statute, provide the name of the person or persons so authorizing). (Number) copies have been prepared and distributed at a cost of $_____."

300 DEPOSITORY LIBRARY SYSTEM

301 Goals of the Depository Library System

The goals of the depository library system shall be to preserve the record of the state's history through its government publications, and to make the important and useful publications of the State accessible to citizens statewide through a system of lending and reference libraries. The long-range objective is to provide at least one access point for the deposit and use of state government publications in each of the Oklahoma sub-state planning districts.

302 Statutory Depositories

The statutes expressly provide that the following libraries shall receive copies of state publications deposited with the Clearinghouse as shown (65 O.S. Supp. 1978, Section 3-113.3).

To receive copies of all state publications deposited with the Clearinghouse:

a. The United States Library of Congress, 2 copies.
b. The Archives Division of the Department of Libraries, 1 copy.
c. The Center for Research Libraries (Chicago), 1 copy.
d. The state publications collection within the Clearinghouse, 4 copies.

To receive one (1) copy of each agency report (annual, biennial, or semiannual) deposited with the Clearinghouse:

a. The Oklahoma State Legislative Council, 1 copy.
b. The Legislative Reference Division of the Department of Libraries, 1 copy.

303 Other Depositories

The Clearinghouse will also contract with other libraries which wish to participate in the depository library system. Libraries may request status as "Total Depositories," or "Core Collection Depositories."

Libraries approved as "Total Depositories" will receive copies of all state publications deposited with the Clearinghouse, when there are a sufficient number of copies. Libraries approved as "Core Collection Depositories" will receive copies only of those publications designated by the Clearinghouse as core publications, including copies of state publications deposited by the substate planning district in which the participating library is located.

304 Designation of Depositories

The Director of a library in Oklahoma wishing to receive state government publications through the depository library system shall submit a written request to the Director of the Department of Libraries requesting that the library be designated a "Total Depository"

Library or a "Core Collection Depository." The Director of the Department shall review applications submitted, and shall make the decision as to depository status of applicants, taking into consideration user needs, geographic coverage, the level of service to be provided, and the numbers of copies of documents available for distribution by the Clearinghouse. The Director shall execute contracts with libraries participating in the depository library system setting forth the responsibility of the Clearinghouse to distribute publications and provide other services; and the responsibility of the participating library to receive and maintain publications deposited, not to dispose of publications without prior approval of the Clearinghouse, to provide adequate facilities for the storage and use of such publications, to provide free services to patrons in the use of such publications, and to fulfill other requirements set forth by the Department in its guidelines for the depository library system. The contract shall contain provisions for termination by either party upon proper notice.

305 Procedural Guidelines for Depository Library System

The Clearinghouse shall issue guidelines for the proper maintenance, housing, and servicing of state publications by libraries participating in the depository library system, and shall delineate the respective functions and responsibilities of the Clearinghouse and the participating libraries. Guidelines shall be developed with the advice of the Advisory Council to the Publications Clearinghouse.

306 Method of Distribution of Publications

The Clearinghouse shall mail publications to libraries participating in the depository library system on a regular schedule, with postage prepaid.

307 Distribution of Legal Publications

Legal publications as described in 207 above are deposited with the Clearinghouse for purposes of exchange and use therein, but are not otherwise distributed by the Clearinghouse except to the national research centers and the law libraries. There are statutes which provide other means of public distribution for some of these. They are summarized here to assist members of the depository library system in referring patrons:

307.1 Statutes and session laws

Free copies are distributed to the following upon written application and request submitted to the Chief Clerk of the Oklahoma House of Representatives before March 1 each year, to be distributed at the discretion of the Chief Clerk. Requests for yearly supplements should state that the requesting official or agency has the last compilation of the Oklahoma Statutes because the supplement is not useful without it. Officials and others eligible to receive single copies are:

Each state officer, including the Governor and Lieutenant Governor
Members of the Legislature
Chief administrative officer and his assistant of the executive departments and the state boards and commissions
Justices of the Supreme Court and Judges of the Criminal Court of Appeals and the clerk of said courts
Heads of the several state educational, benevolent, and penal institutions
Judges of the district courts and district court clerks
County treasurers
County assessors
District attorneys
Sheriffs
Members of the Oklahoma Congressional Delegation
Libraries in counties, city, or towns, for the benefit of the public
County law libraries

Also
O. U. Law Library - 55 copies, with five to be kept for use therein, and 50 for exchange purposes
O.S.U. Library - 5 copies for use therein
Department of Libraries - 110 copies for use therein and for exchange

The Secretary of State may, in his discretion, furnish out of any copies of such laws as he has on hand copies to other state officers than those mentioned herein for the use of their offices.

307.2 Attorney General Opinions

The statutes (74 O.S. Supp. 1978, Section 20) provide that the Attorney General shall annually publish all of the written opinions which he promulgates, with copies to be sent as follows:

One copy of the bound volume to
Each member of the Legislature
Each state officer
Chairman of each board or commission
County Law Library in each county where the same shall be available to the public
Secretary of State's Office - to be kept on file and available for public inspection

Fifty copies of the bound volume to
Publications Clearinghouse for purposes of exchange

Also
The Attorney is authorized to sell surplus copies of bound volumes and individual opinions.

307.3 Court Decisions

The statutes (75 O.S. Supp. 1978, Section 57) provide that 50 copies of the published volumes of the official reports of the decisions of the Supreme Court and of the Court of Criminal Appeals of the State shall be provided to the Clearinghouse for exchange purposes. No other statutory provisions are made for distribution.

307.4 Code of Oklahoma Rules and Regulations

The statutes (75 O.S. Supp. 1978, Section 256 (b)) provide that if any Code of Oklahoma Rules and Regulations is published under this section, the publisher shall furnish 12 free copies to the Department of Libraries, three free copies to the O. U. Law Library, and one free copy to the O.S.U. Library; further the statute provides that if the state of Oklahoma should purchase any copies of such a publication, 50 unmarked copies shall be purchased for and delivered to the Publications Clearinghouse for use of the library and for exchange purposes. And further that 50 unmarked copies shall also be purchased for the University of Oklahoma Law Library to be used for purposes of exchange.

No such Code of Oklahoma Rules and Regulations has been published as of the date of this adoption.

Under state law, the Publications Clearinghouse is authorized to receive and maintain, for exchange with the official libraries of each of the other states, territories and possessions of the United States, copies of all state legal publications. It is a duty of the Clearinghouse to aid in the maintenance of a law library within the Oklahoma Department of Libraries to serve the state officers, agencies, and members of the Oklahoma Legislature.

The Publications Clearinghouse will send Oklahoma law publications once each month to the official exchange libraries. Postage will be paid by the Department of Libraries.

In exchange for Oklahoma government legal publications, an official library shall send legal publications in kind for that state (or other jurisdiction) to the Department of Libraries.

Until changed by written notice, the address to which copies of such legal publications of other states and jurisdictions are to be sent is:

Acquisitions Section
Oklahoma Department of Libraries
Allen Wright Memorial Library Building
200 N. E. 18th Street
Oklahoma City, OK 73105

An official library shall send to the Clearinghouse a list of the titles of all legal publications available for exchange from that state (or other jurisdiction), and a list of the titles of all legal publications which it wishes to receive from the Clearinghouse.

The Publications Clearinghouse will agree to send to the official library a list of the titles of all legal publications available for exchange from Oklahoma, and a list of the titles of all legal publications which the Law Library of the Department of Libraries wishes to receive from an official library.

Written agreements will be made with a library, or libraries, in each of the other states, territories, and possessions of the United States as required for exchange of Oklahoma government legal publications.

This publication, printed by the Oklahoma Department of Libraries is issued by the Oklahoma Department of Libraries, Oklahoma Publications Clearinghouse as authorized by 65 O.S. 1971, §3-110. 500 copies have been prepared and distributed at a cost of $100.22.

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LIBRARIES—PUBLICATIONS CLEARINGHOUSE—STATE PUBLICATIONS

CHAPTER 165

H.B.No.1714

AN ACT RELATING TO PUBLIC LIBRARIES; AMENDING 65 O.S.1971, SECTIONS 3-107, 3-114 AND 3-115, 74 O.S.1971, SECTION 20, SECTIONS 2 AND 3, S.J.R. NO. 20, O.S.L.1974 (74 O.S.SUPP.1977, SECTIONS 3104 AND 3105), 75 O.S.1971, SECTIONS 14, AS AMENDED BY SECTION 1, CHAPTER 209, O.S.L.1976 (75 O.S. SUPP.1977, SECTION 14) AND 256; CREATING THE PUBLICATIONS CLEARINGHOUSE AS A DIVISION OF THE OKLAHOMA DEPARTMENT OF LIBRARIES; DEFINING TERMS; AUTHORIZING THE DIRECTOR OF THE DEPARTMENT TO ADOPT RULES AND REGULATIONS; STATING DUTIES; CREATING OKLAHOMA DEPARTMENT OF LIBRARIES' REVOLVING FUND; REQUIRING DEPOSIT OF CERTAIN PUBLICATIONS WITH THE PUBLICATIONS CLEARINGHOUSE; PROVIDING PROCEDURE FOR FAILURE TO DEPOSIT CERTAIN PUBLICATIONS; REQUIRING ATTORNEY GENERAL TO INSTITUTE MANDAMUS PROCEEDINGS IN CERTAIN SITUATIONS; EMPOWERING THE PUBLICATIONS CLEARINGHOUSE TO EXCHANGE PUBLICATIONS; AUTHORIZING THE DEPARTMENT TO SELL SURPLUS PUBLICATIONS; REQUIRING EACH STATE AGENCY TO DESIGNATE A RECORDS OFFICE AND PROVIDING DUTIES; REQUIRING NOTICE OF CERTAIN PUBLICATIONS OF AN AGENCY AND COMPLETE LISTS OF ALL STATE PUBLICATIONS; PROVIDING FOR ATTORNEY GENERAL TO PUBLISH ALL WRITTEN OPINIONS AND FOR DISTRIBUTION; ALLOWING ATTORNEY GENERAL TO SELL SURPLUS BOUND VOLUMES OF OPINIONS; CREATING ATTORNEY GENERAL'S REVOLVING FUND; PROVIDING FOR DEPOSIT OF CERTAIN DECISIONS BY ADMINISTRATOR OF COURTS; REQUIRING EVERY STATE AGENCY TO FILE CERTAIN REPORTS WITH THE PUBLICATIONS CLEARINGHOUSE; SPECIFYING INFORMATION AND FORMS TO BE INCLUDED IN EVERY STATE PUBLICATION; PROVIDING FOR VARIOUS STATE POSITIONS AND STATE AGENCIES TO RECEIVE COPIES OF THE OKLAHOMA STATUTES AND SESSION LAWS PUBLISHED OR PURCHASED BY THE OKLAHOMA LEGISLATURE OR UNDER ITS AUTHORITY; AUTHORIZING THE DIRECTOR TO FURNISH COPIES OF RULES AND REGULATIONS TO CERTAIN PUBLISHERS PURSUANT TO AGREEMENT; REPEALING 75 O.S. 1971, SECTIONS 21 AND 182, AND SECTIONS 4, 5 AND 6, S.J.R. NO. 20, O.S.L.1974 (74 O.S.SUPP.1977, SECTIONS 3106, 3107 AND 3108); DIRECTING CODIFICATION; AND STATING AN EFFECTIVE DATE FOR CERTAIN PROVISIONS.

Be it enacted by the People of the State of Oklahoma:

SECTION 1. **Publications Clearinghouse—Creation—Director—Rules and regulations** [26]

The Publications Clearinghouse is hereby created as a division of the Oklahoma Department of Libraries. The Publications Clearinghouse

26. 65 O.S.Supp.1978, § 3-113.1.

shall be directed by the Director of the Department of Libraries. The Director shall adopt rules and regulations necessary to implement the provisions of this act.

SECTION 2. **Definitions** [27]

As used in this act:

1. "Agency" means any state office, officer, department, division or unit, bureau, board, commission, authority, institution, sub-state planning district, and agency of the state, and, where applicable, all subdivisions of each, including state institutions of higher education, defined as all state-supported colleges, universities, junior colleges and vocational-technical schools;

2. "Governmental publications" means any publication of associations, regional organizations, intergovernmental bodies, federal agencies, boards and commissions, or other publishers that may contribute supplementary materials to support the work of the State Legislature, state officers and state agencies;

3. "Print" means any form of printing and duplication, regardless of format or purpose, with the exception of correspondence and interoffice memoranda; and

4. "State publication" means any informational materials regardless of format, method of reproduction, or source, originating in or produced with the imprint of, by the authority of, or at the total or partial expense of, or purchased for distribution by, the state, the Legislature, constitutional officers, any state department, committee, sub-state planning district, or other state agency supported wholly or in part by state funds. The definition incorporates those publications that may or may not be financed by state funds but are released by private bodies such as research and consultant firms under a contract with and/or the supervision of any state agency; and specifically includes public documents appearing as reports, directories, statistical compendiums, bibliographies, laws or bills, rules, regulations, newsletters, bulletins, state plans, brochures, periodicals or magazines, committee minutes, transcripts of public hearings, journals, statutes, codes, pamphlets, lists, books, charts, maps, surveys, other printed matter, microfilm, microfiche and all sale items.

SECTION 3. **Duties of Publications Clearinghouse** [28]

The Publications Clearinghouse shall have the following duties:

1. To establish an Oklahoma government publications depository library system for the use of the citizens of the State of Oklahoma;

2. To collect state publications from every state agency and to retain and preserve permanently a minimum of four (4) copies of all such publications;

3. To enter into contracts with other libraries within the State of Oklahoma whereby the Publications Clearinghouse designates the contracting library to be a depository library for the Oklahoma Department of Libraries and agrees to distribute at least one (1) copy of every state publication deposited with the Publications Clearinghouse to such depository library, and, the contracting library agrees to receive and maintain the full and complete collection of such publications and not to dispose of any such publication without prior approval of the Publications Clearinghouse, to provide adequate facilities for the storage and use of such publications and to provide free services to its patrons in the use of such publications;

4. To determine the necessity of and to make arrangements for the conversion of state publications to microfilm or microfiche and to estab-

27. 65 O.S.Supp.1978, § 3-113.2.
28. 65 O.S.Supp.1978, § 3-113.3.

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lish a system to assure the availability of such microfilm or microfiche for distribution to designated depository libraries;

5. To prepare and publish official lists of all state publications and to distribute them to all contracting depository libraries, other libraries within the state, and every state agency, as required by the rules and regulations. The official lists shall include the name of the publishing agency, the name of the publisher, and the title and subject matter of each publication;

6. To determine the quantity of each publication of a state agency, in excess of twenty-five (25), required to meet the needs of the Publications Clearinghouse depository library system and to notify each agency of additional required quantity;

7. To distribute copies of all state publications including annual, semiannual or biennial reports as follows:

a. two (2) copies to the United States Library of Congress,

b. one (1) copy to the Archives Division of the Oklahoma Department of Libraries for preservation,

c. one (1) copy to the Center for Research Libraries,

d. four (4) copies for the collection of state publications within the Publications Clearinghouse,

e. one (1) copy to each depository library, and

f. one (1) copy of each agency report to both the State Legislative Council and the Legislative Reference Division of the Oklahoma Department of Libraries;

8. To receive and maintain, for exchange with the official libraries of each of the other states, territories and possessions of the United States, a minimum of fifty (50) copies of all state legal publications, including bar journals, official reports of decisions, codes, opinions, rules and regulations, and one hundred ten (110) copies of statute supplements and session laws;

9. To aid in the maintenance of a law library within the Department to serve the state officers, agencies, and members of the Oklahoma Legislature; and

10. To compile and maintain a permanent record of all state publications caused to be published from and after the effective date of this act.

SECTION 4. 65 O.S.1971, Section 3–107, is amended to read as follows:

§ 3–107. Appropriations, gifts, bequests or grants—Contracts—Libraries' Revolving Fund

The Department may receive and use appropriations, gifts, bequests or grants from any source, public or private, and may take such action as may be necessary to receive such funds. It may contract with other agencies, organizations, libraries, library schools or the agencies of other governments for library services, facilities, research or any allied or related purpose.

There is hereby created in the State Treasury a revolving fund for the Oklahoma Department of Libraries, to be designated the Oklahoma Department of Libraries' Revolving Fund. The fund shall be administered in accordance with the Revolving Fund Procedures Act. The Department is authorized to receive all money from departmental forfeitures, fees, sales of materials and services, payments for lost books and other receipts, and other miscellaneous sources, and all such income shall be deposited in such fund.

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SECTION 5. 65 O.S.1971, Section 3–114, is amended to read as follows:

§ 3–114. Deposit of state publications with Publications Clearinghouse —Failure to comply

A. Every agency, authority, department, commission, board, institution, office or officer of the state, except institutions of higher education but specifically including any board of regents for higher education, who issue or publish, at state expense, regardless of form, any book, chart, document, facsimile, map, paper, periodical, report, serial, survey or any other type of publication, including statutes, statute supplements and session laws, shall immediately deposit a minimum of twenty-five (25) copies with the Publications Clearinghouse of the Department.

B. Upon failure of an agency to comply with this section, the Publications Clearinghouse shall forward a written notice of such failure to the chief administrative officer of the agency; such notice shall state a reasonable time, not to exceed thirty (30) days, in which the agency shall fully comply. Further failure to comply shall be reported in writing to the Speaker of the House of Representatives, the President Pro Tempore of the Senate and the Attorney General. The Attorney General shall immediately institute mandamus proceedings to secure compliance by such agency.

SECTION 6. 65 O.S.1971, Section 3–115, is amended to read as follows:

§ 3–115. Copies to other states, territories or possessions and The Library of Congress—Exchange agreements—Surplus publications

The Publications Clearinghouse of the Department shall retain sufficient copies for use by the Department, and shall, pursuant to exchange agreements, send copies to the official library of each of the other states, territories and possessions of the United States and The Library of Congress, and may exchange copies for the publications of other governments or organizations and may send copies upon request to other bodies or persons. The Department may sell at the fair market value or otherwise dispose of any surplus publications and any receipts shall be deposited pursuant to Section 3–107 of this title.

SECTION 7. Records officer for state agencies [29]

A. Every state agency shall designate one (1) of its staff members or employees as the records officer for the agency and notify the Publications Clearinghouse of the identity of such records officer and of the identity of any new records officer should a change occur.

B. Each records officer of each state agency shall have the duty to provide the Publications Clearinghouse with copies of all state publications of the agency, including annual, semiannual or biennial reports, codes, rules and regulations published by the state agency, to compile and forward to the Publications Clearinghouse required lists of the state publications of the agency, and to provide other related information as may be requested by the Publications Clearinghouse for the collection of state publications and the depository library system.

C. Upon release of a state publication by an agency, the records officer shall deposit a minimum of twenty-five (25) copies of the publication with the Publications Clearinghouse for record and depository system purposes. Additional copies shall be deposited when required by the Publications Clearinghouse.

D. The records officer shall notify the Publications Clearinghouse of the production of audiotapes, videotapes, films, filmstrips, slides and oth-

29. 74 O.S.Supp.1978, § 3106.1.

er audiovisual material. Every state agency shall preserve one (1) copy of each such audiovisual publication or the records officer shall deposit one (1) copy of each such audiovisual material with the Publications Clearinghouse for preservation.

E. Every state agency, including all institutions of higher education, shall provide to the Publications Clearinghouse a complete list of its state publications, including all audiovisual publications, in accordance with the rules and regulations of the Publications Clearinghouse.

SECTION 8. 74 O.S.1971, Section 20, is amended to read as follows:

§ 20. Opinions of Attorney General—Publication and distribution—Surplus publications—Attorney General's Revolving Fund

A. The Attorney General shall annually publish all of the written opinions which he promulgates in connection with the interpretation of the laws of the State of Oklahoma. One copy of the bound volume shall be sent to each member of the Legislature, each state officer, the chairman of each board or commission, and the County Law Library in each county in the state where the same shall be available to the public and fifty (50) copies shall be sent to the Publications Clearinghouse of the Oklahoma Department of Libraries for purposes of exchange as set out in Title 65 of the Oklahoma Statutes. A copy of each annual volume is to be placed on file in the Secretary of State's Office and shall be available for public inspection.

B. The Attorney General is hereby authorized to sell any surplus bound volumes and requested individual copies of opinions to help cover the cost of the publication, postal charges and other necessary expenses and proceeds of such sales shall be deposited into the fund herein established.

C. There is hereby created in the State Treasury a revolving fund for the Attorney General, to be designated the Attorney General's Revolving Fund. The fund shall be administered in accordance with the Revolving Fund Procedures Act.

SECTION 9. **Copies of court reports to Publications Clearinghouse—Exchange of reports** [10]

The administrator of the Courts shall provide to the Publications Clearinghouse of the Department fifty (50) copies each of the published volumes of the official reports of the decisions of the Supreme Court and the Court of Criminal Appeals of the State of Oklahoma for exchange with the official libraries of each of the other states, territories and possessions of the United States.

SECTION 10. Section 2, S.J.R. No. 20, O.S.L.1974 (74 O.S.Supp.1977, Section 3104), is amended to read as follows:

§ 3104. Filing and distribution of reports

Every agency, board, department, commission or institution of the State of Oklahoma shall deposit twenty-five (25) copies of their annual, semiannual or biennial reports with the Publications Clearinghouse of the Department for distribution and depository system purposes as required by Section 3–114 of Title 65 of the Oklahoma Statutes and shall distribute such reports only to legislators and other parties specifically requesting them. The Publications Clearinghouse shall notify the members of the Legislature of the receipt of such reports.

10. 75 O.S.Supp.1978, § 57.

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SECTION 11. Section 3, S.J.R. No. 20, O.S.L.1974 (74 O.S.Supp.1977, Section 3105), is amended to read as follows:

§ 3105. Information to be included in certain reports

A. Every agency, department, board, commission or institution of the State of Oklahoma shall list the following information at a prominent place near the beginning of each publication issued by them:

1. Name of the issuing agency, department, board, commission or institution;

2. Authorization for publication. If such publication is not specifically authorized by statute the name of the person or persons so authorizing shall be stated;

3. The number of copies printed; and

4. Name of printing firm doing printing.

B. The information shall be set forth in a separate paragraph and shall conform as nearly as practical to the following format:

"This publication, printed by (name of printing firm) is issued by (here list the agency, department, board, commission or institution) as authorized by _____. _____ copies have been prepared and distributed at a cost of $_____."

SECTION 12. 75 O.S.1971, Section 14, as last amended by Section 1, Chapter 209, O.S.L.1976 (75 O.S.Supp.1977, Section 14), is amended to read as follows:

§ 14. Free copies of statutes and session laws

A. The following named officers shall be entitled to receive as soon as available from the state without cost one copy each of the printed volumes of the statutes and session laws of the state published or purchased by the Legislature, or under its authority, for distribution:

1. Each state officer, including the Governor and Lieutenant Governor, the members of the Legislature, the chief administrative officer and his assistant of the several executive departments and the several state boards and commissions, upon written application and request submitted to the Chief Clerk of the Oklahoma House of Representatives, within sixty (60) days of January 1 of each year, and said volumes shall be distributed at the discretion of the Chief Clerk of the Oklahoma House of Representatives;

2. The Justices of the Supreme Court and the Judges of the Criminal Court of Appeals, and the clerk of said courts;

3. The heads of the several state educational, benevolent and penal institutions;

4. The judges of the district courts and district court clerks;

5. County clerks;

6. County treasurers;

7. County assessors;

8. District attorneys;

9. Sheriffs;

10. All members of the Oklahoma Congressional Delegation, both Representatives and Senators; and

11. Each library association organized in any county, city or town in this state for the benefit of the public.

B. Fifty-five (55) copies of each volume of statutes and session laws shall be furnished to the law library of the College of Law of the University of Oklahoma, five (5) copies of each volume shall be kept for use therein and fifty (50) copies for purposes of exchange.

C. Five (5) copies of each volume of statutes and session laws shall be placed in the Library of Oklahoma State University at Stillwater, Oklahoma, for use therein.

D. One hundred ten (110) copies of each volume of statutes and session laws shall be furnished to the Department of Libraries for use therein and for exchange purposes.

E. The Secretary of State may, in his discretion, furnish out of any copies of such laws on hand copies to other state officers than those mentioned herein for the use of their offices.

SECTION 13. 75 O.S.1971, Section 256, is amended to read as follows:

§ 256. **Publication of Code of Oklahoma Rules and Regulations**

(a) The Director of the Oklahoma Department of Libraries, as State Librarian and Archivist, is hereby authorized and empowered to furnish copies of all rules and regulations or any amendments, revisions, or revocations of existing rules and regulations, free of charge, to any publisher who agrees in writing to publish a Code of Oklahoma Rules and Regulations, and to publish cumulative supplements thereto not less often than once every two (2) years (the exact period to be specified in the agreement) during the period of time covered by the agreement; provided that after the first such agreement has been made and performed, subsequent agreements may be made and copies furnished of the publications of such supplements as are necessary to keep the code current. All such agreements shall provide that the publisher shall make such publications in such form and arrangement as shall be approved by the Director, and that the publisher shall furnish the Department with twelve (12) free copies of all such publications, and shall also furnish three (3) free copies of all such publications to the University of Oklahoma College of Law Library and one (1) free copy to the Oklahoma State University Library at Stillwater, Oklahoma. Failure of any such publisher to perform the terms of any such agreement as required therein shall terminate such agreement and such publisher shall be liable to the State Librarian and Archivist for the cost of all such copies furnished by him to such publisher, and all such costs recovered by the State Librarian and Archivist shall be paid into the State Library Fund.

(b) If at any time the State of Oklahoma should purchase copies of the Code of Oklahoma Rules and Regulations, or any supplements thereto, said publications shall be delivered to and distributed by the Secretary of State; provided that fifty (50) unmarked copies of the code or any supplements shall be purchased for and delivered to the Publications Clearinghouse of the Oklahoma Department of Libraries and become the property of the Oklahoma Department of Libraries for use of the library and for exchange by the Publications Clearinghouse for the administrative codes or other publications of the official libraries of other states, territories and possessions of the United States, as set out in Section 3–115 of Title 65 of the Oklahoma Statutes; and provided further that fifty (50) unmarked copies of each volume shall be purchased for and delivered to and become the property of the University of Oklahoma College of Law Library to be used for the exchange by the librarian of that library for the publications of other colleges or schools of law.

SECTION 14. **Repealer**

Sections 4, 5 and 6, S.J.R. No. 20, O.S.L.1974 (74 O.S.Supp.1977, Sections 3106, 3107 and 3108), and 75 O.S.1971, Sections 21 and 182, are hereby repealed.

SECTION 15. **Codification**

Sections 1, 2 and 3 of this act shall be codified in the Oklahoma Statutes as Sections 3–113.1 through 3–113.3 of Title 65, Section 7 of this

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act shall be codified in the Oklahoma Statutes as Section 3106.1 of Title 74, and Section 9 of this act shall be codified in the Oklahoma Statutes as Section 57 of Title 75, unless there is created a duplication in numbering.

SECTION 16. Effective date

Sections 4 and 8 of this act shall become effective January 8, 1979.

Approved April 10, 1978.

OFFICIAL HEADINGS FOR OKLAHOMA STATE PUBLICATIONS

by

Irma Tomberlin

December 1977

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INTRODUCTION

This list of headings for publications of the state of Oklahoma was prepared under a grant from AMIGOS Bibliographic Council for the Oklahoma Department of Libraries. A preliminary list of official headings was prepared to serve as a guide for an accompanying cataloging project, which involved one thousand state documents. The headings were formulated in accordance with the Anglo-American Cataloging Rules, and were also checked in the National Union Catalog. Some degree of inconsistency may be noted, since some of the headings used by the Library of Congress had been developed prior to the acceptance of the ACCR and were not changed.

As the cataloging project developed, it became apparent the original list had to be expanded to include some quasi-official agencies, and also to include some earlier names by which state agencies had been known. The headings in the present list represent a combination of the original list and the additions dictated by the cataloging project. Many of the headings appear in the cataloging data as main entries, added entries, or subject entries.

Cross references have been made where appropriate, including "see also" references, linking different names of the same agency. Dates of establishment of the agencies have been included when they could be ascertained. This is not intended to be a comprehensive list of all Oklahoma state agencies, nor is it limited to "official" agencies. Many state planning districts, interstate agencies, and a variety of other types appear in order to show their relationship to state publications.

The activity which is the subject of this report was supported in whole or in part by the U.S. Office of Education, Department of Health, Education, and Welfare, under the provisions of the Library Services and Construction Act, Title 1. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Office of Education, and no official endorsement by the U. S. Office of Education should be inferred.

LIST OF SOURCES CONSULTED

Anglo-American Cataloging Rules. Chicago: American Library Association, 1967.

Cramer, Rose Fulton, Author Headings for the Official Publications of the State of Oklahoma. Revised by Carolyn C. Mohr. Chicago: American Library Association, 1954.

Oklahoma. Dept. of Libraries. Legislative Reference Division. Oklahoma State Agencies, Boards, Commissions, Courts, Institutions, Legislature and Officers. St. Paul: West Pub. Co., 1976 and 1977 editions.

Oklahoma. Office of Community Affairs and Planning. State of Oklahoma Community Affairs and Planning Directory. Oklahoma City: n.d.

Oklahoma. State Election Board. Directory of Oklahoma. Oklahoma City: 1977.

Oklahoma. University. Library. Public catalogs.

Oklahoma Statutes. St. Paul: West Pub. Co., 1971 edition and supplements.

United States. Library of Congress. Cataloging Service Bulletins. (various issues)

United States. Library of Congress. Corporate Authors Authority List. (various volumes)

United States. Library of Congress. National Union Catalog. (various volumes)

OFFICIAL HEADINGS FOR OKLAHOMA

STATE PUBLICATIONS

ACOG See ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS.

ASCOG See ASSOCIATION OF SOUTH CENTRAL OKLAHOMA GOVERNMENTS.

ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS.

ASSOCIATION OF SOUTH CENTRAL OKLAHOMA GOVERNMENTS.

COEDD See CENTRAL OKLAHOMA ECONOMIC DEVELOPMENT DISTRICT.

CENTRAL OKLAHOMA ECONOMIC DEVELOPMENT DISTRICT.

CONNORS STATE COLLEGE, WARNER, OKLA.

EODD See EASTERN OKLAHOMA DEVELOPMENT DISTRICT.

EAST CENTRAL STATE COLLEGE, ADA. SCHOOL OF ENVIRONMENTAL SCIENCES. See also later name, EAST CENTRAL OKLAHOMA STATE UNIVERSITY, ADA. SCHOOL OF ENVIRONMENTAL SCIENCES.

EAST CENTRAL OKLAHOMA STATE UNIVERSITY, ADA. SCHOOL OF ENVIRONMENTAL SCIENCES. See also earlier name, EAST CENTRAL STATE COLLEGE, ADA. SCHOOL OF ENVIRONMENTAL SCIENCES.

EASTERN OKLAHOMA DEVELOPMENT DISTRICT.

EASTERN OKLAHOMA TUBERCULOSIS SANATORIUM, TALIHINA.

EASTERN STATE HOSPTIAL, VINITA, OKLA.

EDUCATIONAL COMMISSION OF THE STATES.

HISSOM MEMORIAL CENTER, SAND SPRINGS, OKLA.

INCOG See INDIAN NATION COUNCIL OF GOVERNMENTS.

INDIAN NATION COUNCIL OF GOVERNMENTS.

INTERSTATE COMPACT ON JUVENILES. 1967-

INTERSTATE COMPACT ON MENTAL HEALTH. 1959-

INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN. 1974-

INTERSTATE OIL COMPACT COMMISSION. 1935-

KEDDO See KIAMICHI ECONOMIC DEVELOPMENT DISTRICT OF OKLAHOMA.

KIAMICHI ECONOMIC DEVELOPMENT DISTRICT OF OKLAHOMA.

NECO See NORTHEAST COUNTIES OF OKLAHOMA ECONOMIC DEVELOPMENT DISTRICT.

NODA See NORTHERN OKLAHOMA DEVELOPMENT ASSOCIATION.

NORTHEAST COUNTIES OF OKLAHOMA ECONOMIC DEVELOPMENT DISTRICT.

NORTHERN OKLAHOMA DEVELOPMENT ASSOCIATION.

OEDA See OKLAHOMA ECONOMIC DEVELOPMENT ASSOCIATION.

Oklahoma. Accrediting Agency. See OKLAHOMA. STATE ACCREDITING AGENCY.

OKLAHOMA. ADJUTANT-GENERAL'S OFFICE. 1907-

OKLAHOMA. ADVISORY COUNCIL FOR VOCATIONAL EDUCATION. Established pursuant to P.L. 90-576.

OKLAHOMA. AERONAUTICS COMMISSION. 1974- See also earlier name Oklahoma. AVIATION COMMISSION.

OKLAHOMA. AGRICULTURAL EXPERIMENT STATION, STILLWATER. 1890-

Oklahoma. Agriculture, State Board of. See OKLAHOMA. STATE BOARD OF AGRICULTURE.

Oklahoma. Agriculture, State Dept. of. See OKLAHOMA. STATE DEPT. OF AGRICULTURE.

OKLAHOMA. ALCOHOL PREVENTION, TRAINING, TREATMENT AND REHABILITATION AUTHORITY. 1973-

OKLAHOMA. ALCOHOLIC BEVERAGE CONTROL BOARD. 1959-

OKLAHOMA. ALCOHOLISM ADVISORY COUNCIL. 1974-

Oklahoma. Anatomical Board. See OKLAHOMA. STATE ANATOMICAL BOARD.

OKLAHOMA. ARCHIVES AND RECORDS COMMISSION. 1947-

OKLAHOMA. ARTS AND HUMANITIES COUNCIL. 1965-

OKLAHOMA. ATTORNEY-GENERAL'S OFFICE. 1907-

OKLAHOMA. AVIATION COMMISSION. 1961-1974. See also later name OKLAHOMA. AERONAUTICS COMMISSION.

OKLAHOMA. AWARDS AND DECORATIONS BOARD. 1961-

Oklahoma. Bank Commissioner. See OKLAHOMA. STATE BANK COMMISSIONER.

Oklahoma. Banking Board. See OKLAHOMA. STATE BANKING BOARD.

Oklahoma. Banking Dept. See OKLAHOMA. STATE BANKING DEPT.

Oklahoma. Bar. See OKLAHOMA. STATE BAR.

Oklahoma. Barber Examiners, State Board of. See OKLAHOMA. STATE BOARD OF BARBER EXAMINERS.

OKLAHOMA. BARTLESVILLE ENERGY RESEARCH CENTER. 1974-

OKLAHOMA. BOARD OF CHEMICAL TESTS FOR ALCOHOLIC INFLUENCE. 1969-

OKLAHOMA. BOARD OF CHIROPRACTIC EXAMINERS. 1921-

Oklahoma. Board of Cosmetology. See OKLAHOMA. STATE BOARD OF COSMETOLOGY.

OKLAHOMA. BOARD OF EXAMINERS FOR SPEECH PATHOLOGY AND AUDIOLOGY. 1973-

OKLAHOMA. BOARD OF EXAMINERS IN OPTOMETRY. 1927-

OKLAHOMA. BOARD OF EXAMINERS IN THE BASIC SCIENCES.

OKLAHOMA. BOARD OF GOVERNORS OF LICENSED ARCHITECTS OF OKLAHOMA. 1925-

OKLAHOMA. BOARD OF GOVERNORS OF THE REGISTERED DENTISTS OF OKLAHOMA. 1935-

OKLAHOMA. BOARD OF HEARING AID DEALERS AND FITTERS. 1973-

OKLAHOMA. BOARD OF MANAGERS OF THE STATE INSURANCE FUND. 1933-

OKLAHOMA. BOARD OF MEDICOLEGAL INVESTIGATIONS. 1972- See also earlier name OKLAHOMA. BOARD OF UNEXPLAINED DEATHS.

OKLAHOMA. BOARD OF MENTAL HEALTH. 1947-

OKLAHOMA. BOARD OF NURSE REGISTRATION AND NURSING EDUCATION. 1909; revised 1953-

OKLAHOMA. BOARD OF PHARMACY. 1907-

OKLAHOMA. BOARD OF PRIVATE SCHOOLS. 1970-

OKLAHOMA. BOARD OF REGENTS FOR OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES. 1944-

OKLAHOMA. BOARD OF REGENTS FOR OKLAHOMA COLLEGES. 1947-

OKLAHOMA. BOARD OF REGISTRATION FOR SOCIAL WORKERS. 1965-

OKLAHOMA. BOARD OF UNEXPLAINED DEATHS. 1961-1972. See also later name OKLAHOMA. BOARD OF MEDICOLEGAL INVESTIGATIONS.

OKLAHOMA. BOARD OF VETERINARY MEDICAL EXAMINERS. 1951-

OKLAHOMA. BOARD ON LEGISLATIVE COMPENSATION. 1907-

OKLAHOMA. BOND COMMISSIONER. 1910-

OKLAHOMA. BUILDING BONDS COMMISSION. 1949-

OKLAHOMA. BUREAU OF FACTORY INSPECTION. 1910/1911-

Oklahoma. Bureau of Investigation. See OKLAHOMA. STATE BUREAU OF INVESTIGATION.

Oklahoma. Burial Board. See OKLAHOMA. STATE BURIAL BOARD.

OKLAHOMA. CAPITOL IMPROVEMENT AUTHORITY. 1959-

OKLAHOMA. CAPITOL-MEDICAL CENTER IMPROVEMENT AND ZONING COMMISSION. 1970-

OKLAHOMA. CARL ALBERT MEMORIAL COMMISSION.

OKLAHOMA. CENTER FOR CRIMINAL JUSTICE. 1971-

OKLAHOMA. CEREBRAL PALSY COMMISSION. 1949-

Oklahoma. Chief Mine Inspector. See OKLAHOMA. DEPT. OF MINES. CHIEF MINE INSPECTOR.

OKLAHOMA. CHILD GUIDANCE BOARD. 1959-

Oklahoma. Chiropody (Podiatry), State Board of. See OKLAHOMA. STATE BOARD OF CHIROPODY (PODIATRY)

Oklahoma. Chiropractic Examiners, Board of. See OKLAHOMA. BOARD OF CHIROPRACTIC EXAMINERS.

Oklahoma. Civil Defense, Dept. of. See OKLAHOMA. DEPT. OF CIVIL DEFENSE.

OKLAHOMA. CLERK OF THE SUPREME COURT. 1907-

Oklahoma. Commerce and Industry, State Dept. of. See OKLAHOMA. STATE DEPT. OF COMMERCE AND INDUSTRY.

OKLAHOMA. COMMISSION FOR CRIPPLED CHILDREN. 1941-

OKLAHOMA. COMMISSION FOR TRAINING FOR MUNICIPAL CLERKS, TREASURERS AND FINANCE OFFICERS. 1970-

OKLAHOMA. COMMISSION ON ALCOHOLISM.

OKLAHOMA. COMMISSION ON CONSUMER AFFAIRS. 1969-

OKLAHOMA. COMMISSION ON EDUCATION. FISCAL ALLOCATIONS STUDY COMMITTEE. Abolished 1976; replaced by OKLAHOMA. EDUCATION COUNCIL.

OKLAHOMA. COMMISSION ON FIRE PROTECTION PERSONNEL STANDARDS AND EDUCATION. 1970-

OKLAHOMA. COMMISSION ON INTERSTATE COOPERATION. 1955-

OKLAHOMA. COMMISSION ON NARCOTICS AND DANGEROUS DRUGS CONTROL. Abolished 1975.

OKLAHOMA. COMMISSION ON SPECIAL EVENTS. 1969-

OKLAHOMA. COMMISSION ON THE DEAF AND HEARING IMPAIRED. 1972-

Oklahoma. Commissioner of Charities and Corrections. See OKLAHOMA. DEPT. OF CORRECTIONS. DIVISION OF INSPECTION.

Oklahoma. Commissioner of Labor. See OKLAHOMA. DEPT. OF LABOR.

OKLAHOMA. COMMISSIONERS OF THE LAND OFFICE. 1907-

OKLAHOMA. COMMISSIONERS ON UNIFORM STATE LAWS. 1947-

OKLAHOMA. COMMUNICABLE DISEASE CONTROL DIVISION.

Oklahoma. Community Affairs and Planning, Office of. See OKLAHOMA. OFFICE OF COMMUNITY AFFAIRS AND PLANNING.

OKLAHOMA. COMMUNITY EMPLOYMENT DEVELOPMENT DIVISION.

OKLAHOMA. CONSERVATION COMMISSION. 1937-

Oklahoma. Consumer Affairs, Dept. of. See OKLAHOMA. DEPT. OF CONSUMER AFFAIRS.

OKLAHOMA. CORPORATION COMMISSION. 1907-

OKLAHOMA. CORPORATION COMMISSION. CONSERVATION DIVISION. 1935-

OKLAHOMA. CORPORATION COMMISSION. FUEL INSPECTION DIVISION. 1941-

OKLAHOMA. CORPORATION COMMISSION. MOTOR CARRIER DIVISION. 1929-

OKLAHOMA. CORPORATION COMMISSION. PUBLIC UTILITIES DIVISION. 1949-

Oklahoma. Correction, Dept. of. See OKLAHOMA. DEPT. OF CORRECTIONS.

Oklahoma. Corrections, State Board of. See OKLAHOMA. STATE BOARD OF CORRECTIONS.

Oklahoma. Cosmetology, State Board of. See OKLAHOMA. STATE BOARD OF COSMETOLOGY.

OKLAHOMA. COUNCIL FOR ECONOMIC EDUCATION.

OKLAHOMA. COUNCIL ON COMMUNITY AFFAIRS.

OKLAHOMA. COUNCIL ON JUDICIAL COMPLAINTS. 1974-

OKLAHOMA. COUNCIL ON JUVENILE DELINQUENCY PLANNING.

OKLAHOMA. COUNCIL ON LAW ENFORCEMENT, EDUCATION AND TRAINING. 1961-

OKLAHOMA. COUNCIL ON LIBRARIES.

OKLAHOMA. COURT OF APPEALS. 1907-

OKLAHOMA. COURT OF BANK REVEIW. 1965-

OKLAHOMA. COURT OF CRIMINAL APPEALS. 1907-

OKLAHOMA. COURT OF TAX REVEIW. 1907-

OKLAHOMA. COURT ON THE JUDICIARY. 1907-

OKLAHOMA. CRIME COMMISSION. 1972-

OKLAHOMA. CRIME COMMISSION. CORRECTIONS COMMITTEE. 1972-

OKLAHOMA. CRIME COMMISSION. COURT SYSTEM COMMITTEE. 1972-

OKLAHOMA. CRIME COMMISSION. JUVENILE DELINQUENCY COMMITTEE. 1972-

OKLAHOMA. CRIME COMMISISON. POLICE COMMITTEE. 1972-

OKLAHOMA. CRIMINAL JUSTICE CENTER BOARD. 1971-

Oklahoma. Crippled Children, Commission for. See OKLAHOMA. COMMISSION FOR CRIPPLED CHILDREN.

OKLAHOMA. CURRICULUM IMPROVEMENT COMMISSION.

OKLAHOMA. CURRICULUM IMPROVEMENT COMMISSION. OKLAHOMA HERITAGE COMMITTEE.

OKLAHOMA. CURRICULUM IMPROVEMENT COMMISSION. STATE GUIDANCE AND COUNSELING COMMITTEE.

Oklahoma. Dentists of Oklahoma, Board of Governors of the Registered. See OKLAHOMA. BOARD OF GOVERNORS OF THE REGISTERED DENTISTS OF OKLAHOMA.

OKLAHOMA. DEPT. OF CIVIL DEFENSE. 1951-

Oklahoma. Dept. of the Commissioners of the Land Office. See OKLAHOMA. COMMISSIONERS OF THE LAND OFFICE.

OKLAHOMA. DEPT. OF CONSUMER AFFAIRS. 1969-

OKLAHOMA. DEPT. OF CORRECTIONS. 1967-

OKLAHOMA. DEPT. OF CORRECTIONS. DIVISION OF INSPECTION.

OKLAHOMA. DEPT. OF ECONOMIC AND COMMUNITY AFFAIRS. 1975- See also earler name OKLAHOMA. OFFICE OF COMMUNITY AFFAIRS AND PLANNING.

OKLAHOMA. DEPT. OF ECONOMIC AND COMMUNITY AFFAIRS. DIVISION OF COMMUNITY AFFAIRS AND PLANNING.

OKLAHOMA. DEPT. OF ECONOMIC AND COMMUNITY AFFAIRS. DIVISION OF ECONOMIC OPPORTUNITY.

OKLAHOMA. DEPT. OF ECONOMIC AND COMMUNITY AFFAIRS. DIVISION OF MANPOWER PLANNING AND COORDINATION.

Oklahoma. Dept. of Education. See OKLAHOMA. STATE DEPT. OF EDUCATION.

OKLAHOMA. DEPT OF EMERGENCY RESOURCES MANAGEMENT.

Oklahoma. Dept. of Health. Environmental Health Services. See OKLAHOMA. ENVIRONMENTAL HEALTH SERVICES.

Oklahoma. Dept. of Health. Public Health Statistics Division. See OKLAHOMA. PUBLIC HEALTH STATISTICS DIVISION.

OKLAHOMA. DEPT. OF HIGHWAYS. 1947-1976. See also later name OKLAHOMA. DEPT. OF TRANSPORTATION.

OKLAHOMA. DEPT. OF HIGHWAYS. ADVANCED PLANNING BRANCH.

Oklahoma. Dept. of Highways. Urban Transportation Planning Branch. See OKLAHOMA. URBAN TRANSPORTATION PLANNING BRANCH.

OKLAHOMA. DEPT. OF INDUSTRIAL DEVELOPMENT. 1972- See also earlier names, OKLAHOMA. STATE DEPT. OF COMMERCE AND INDUSTRY; OKLAHOMA. INDUSTRIAL DEVELOPMENT AND PARK COMMISSION; OKLAHOMA. INDUSTRIAL DEVELOPMENT AND PARK DEPT.

OKLAHOMA. DEPT. OF INSTITUTIONS, SOCIAL AND REHABILITATIVE SERVICES. See also earlier name, OKLAHOMA. DEPT. OF PUBLIC WELFARE.

OKLAHOMA. DEPT. OF LABOR. 1907-

OKLAHOMA. DEPT. OF LABOR. BOARD OF HEALTH AND SAFETY COMPLIANCE AND APPEALS.

OKLAHOMA. DEPT. OF LABOR. OCCUPATIONAL HEALTH AND SAFETY STANDARDS COMMISSION.

OKLAHOMA. DEPT. OF LABOR. WAGE AND HOUR COMMISSION.

OKLAHOMA. DEPT. OF LIBRARIES. 1967- See also earlier name, OKLAHOMA. STATE LIBRARY, OKLAHOMA CITY.

OKLAHOMA. DEPT. OF LIBRARIES. BOARD.

OKLAHOMA. DEPT. OF LIBRARIES. DIVISION OF ARCHIVES AND RECORDS.

Oklahoma. Dept. of Libraries. Library Services Branch. See OKLAHOMA. LIBRARY SERVICES BRANCH.

Oklahoma. Dept. of Libraries. Public Library Services Branch. See OKLAHOMA. PUBLIC LIBRARY SERVICES BRANCH.

OKLAHOMA. DEPT. OF MENTAL HEALTH. 1947-

OKLAHOMA. DEPT. OF MENTAL HEALTH. ALCOHOL DIVISION.

OKLAHOMA. DEPT. OF MINES. 1929-

OKLAHOMA. DEPT. OF MINES. CHIEF MINE INSPECTOR. 1929-

OKLAHOMA. DEPT. OF PUBLIC SAFETY. 1937-

Oklahoma. Dept. of Public Safety. Board of Chemical Tests for Alcoholic Influence. See OKLAHOMA. BOARD OF CHEMICAL TESTS FOR ALCOHOLIC INFLUENCE.

OKLAHOMA. DEPT. OF PUBLIC SAFETY. DVISION OF HIGHWAY PATROL.

OKLAHOMA. DEPT. OF PUBLIC SAFETY. SIZE AND WEIGHT DIVISION.

OKLAHOMA. DEPT. OF PUBLIC WELFARE. 1936- See also later name, OKLAHOMA. DEPT. OF INSTITUTIONS, SOCIAL AND REHABILITATIVE SERVICES.

OKLAHOMA, DEPT. OF TRANSPORTATION. 1976- See also earlier name, OKLAHOMA. DEPT. OF HIGHWAYS.

OKLAHOMA. DEPT. OF TRANSPORTATION. DIVISION OF PLANNING AND RESEARCH.

Oklahoma. Dept. of Transportation. Traffic Planning and Safety Branch. See OKLAHOMA. TRAFFIC PLANNING AND SAFETY BRANCH.

OKLAHOMA. DEPT. OF VETERANS AFFAIRS.

Oklahoma. Dept. of Vocational and Technical Education, State. See OKLAHOMA. STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION.

OKLAHOMA. DEPT. OF WILDLIFE CONSERVATION. 1956-

OKLAHOMA. DEPT. OF WILDLIFE CONSERVATION. FISHERIES DIVISION.

OKLAHOMA. DEPT. OF WILDLIFE CONSERVATION. GAME DIVISION.

OKLAHOMA. DISTRICT COURT, SEQUOYAH COUNTY.

OKLAHOMA. DISTRICT COURTS. 1969- See also earlier name, OKLAHOMA. SUPERIOR COURTS.

Oklahoma. Division of Central Accounting and Reporting. See OKLAHOMA. DIVISION OF THE BUDGET AND DIVISION OF CENTRAL ACCOUNTING AND REPORTING.

Oklahoma. Division of Certification and Teacher Education. See OKLAHOMA. DIVISION OF TEACHER EDUCATION AND CERTIFICATION.

OKLAHOMA. DIVISION OF ECONOMIC OPPORTUNITY. Changed 1975 to OKLAHOMA. DEPT. OF ECONOMIC AND COMMUNITY AFFAIRS. DIVISION OF ECONOMIC OPPORTUNITY.

OKLAHOMA. DIVISION OF HEALTH FACILITIES LICENSURE.

Oklahoma. Division of Highway Patrol. See OKLAHOMA. DEPT. OF PUBLIC SAFETY. DIVISION OF HIGHWAY PATROL.

OKLAHOMA. DIVISION OF TEACHER EDUCATION AND CERTIFICATION.

Oklahoma. Division of the Budget. See OKLAHOMA. DIVISION OF THE BUDGET AND DIVISION OF CENTRAL ACCOUNTING AND REPORTING.

OKLAHOMA. DIVISION OF THE BUDGET AND DIVISION OF CENTRAL ACCOUNTING AND REPORTING. 1947-

OKLAHOMA. DRIVER LICENSE COMPACT. 1967-

OKLAHOMA. DRUG TREATMENT AND REHABILITATION AUTHORITY.

Oklahoma. Dry Cleaners' Board. See OKLAHOMA. STATE DRY CLEANERS' BOARD.

OKLAHOMA. EARLY CHILDHOOD EDUCATION STATE COMMITTEE.

OKLAHOMA. EASTERN TRAILS MUSEUM COMMISSION. 1971-

Oklahoma. Education, State Board of. See OKLAHOMA. STATE BOARD OF EDUCATION.

Oklahoma. Education, State Dept. of. See OKLAHOMA. STATE DEPT. OF EDUCATION.

OKLAHOMA. EDUCATION COUNCIL. 1976-

OKLAHOMA. EDUCATIONAL TELEVISION AUTHORITY. 1953-

Oklahoma. Electrology, State Board of. See OKLAHOMA. STATE BOARD OF ELECTROLOGY.

OKLAHOMA. ELMER THOMAS MEMORIAL COMMISSION. 1968-

Oklahoma. Embalmers and Funeral Directors, State Board of. See OKLAHOMA. STATE BOARD OF EMBALMERS AND FUNERAL DIRECTORS.

Oklahoma. Emergency Resources Management, Dept. of. See OKLAHOMA. DEPT. OF EMERGENCY RESOURCES MANAGEMENT.

OKLAHOMA. EMPLOYMENT SECURITY COMMISSION. 1941-

OKLAHOMA. EMPLOYMENT SECURITY COMMISSION. RESEARCH AND PLANNING DIVISION.

OKLAHOMA. ENERGY ADVISORY COUNCIL. Abolished 1974.

Oklahoma. Energy, State Dept. of. See OKLAHOMA. STATE DEPT. OF ENERGY.

OKLAHOMA. ENVIRONMENTAL HEALTH SERVICES.

OKLAHOMA. ENVIRONMENTAL PROTECTION AUTHORITY. 1971-

Oklahoma. Ethics Commission. See OKLAHOMA. STATE ETHICS COMMISSION.

OKLAHOMA. FACTORY MANUFACTURED MOBILE HOME BOARD. 1974-

Oklahoma. Fire Marshal Commission. See OKLAHOMA. STATE FIRE MARSHAL COMMISSION.

Oklahoma. Fire Protection Personnel Standards and Education, Commission on. See OKLAHOMA. COMMISSION ON FIRE PROTECTION PERSONNEL STANDARDS AND EDUCATION.

Oklahoma. Foresters, State Board of Registration for. See OKLAHOMA. STATE BOARD OF REGISTRATION FOR FORESTERS.

Oklahoma. Free Textbook Division. See OKLAHOMA. STATE DEPT. OF EDUCATION. FREE TEXTBOOK DIVISION.

OKLAHOMA. GEOLOGICAL SURVEY. 1908-

OKLAHOMA. GOVERNOR. 1907-

OKLAHOMA. GOVERNOR, 1967-1971. (BELLMON)

OKLAHOMA. GOVERNOR. DIVISION OF PLANNING AND MANAGEMENT ANALYSIS. 1975-

OKLAHOMA. GOVERNOR'S COMMITTEE ON CHILDREN AND YOUTH. 1961-

OKLAHOMA. GOVERNOR'S COMMITTEE ON EMPLOYMENT OF THE HANDICAPPED.

OKLAHOMA. GOVERNOR'S COMMISSION ON HIGHER EDUCATION.

OKLAHOMA. GOVERNOR'S COMMISSION ON THE STATUS OF WOMEN. 1975-

OKLAHOMA. GOVERNOR'S ECONOMIC DEVELOPMENT COMMISSION.

OKLAHOMA. GRAND RIVER DAM AUTHORITY. 1935-

Oklahoma. Guidance and Counseling Division. See OKLAHOMA. STATE DEPT. OF EDUCATION. GUIDANCE AND COUNSELING DIVISION.

Oklahoma. Guidance Center Division. See OKLAHOMA. STATE DEPT. OF HEALTH. GUIDANCE CENTER DIVISION.

Oklahoma. Health, State Board of. See OKLAHOMA. STATE BOARD OF HEALTH.

Oklahoma. Health Facilities Licensure, Division of. See OKLAHOMA. DIVISION OF HEALTH FACILITIES LICENSURE.

OKLAHOMA. HEALTH PLANNING COMMISSION. 1973- See also earlier names, OKLAHOMA. STATE HEALTH PLANNING COUNCIL; OKLAHOMA. STATE HEALTH PLANNING AGENCY.

OKLAHOMA. HEALTH SCIENCES CENTER PLANNING COMMITTEE. 1974-

Oklahoma. Hearing Aid Dealers and Fitters, Board of. See OKLAHOMA. BOARD OF HEARING AID DEALERS AND FITTERS.

Oklahoma. Highways, Dept. of. See OKLAHOMA. DEPT. OF HIGHWAYS.

OKLAHOMA. HISTORICAL SOCIETY. 1893-

OKLAHOMA. HOSPITAL DIVISION.

Oklahoma. House of Representatives. See OKLAHOMA. LEGISLATURE. HOUSE OF REPRESENTATIVES.

OKLAHOMA. HUMAN RIGHTS COMMISSION. 1963-

OKLAHOMA. INDIAN AFFAIRS COMMISSION. 1967-

OKLAHOMA. INDIAN AND HARDROCK MINING MUSEUM COMMISSION. 1971-

Oklahoma. Industrial Commission. See OKLAHOMA. STATE INDUSTRIAL COURT.

OKLAHOMA. INDUSTRIAL DEVELOPMENT AND PARK COMMISSION. 1965-1972. See also later name, OKLAHOMA. DEPT. OF INDUSTRIAL DEVELOPMENT; OKLAHOMA. INDUSTRIAL DEVELOPMENT COMMISSION.

OKLAHOMA. INDUSTRIAL DEVELOPMENT AND PARK DEPT. 1965-1972. See also later name, OKLAHOMA. DEPT. OF INDUSTRIAL DEVELOPMENT.

OKLAHOMA. INDUSTRIAL DEVELOPMENT COMMISSION. 1972- See also earlier name, OKLAHOMA. INDUSTRIAL DEVELOPMENT AND PARK COMMISSION.

OKLAHOMA. INDUSTRIAL FINANCE AUTHORITY. 1958-

Oklahoma. Industrial Court. See OKLAHOMA. STATE INDUSTRIAL COURT.

Oklahoma. Institutions, Social and Rehabilitative Services, Dept. of. See OKLAHOMA. DEPT. OF INSTITUTIONS, SOCIAL AND REHABILITATIVE SERVICES.

Oklahoma. Insurance Commissioner. See OKLAHOMA. INSURANCE DEPT.

OKLAHOMA. INSURANCE DEPT. 1970-

Oklahoma. Interstate Cooperation, Commission on. See OKLAHOMA. COMMISSION ON INTERSTATE COOPERATION.

OKLAHOMA. J.M. DAVIS MEMORIAL COMMISSION. 1965-

OKLAHOMA. JIM THORPE MEMORIAL - OKLAHOMA ATHLETIC HALL OF FAME COMMISSION. 1971-

OKLAHOMA. JOINT LEGISLATIVE ETHICS COMMITTEE.

OKLAHOMA. JUDICIAL CONFERENCE. 1934-

OKLAHOMA. JUDICIAL COUNCIL. 1934-

Oklahoma. Labor, Dept. of. See OKLAHOMA. DEPT. OF LABOR.

Oklahoma. Land Dept. See OKLAHOMA. COMMISSIONERS OF THE LAND OFFICE.

Oklahoma. Land Office. See OKLAHOMA. COMMISSIONERS OF THE LAND OFFICE.

Oklahoma. Law Enforcement Education and Training, Council on. See OKLAHOMA. COUNCIL ON LAW ENFORCEMENT EDUCATION AND TRAINING.

Oklahoma. Legislative Compensation, Board on. See OKLAHOMA. BOARD ON LEGISLATIVE COMPENSATION.

OKLAHOMA. LEGISLATURE. 1907-

OKLAHOMA. LEGISLATURE. HOUSE OF REPRESENTATIVES. 1907-

OKLAHOMA. LEGISLATURE. SENATE. 1907-

OKLAHOMA. LIBRARY SERVICES BRANCH. See also earlier name, OKLAHOMA. PUBLIC LIBRARY SERVICES BRANCH.

OKLAHOMA. LIEUTENANT GOVERNOR. 1907-

OKLAHOMA. LIQUEFIED PETROLEUM GAS BOARD. 1953-

OKLAHOMA. MANPOWER ADVISORY COUNCIL.

OKLAHOMA. MATERNAL AND CHILD HEALTH SERVICE.

Oklahoma. Medical Examiners, State Board of. See OKLAHOMA. STATE BOARD OF MEDICAL EXAMINERS.

OKLAHOMA. MEDICAL RESEARCH COMMISISON.

Oklahoma. Medicolegal Investigations, Board of. See OKLAHOMA. BOARD OF MEDICOLEGAL INVESTIGATIONS.

Oklahoma. Mental Health, Dept. of. See OKLAHOMA. DEPT. OF MENTAL HEALTH.

OKLAHOMA. MENTAL HYGIENE DIVISION.

OKLAHOMA. MILITARY DEPT. 1951-

OKLAHOMA. MILITARY HISTORICAL COMMISSION. 1968-

Oklahoma. Mines, Dept. of. See OKLAHOMA. DEPT. OF MINES.

Oklahoma. Mining Board. See OKLAHOMA. STATE MINING BOARD.

OKLAHOMA. MOTOR VEHICLE COMMISSION. 1953-

Oklahoma. Municipal Clerks, Treasurers and Finance Officers, Commission for Training for. See OKLAHOMA. COMMISSION FOR TRAINING FOR MUNICIPAL CLERKS, TREASURERS AND FINANCE OFFICERS.

Oklahoma Narcotics and Dangerous Drugs Control, State Bureau of. See OKLAHOMA. STATE BUREAU OF NARCOTICS AND DANGEROUS DRUGS CONTROL.

Oklahoma. Nurse Registration and Nursing Education, Board of. See OKLAHOMA. BOARD OF NURSE REGISTRATION AND NURSING EDUCATION.

Oklahoma. Nursing Homes, State Board of. See OKLAHOMA. STATE BOARD OF NURSING HOMES.

OKLAHOMA. OFFICE OF COMMUNITY AFFAIRS AND PLANNING. See also later names, OKLAHOMA. DEPT. OF ECONOMIC AND COMMUNITY AFFAIRS. DIVISION OF COMMUNITY AFFAIRS AND PLANNING.

OKLAHOMA. OFFICE OF ECONOMIC OPPORTUNITY. See also later name, OKLAHOMA. DEPT. OF ECONOMIC AND COMMUNITY AFFAIRS. DIVISION OF ECONOMIC OPPORTUNITY.

Oklahoma. Office of the Governor. State Bureau of Investigation. See OKLAHOMA. STATE BUREAU OF INVESTIGATION.

OKLAHOMA. OFFICE OF THE CHIEF MEDICAL EXAMINER. 1972- See also earlier name. OKLAHOMA. OFFICE OF THE STATE MEDICAL EXAMINER.

OKLAHOMA. OFFICE OF THE STATE MEDICAL EXAMINER. 1961-1972. See also later name, OKLAHOMA. OFFICE OF THE CHIEF MEDICAL EXAMINER.

OKLAHOMA. OKLAHOMA VETERANS CENTER, ARDMORE.

OKLAHOMA. OKLAHOMA VETERANS CENTER, CLINTON.

OKLAHOMA. OKLAHOMA VETERANS CENTER, SULPHUR.

Oklahoma. Optometry, Board of Examiners in. See OKLAHOMA. BOARD OF EXAMINERS IN OPTOMETRY.

OKLAHOMA. ORDNANCE WORKS AUTHORITY. 1960-

Oklahoma. Osteopathy, State Board of. See OKLAHOMA. STATE BOARD OF OSTEOPATHY.

OKLAHOMA. OTTAWA RECLAMATION AUTHORITY. 1969-

OKLAHOMA. PARDON AND PAROLE BOARD. 1907-

OKLAHOMA. PAWNEE INDIAN VETERANS HISTORICAL COMMISSION. 1971-

OKLAHOMA. PEANUT COMMISSION. 1965-

OKLAHOMA. PECAN COMMISSION. 1973-

Oklahoma. Personnel Board. See OKLAHOMA. STATE PERSONNEL BOARD.

Oklahoma. Pharmacy, Board of. See OKLAHOMA. BOARD OF PHARMACY.

OKLAHOMA. PHYSICIAN MANPOWER TRAINING COMMISSION. 1975-

OKLAHOMA. PLANNING AND RESOURCES BOARD. 1943-1965. See also later names, OKLAHOMA. INDUSTRIAL DEVELOPMENT AND PARK COMMISSION; OKLAHOMA. INDUSTRIAL DEVELOPMENT AND PARK DEPT.; OKLAHOMA. DEPT. OF INDUSTRIAL DEVELOPMENT; OKLAHOMA. TOURISM AND RECREATION DEPT.

Oklahoma. Plant Industry Division. See OKLAHOMA. STATE DEPT. OF AGRICULTURE. PLANT INDUSTRY DIVISION.

OKLAHOMA. POLICE PENSION AND RETIREMENT BOARD. 1972-

Oklahoma. Pollution Control, State Dept. of. See OKLAHOMA. STATE DEPT. OF POLLUTION CONTROL.

OKLAHOMA. POLLUTION CONTROL COORDINATING BOARD. 1968-

OKLAHOMA. POLYGRAPH EXAMINERS BOARD. 1971-

Oklahoma. Pork Commission. See OKLAHOMA. PORK UTILIZATION, RESEARCH AND MARKET DEVELOPMENT COMMISSION.

OKLAHOMA. PORK UTILIZATION, RESEARCH AND MARKET DEVELOPMENT COMMISSION. 1968-

OKLAHOMA. PORT AND DEVELOPMENT AUTHORITY. 1959-1976. Transferred 1976 to OKLAHOMA. DEPT. OF TRANSPORTATION.

Oklahoma. Private Schools, Board of. See OKLAHOMA. BOARD OF PRIVATE SCHOOLS.

Oklahoma. Professional Engineers and Land Surveyors, State Board of Registration for. See OKLAHOMA. STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS.

OKLAHOMA. PROFESSIONAL PRACTICES COMMISSION. 1965-

OKLAHOMA. PROFESSIONAL STANDARDS BOARD. 1969-

Oklahoma. Property and Casualty Rates, State Board for. See OKLAHOMA. STATE BOARD FOR PROPERTY AND CASUALTY RATES.

Oklahoma. Psychologists, State Board of Examiners of. See OKLAHOMA. STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS.

Oklahoma. Public Accountancy, State Board of. See OKLAHOMA. STATE BOARD OF PUBLIC ACCOUNTANCY.

Oklahoma Public Affairs, State Board of. See OKLAHOMA. STATE BOARD OF PUBLIC AFFAIRS.

OKLAHOMA. PUBLIC EMPLOYEES RELATIONS BOARD. 1972-

OKLAHOMA. PUBLIC EMPLOYEES RETIREMENT SYSTEM. 1963-

OKLAHOMA. PUBLIC EMPLOYEES RETIREMENT SYSTEM. BOARD OF TRUSTEES. 1963-

OKLAHOMA. PUBLIC HEALTH STATISTICS DIVISION.

OKLAHOMA. PUBLIC LIBRARY SERVICES BRANCH. See also later name, OKLAHOMA. LIBRARY SERVICES BRANCH.

OKLAHOMA. PUBLIC WELFARE COMMISSION. 1936-

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2. Vol. 30, no. 6. June-July 1973.

2 Vol. 31, no. 1. August-September 1973.

HIGHWAYS, DEPT. OF

2 Quarterly report of State Highway Commission and Director to the Governor of Oklahoma. Submitted by the Oklahoma State Department of Highways, for the quarterly period April 1973 thru June 1973, with accumulative totals from January 1, 1971 to date. July 1, 1973.

Summary of disbursements for construction and maintenance, for the period January 1, 1971 through...

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2 Supplement to the geographical section, Oklahoma Directory of Manufacturers and products, 1972 edition. July 1973.

INSTITUTIONS, SOCIAL AND REHABILITATIVE SERVICES, DEPT. OF

2 Footnotes from the employees library. July 1973.

2 M-R quarterly. June 1973.

2 Medical assistance. January-March 1973.

2 Monthly bulletin. June 1973.

2 News & views. June 1973.

2 News from Oklahoma Library for the Blind and Physically Handicapped. July 1973.

LIBRARIES, DEPT. OF

Libraries in the limelight.

2 Vol. 3, nos. 8 & 9. May & June 1973. Attached to Library Services Branch newsletter, vol. 21, nos. 14 and 15, July 2 and 16, 1973.

2 Vol. 3, no. 10. July 1973. Attached to Library Services Branch newsletter, vol. 21, nos. 16, 17, and 18, July 30, August 13 and 27, 1973.

Library Services Branch newsletter.

2 Vol. 21, nos. 14 and 15. July 2 and 16, 1973.

2 Vol. 21, nos. 16, 17, and 18. July 30, August 13 and 27, 1973.

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2 Vol. 12, no. 17. Tuesday, September 4, 1973.

2 Vol. 12, no. 18. Monday, September 17, 1973.

2 Vol. 12, no. 19. Monday, October 1, 1973.

NURSE REGISTRATION AND NURSING EDUCATION, BOARD OF

2 Names of registered nurses and licensed practical nurses holding certificates permitting practice in Oklahoma, July 1, 1972 to June 30, 1973.

TAX COMMISSION

Monthly state sales tax collections (city sales tax not included).

2 March 1973.

2 June 1973.

2 July 1973.

2 August 1973.

2 Oklahoma sales tax, 1973; statistical report for fiscal year ended June 30, 1973.

2 State payments to local governments, 1973; fiscal year ended June 30, 1973.

WILDLIFE CONSERVATION, DEPT. OF

Outdoor Oklahoma.

2 Vol. XXIX, no. 7. July-August, 1973.

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	Market report; prices paid producers during week ended...
1	May 9, 1973. Vol. 21, no. 44.
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1	May 23, 1973. Vol. 21, no. 46.
1	May 30, 1973. Vol. 21, no. 47.
	Market report. Published each Wednesday.
1	June 6, 1973. Vol. 21, no. 48.
1	June 13, 1973. Vol. 21, no. 49.
1	June 20, 1973. Vol. [21] no. 50.
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1 July 25, 1973. Vol. 21, no. 54.

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1 August 15, 1973. Vol. 21, no. 57.

1 August 22, 1973. Vol. 21, no. 58.

2 August 29, 1973. Vol. 21, no. 59.

3 September 5, 1973. Vol. 21, no. 60.

3 September 12, 1973. Vol. 21, no. 61.

2 September 19, 1973. Vol. 21, no. 62 (printed as no. 61)

2 September 26, 1973. Vol. 21, no. 63.

BAR ASSOCIATION

The Journal.

3 Vol. 44, no. 33. August 25, 1973.

3 Vol. 44, no. 34. September 1, 1973.

3 Vol. 44, no. 35. September 8, 1973.

3 Vol. 44, no. 36. September 15, 1973.

3 Vol. 44, no. 37. September 22, 1973.

3 Vol. 44, no. 38. September 29, 1973.

Quarterly supplement to the Oklahoma Bar Journal.

3 September, 1973.

COMMUNITY AFFAIRS AND PLANNING, OFFICE OF

2 Oklahoma organizations active in applied local government training. Research consultants: David R. Morgan (and) Samuel A. Kirkpatrick. October 1972.

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CORPORATION COMMISSION. OIL & GAS CONSERVATION DIVISION

Court calendar.

10 sheets — Monday, July 9, 1973 - Wednesday, August 1, 1973.

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1 — Agricultural prices. August 15, 1973.

1 — Broomcorn production. September 1, 1973.

Cotton production.

1 — August 1, 1973.

1 — September 1, 1973.

1 — Crop production. September 1, 1973.

1 — Farm real estate values. 1972. Released 8/13/73.

1 — Livestock slaughter. July 1973.

Oklahoma barley: acreage, yield and production.

1 — 1969, revised. August 17, 1973.

1 — 1970, revised. August 17, 1973.

Oklahoma corn: acreage, yield, and production.

1 — 1969, revised. August 17, 1973.

1 — 1970, revised. August 17, 1973.

1 — Oklahoma cotton: acreage, yield and production, 1972. Sept. 13, 1973.

Oklahoma crop weather bulletin, for week ending...

1 - 1 — September 4, 1973. October 1, 1973.

1 - 1 — September 10, 1973. August 20, 1973.

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1 Oklahoma farm income. 1972. Released 8/31/73.

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1 1969, revised. September 12, 1973.

1 1970, revised. September 13, 1973.

1 Oklahoma wheat: acreage, yield, production and value, 1972. September 26, 1973.

1 Oklahoma wheat quality survey. Release no. 3. Period ending July 6, 1973.

1 Pecan production. September 1, 1973.

Poultry report.

1 July 1973.

1 August 1973.

Range and pasture.

1 August 1, 1973.

1 September 1, 1973.

1 Turkey hen intentions. 1974. Reissued 9-26-73.

1 Turkeys raised. 1973. Released 8/28/73.

EDUCATION, STATE DEPT. OF

3 Oklahoma educator. Vol. 3, no. 1, September 1973.

3 School laws of Oklahoma. 1973.

EDUCATION, STATE REGENTS FOR HIGHER

1 A fact sheet on Oklahoma higher education. November 1970.

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1 Vol. 1, no. 4. March 1972.

4 In and out of college; a longitudinal study of the 1962 freshman class in Oklahoma colleges. Report 1: the first year. Prepared by John J. Coffelt and Dan S. Hobbs. October 1964.

EMPLOYMENT SECURITY COMMISSION

Job vacancy and labor turnover report: Oklahoma City metropolitan area.

3 Vol. III, no. 8. August 1973.

3 Vol. III, no. 9. September 1973.

Labor market review: Ardmore.

1 Vol. XV, no. 7. July 1973.

3 Vol. XV, no. 8. August 1973.

Labor market review: Enid.

1 Vol. XXIII, no. 7. July 1973.

3 Vol. XXIII, no. 8. August 1973.

Labor market review: Kay County.

1 Vol. XIV, no. 7. July 1973.

3 Vol. XIV, no. 8. August 1973.

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1 Vol. XIII, no. 7. July 1973.

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Labor market review: Oklahoma City metropolitan area.

1 Vol. XXVIII, no. 7. July 1973.

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Labor market review: Okmulgee-Henryetta.

1 Vol. XIII, no. 7. July 1973.

3 Vol. XIII, no. 8. August 1973.

Labor market review: Shawnee.

1 Vol. XIII, no. 7. July 1973.

3 Vol. XIII, no. 8. August 1973.

Labor market review: Tulsa metropolitan area.

1 Vol. XXVIII, no. 7. July 1973.

3 Vol. XXVIII, no. 8. August 1973.

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1 Audit report, MAJOR COUNTY, Oklahoma, July 1, 1971 to June 30, 1972. File no. 47. Record no. 2112. July 26, 1973.

2 Audit report, Joe R. Day, County Treasurer, OKFUSKEE COUNTY, Oklahoma, July 1, 1970 to June 30, 1971. File no. 54. Record no. 2118. August 31, 1973.

2 Audit report, OKFUSKEE COUNTY, Oklahoma, July 1, 1971 to June 30, 1972. File no. 54. Record no. 2181. Sept. 17, 1973.

1 Audit report, Mary M. Fugate, County Treasurer, PAWNEE COUNTY, Oklahoma, July 1, 1971 to June 30, 1972. File no. 59. Record no. 2162. July 30, 1973.

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1 Audit report, COURT CLERK, DISTRICT COURT ACCOUNT, CANADIAN COUNTY, OKLAHOMA, January 1, 1971 to April 30, 1973. File no. 9. Record no. 2203. Sept. 25, 1973.

2 Audit report, STATE BOARD OF REGISTRATION FOR FORESTERS, State of Oklahoma, for the year ended June 30, 1972. File no. 610. Record no. 2166. July 27, 1973.

2 Audit report, OKLAHOMA ALCOHOLIC BEVERAGE CONTROL BOARD, July 1, 1970 to March 31, 1972. File no. 612. Record no. 2176. Sept. 17, 1973.

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2 Audit report, COMMISSIONERS OF THE LAND OFFICE, State of Oklahoma, July 1, 1971 to June 30, 1972. File no. 614. Record no. 2169. Sept. 17, 1973.

2 Audit report, CORPORATION COMMISSION, State of Oklahoma, for the two years ended June 30, 1971. File no. 617. Record no. 2174. Sept. 17, 1973.

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2 Audit report, WILL ROGERS MEMORIAL COMMISSION, Claremore, Oklahoma, for the two years ended June 30, 1972. File no. 624. Record no. 2159. August 13, 1973.

2 Audit report, CEREBRAL PALSY CENTER, State of Oklahoma, Norman, Oklahoma, for the two years ended June 30, 1972. File no. 629. Record no. 2158. July 27, 1973.

2 Audit report, OKLAHOMA STATE PERSONNEL BOARD, for the two years ended June 30, 1972. File no. 630. Record no. 2130. July 12, 1973.

1 Audit report, OKLAHOMA TAX COMMISSION, July 1, 1971 to June 30, 1972. File no. 636. Record no. 2040. May 23, 1973.

2 Audit report, OFFICE OF CIVIL DEFENSE, State of Oklahoma, for the period April 1, 1971 to June 30, 1972. File no. 645. Record no. 2164. Sept. 12, 1973.

2 Audit report, STATE AGENCY FOR DISTRICT ATTORNEYS, State of Oklahoma, for the two years ended June 30, 1972. File no. 651-A. Record no. 2121. June 27, 1973.

2 Audit report, COMMISSION ON CRIMINAL AND TRAFFIC LAW ENFORCEMENT SYSTEM, State of Oklahoma, for the year ended June 30, 1972. File no. 652b. Record no. 2179. August 16, 1973.

2 Audit report, DISTRICT COURTS, State of Oklahoma, for the year ended June 30, 1972. File no. 655. Record no. 2138. June 27, 1973.

2 Audit report, STATE BANKING DEPARTMENT, State of Oklahoma, for the year ended June 30, 1972. File no. 661. Record no. 2122. July 12, 1973.

2 Special investigation report of INDUSTRIAL DEVELOPMENT AND PARK DEPARTMENT, State of Oklahoma, July 1, 1971 to March 23, 1973. File no. 663. Record no. 2155. July 11, 1973.

2 Audit report, STATE DEPARTMENT OF EDUCATION, State of Oklahoma, Federal Education Programs Division, for the two years ended June 30, 1972. File no. 671a. Record no. 2129. June 28, 1973.

2 Audit report, STATE BOARD OF EDUCATION, Finance Division, State of Oklahoma, for the two years ended June 30, 1972. File no. 672b. Record no. 2133. July 25, 1973.

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2 Audit report, STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL EDUCATION, State of Oklahoma, for the two years ended June 30, 1971. File no. 676. Record no. 2165. August 13, 1973.

2 Audit report, TEACHERS' RETIREMENT SYSTEM, State of Oklahoma, for the year ended June 30, 1972. File no. 679. Record no. 2120. July 25, 1973.

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2 Audit report, EASTERN OKLAHOMA TUBERCULOSIS SANATORIUM, Talihina, Oklahoma, for the year ended June 30, 1972. File no. 771. Record no. 2167. August 13, 1973.

2 Audit report, OKLAHOMA VETERANS CENTER, Sulphur, Oklahoma, for the two years ended June 30, 1972. File no. 775. Record no. 2175. August 31, 1973.

2 Audit report, OKLAHOMA STATE REFORMATORY, welfare and recreation fund, Granite, Oklahoma, for the year ended June 30, 1972. File no. 784. Record no. 2168. August 16, 1973.

2 Audit report, BOARD OF EXAMINERS IN THE BASIC SCIENCES, State of Oklahoma, for the year ended June 30, 1972. File no. 811. Record no. 2171. August 13, 1973.

2 Audit report, STATE BOARD OF MEDICAL EXAMINERS, State of Oklahoma, for the year ended June 30, 1972. File no. 812. Record no. 2170. August 16, 1973.

2 Audit report, BOARD OF GOVERNORS OF THE REGISTERED DENTISTS OF OKLAHOMA, for the year ended June 30, 1972. File no. 814. Record no. 2178. August 16, 1973.

2 Audit report, OKLAHOMA STATE BOARD OF PODIATRY, Tulsa, Oklahoma, for the two years ended June 30, 1972. File no. 826. Record no. 2124. June 28, 1973.

2 Audit report, OKLAHOMA LIQUEFIED PETROLEUM GAS BOARD, for the year ended June 30, 1972. File no. 852. Record no. 2156. July 27, 1973.

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2 Audit report, OKLAHOMA MOTOR VEHICLE COMMISSION, State of Oklahoma, for the two years ended June 30, 1972. File no. 896. Record no. 2163. August 16, 1973.

4 Annual report, office of John M. Rogers, C.P.A., State Examiner and Inspector, State of Oklahoma, for the year ended June 30, 1972. May 15, 1973. Cover title: State of Oklahoma, annual report, for the year ended June 30, 1972.

HEALTH, STATE DEPT. OF

Oklahoma communicable disease bulletin; week ended...

1 8/25/73. Vol. 73, no. 34.

1 9-1-73. Vol. 73, no. 35.

3 9/22/73. Vol. 73, no. 38.

2 Oklahoma health bulletin. August-September 1973. Vol. 31, no. 1.

HIGHWAYS, DEPT. OF

1 Quarterly report of State Highway Commission and Director to the Governor of Oklahoma. Submitted by the Oklahoma State Department of Highways, for the quarterly period April 1973 thru June 1973 with accumulative totals from January 1, 1971 to date. July 1, 1973.

Summary of disbursements for construction and maintenance, for the period...

1 January 1, 1971 through June 30, 1973.

3 January 1, 1971 through July 31, 1973.

3 January 1, 1971 through August 31, 1973.

INDUSTRIAL DEVELOPMENT, DEPT. OF

3 Oklahoma PEP! Vol. IX, no. 7. July, August, 1973.

3 Supplement to the geographical section, Oklahoma Directory of Manufacturers and products. 1972 edition. July, 1973.

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3 Footnotes from the employees library. July 1973.

3 M-R quarterly. Vol. 6, nos. 4-6. April-June 1973. On cover: June 1973.

Monthly bulletin.

1 May 1973.

3 June 1973.

3 News & views. June 1973. (Vol. 21, nos. 5-6. May-June 1973)

1 News from Oklahoma Library for the Blind and Physically Handicapped. July 1973.

LIBRARIES, DEPT. OF

5 Juvenile books worthy of consideration for purchase; a list compiled and issued bi-monthly as an aid to public libraries in Oklahoma, by the Library Services Branch, Oklahoma Department of Libraries. September 1973.

5 Libraries in the limelight. Vol. 3, no. 10. July 1973. (Attached to Library Services Branch newsletter. Vol. 21, nos. 16, 17, and 18. July 30, August 13 and 27, 1973).

Library Services Branch newsletter.

5 Vol. 21, nos. 16, 17, and 18. July 30, August 13 and 27, 1973.

5 Vol. 21, no. 19. September 10, 1973.

5 Vol. 21, no. 20. September 24, 1973.

The Oklahoma gazette.

5 Vol. 12, no. 17. Tuesday, September 4, 1973.

5 Vol. 12, no. 18. Monday, September 17, 1973.

5 Vol. 12, no. 19. Monday, October 1, 1973.

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Monthly research and statistical bulletin.

1 August 1966.

1 October 1966.

Monthly state sales tax collections (city sales tax not included).

3 July 1973.

3 August 1973.

1 Oklahoma sales tax, 1973; statistical report for fiscal year ended June 30, 1973.

3 State payments to local governments, 1973. On title page: Direct payments to local governments, fiscal year ended June 30, 1973.

TURNPIKE AUTHORITY

1 Northeastern (Will Rogers) Turnpike; report to bondholders. August 31, 1973.

1 Oklahoma turnpike system; report to bondholders. August 31, 1973.

WILDLIFE CONSERVATION, DEPT. OF

3 Outdoor Oklahoma. Vol. XXIX, no. 8. September 1973.

STATE DOCUMENTS COLLECTIONS IN OKLAHOMA

by

IRMA R. TOMBERLIN

for

AMIGOS BIBLIOGRAPHIC COUNCIL

November, 1977

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The activity which is the subject of this report was supported in whole or in part by the U.S. Office of Education, Department of Health, Education, and Welfare, under the provisions of the Library Services and Construction Act, Title 1. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Office of Education, and no official endorsement by the U. S. Office of Education should be inferred.

STATE DOCUMENTS COLLECTIONS IN OKLAHOMA LIBRARIES

Introduction

This study was conducted under contract with the AMIGOS Bibliographic Council for the Oklahoma Department of Libraries and was intended to survey the status of collections of state documents in various libraries in Oklahoma. Specific aspects to be examined were acquisition patterns, methods of organization, reference use and identification of improvements needed to provide better access to Oklahoma public documents.

Various methods were employed to implement the study. Consultations were held with personnel in the Oklahoma Department of Libraries, with librarians in other libraries in the state, and a questionnaire was distributed to a selected group of academic, public and special libraries in Oklahoma. The author's involvement in cataloging Oklahoma documents added another dimension in terms of better knowledge of the wide variety and quantity of state publications.

The Oklahoma Department of Libraries is legally designated as the depository agency for state publications. Title 65 of the Oklahoma Statutes, 1971, section 3-114, requires state agencies to deposit a minimum of 100 copies of each of their publications in whatever format with the Department of Libraries. Title 74 of the Statutes, section 3104, requires state agencies to deposit five copies of their annual and semi-annual reports with the Department of Libraries. Of the over 200 state agencies in Oklahoma, the Oklahoma Government Documents Librarian estimates only 35-37 are making an effort at compliance with the statutes requiring deposit of agency publications with the Department.

At the present time the Department of Libraries estimates that it receives from 30 to 50 individual titles each month, not all of them in multiple copies, and none of them in a quantity of the 100 copies required by law. Approximately 1600 copies are received each month by the Department. From

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the documents received, ODL sends copies to the Archives and Record Division of ODL, the Library of Congress, the Center for Research Libraries in Chicago, depository libraries in Oklahoma, and retains circulating and reference copies in its collection. It is reasonable to assume that many publications of state agencies are not being deposited with the Department of Libraries and that these publications constitute a valuable information source which should be made available.

Within the last few months, ODL has instituted the preparation and distribution of a checklist, showing the titles received during a given month. After discontinuance of an early list (published 1948-1954), no checklist was published, primarily because of budgetary constraints and insufficient staff. The librarian responsible for Oklahoma documents has additional responsibilites in other areas, and has only one clerical assistant, which makes it difficult to keep up with the incoming material and the processing of it.

The collection of Oklahoma documents in ODL is not readily accessible to the public, largely because of space limitations and also lack of staff time to service the collection. (It was not until June, 1976, that responsibility for the Oklahoma documents collection was assigned to one individual.) Most of the more recent publications are now shelved in order by state agency and some progress has been made on cataloging materials dating from 1970 forward. Earlier materials are stored, but are not cataloged nor indexed. They are, however, accessible if the publishing agency is known.

The Department of Libraries is fully cognizant of its responsibilities with regard to the provision of a comprehensive collection of state documents and is presently exploring possibilities for more effective methods of acquiring, organizing and servicing state documents. Its ability to fulfill its responsibilities is dependent on compliance by state agencies with the deposit law, additional funding for storage and shelving facilities, and authorization of additional staff positions to provide needed services.

This information on the present status of the Oklahoma documents collection in ODL provides some background for the following analysis of the responses to the questionnaire which was an important part of the study.

SUMMARY OF FINDINGS OF THE QUESTIONNAIRE

The questionnaire was designed to elicit information from a selected group of libraries in Oklahoma, and two libraries from out of state, concerning their collection, organization and use of Oklahoma documents, and to gain knowledge of the bibliographic tools needed to improve access to Oklahoma documents. (See Appendix A-4.)

Question 1, part A, had to do with the approximate size of the Oklahoma documents collection in the individual library, and the answers revealed a wide disparity in the size of the collections. Nine of the sixteen libraries responding indicated either no response to the question, or stated that the number was unknown, or that no records were kept of the size of the collection. The remaining seven libraries reported answers ranging from "very few" to "approximately 15,000". The largest collection in the state is probably the one at Oklahoma State University with 16 double-face stack sections of Oklahoma documents. The estimated 15,000 items at the Oklahoma Department of Libraries is the next largest. The Center for Research Libraries in Chicago indicated 10,528 Oklahoma documents in their collection.

Part B, of question 1 related to the number of state documents received each month and again the varied responses made statistical analysis difficult. The largest number was 1600, an estimate from the Oklahoma Department of Libraries, and the smallest number was one document received on a regular basis in a special library. It should be noted, however, that the figure of 1600 represents copies, not separate titles. ODL estimates 30-50 titles per month received in multiple copies. Nine libraries either did not respond to the question or indicated that no statistics were kept on the number received. The Center for Research Libraries received 100-150 copies of Oklahoma documents each month from various sources, and two libraries estimated 50 documents were received monthly. The answers of the three remaining libraries ranged from 3 to 12 documents.

Question 2 dealt with the acquisition of Oklahoma documents and was divided into 3 parts. Part A asked for an indication from the participating libraries as to whether they received all state documents from the Oklahoma Department of Libraries. Only one library indicated that it received its documents from ODL, two libraries did not answer the question, and the remaining libraries (13) responded that they did not receive state documents from the Department of Libraries. Part B asked for a statement as to the sources from which state documents were received. More than half the libraries (9) indicated that state agencies were the main source of supply. Others mentioned gifts, responses to advertisements and displays, purchases, and state-federal agencies as sources. Three libraries did not answer, and one indicated uncertainty as to how documents were acquired.

The other part of question 2 was designed to discover if the library wished to be designated a total or a selective depository for state documents. Seven libraries would like total depository status, eight would prefer selective status, and one library indicated that it did not wish either designation.

Question 3 pertained to the organization of state documents collections. Ten libraries integrate state documents into their regular collections, at least partially, and four libraries maintain separate collections. Two libraries did not respond to the question. Three libraries indicated that all state documents were cataloged and classified and the remainder (13) responded either that some were cataloged and classified or that none or very few were. Several of the libraries also reported that some state documents were incorporated into the vertical file.

Of the four libraries maintaining separate collections, one has all state documents fully cataloged and classified, one partially organized, one provides a computer check-list and Kwik index rather than a catalog, and the fourth reported that their collection is arranged alphabetically by state agency with no cataloging.

The libraries classifying all or some of their state documents use several classification schemes. Two use Library of Congress classification, four use Dewey Decimal Classification, one uses Ellen Jackson's scheme especially designed for documents, and one uses a unique system designed specifically for its collection.

Question 4 dealt with service or use of the collection. Part A asked if reference service was provided for state documents. Twelve libraries do provide reference service, two do not and one library provides service for state documents as part of the library's regular reference services. Part B requested an indication of the major approach made to state documents, whether subject, agency, or both. Seven libraries responded that the major approach was by subject, five indicated by agency, and one library indicated both approaches were used. Part C asked for an estimate of use of the collection, and the answers were almost evenly divided in their responses. Four showed heavy use, five indicated moderate usage, and five libraries reported usage to be low. Two libraries did not respond to the question.

In question 5, which related to staffing, there was a wide variety to replies. Part A asked for the total number of staff members assigned to work with state documents. Only six of the libraries repsonded to this question. Two libraries indicated there are three persons assigned to work with documents, one library had one staff member assigned, and one reported that all staff members work with all materials. Another indicated the reference librarians and one half-time person worked with documents, and the sixth library assigned one staff member who handles vertical file material.

Six libraries reponded to parts B and C which asked for a breakdown of total staff into full-time and part-time personnel working with state documents. Six answers were received concerning full-time, and five relating to part-time. The following table shows the distribution of the answers.

TABLE I

LIBRARY	TOTAL STAFF	PART-TIME	FULL-TIME
#2	*n.a.	4-5	*n.a.
#3	n.a.	1½ (FTE)	2
#4	All staff (no no. given)	n.a.	n.a.
#9	1	n.a.	n.a.
#10	3 (all states)	2 (all states)	1 (all states)
#12	3	1 (FTE) prof.	1 clerical
#13	Ref. libn's & ½ time circ. lib.	n.a.	1
#14	1 handling V.F. mat.	n.a.	n.a.
#15	n.a.	2	3
#16	n.a.	4	12

*n.a. = no answer

TABLE II

LIBRARY	Position title for person most responsible for state documents
#2	Director of Adult Services
#3	Oklahoma Librarian, Archivist
#4	City Librarian
#7	Librarian
#8	(No one individual assigned)
#10	Documents Librarian
#11	Reference Librarian
#12	Head Documents Librarian
#13	Government Documents Librarian
#15	Documents Librarian
#16	Circulation Librarian

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Question 6 requested information as to whether state documents were checked in regularly, or occasionally. Eight libraries check the documents in regularly, five occasionally, and three did not respond.

In question 7, libraries were asked to indicate which type of bibliographic tool or tools would be most helpful. Nine libraries indicated a regular checklist was most desirable. Five of those nine libraries indicated that monthly frequency for a checklist seemed appropriate, one indicated a quarterly checklist, and two favored a semi-annual frequency. Seven libraries responded that full cataloging information would be beneficial, and one library said that cataloging data would be helpful but not necessary. Seven libraries felt that a subject index would be a helpful tool. Other suggestions given were: title index, agency index, annual cumulative checklist, and a retrospective cumulative checklist.

The final question, number eight asked if libraries would be willing to share cataloging information for state documents. The answers were almost equally divided, six libraries responded negatively, seven affirmatively. Two libraries qualified their replies, one indicating "Yes, if sufficient funds for cataloger were available." and the other suggested "willingness to discuss the feasibility (of shared cataloging)." One library did not respond to the question.

The last area on the questionnaire asked for comments and suggestions. Several libraries made interesting and revealing statements, and the following excerpts are taken from some of the responses:

"Hope ODL will devise a better depository system in future". "OLA/ODL workshop on state and local documents ... changes in legislation to insure sufficient quantity to distribute to libraries. Changes in local ordinances for deposit of municipal documents with local libraries and ODL. Checklist of state's documents, including university documents, current and retrospective."

"There does not seem to be any organized manner in distributing these documents. The best first step may be to transfer distributuion from the under staffed State Library (if they are indeed responsible for distribution). The number one problem is in receiving the documents in the first place."

"I received over 600 state documents during 1976-77 academic year. I can recall no shipment that comes from ODL ..."

"The Center (for Research Libraries) collects state documents for our member research libraries. We have collected all official documents, except session laws, supreme courts divisions, compiled statutes of the states and territories from 1952 to date."

"Better bibliographic areas to Oklahoma documents is vital to giving good service with these materials. Information regarding the publication of items is needed prior to their public availability so that they can be ordered and in stock close to their release time. Too often documents are released publicly and announced through the media without any previous notification to information agencies that they exist and available for distribution."

From an analysis of the responses received, conversations with librarians, and observations in selected libraries, it would seem that there presently is no effective distribution system for state documents. The most urgent need is for a timely, comprehensive and regular checklist of state publications which are available for distribution, so that a large number of libraries may become aware of these publications and acquire them in a more consistent and regular pattern. Methods of organization and access to state documents is varied, with most libraries processing certain items as part of their regular collection, and other more ephemeral items being housed with vertical file material. The three largest collections in the state are separate collections, and these are found at the Oklahoma Department of Libraries, the University of Oklahoma and Oklahoma State University. OSU's state documents are housed in open stacks, and are

completely cataloged and classified, and reference service is provided for the users. OSU also has the largest staff to service the collection. The collection at OU is in a closed stack area, and access to the collection is provided through a computer produced Kwik index, which is updated at regular intervals and seems fairly comprehensive in its coverage. Reference services are provided, and the collection is arranged by a classification scheme, devised especially for the collection. ODL has a large collection, and full cataloging has been done for more recent documents, but there is still a sizable backlog of materials which require organizing. However, the staff working with state documents is very adept at locating specific publications which may be requested, and is cognizant of the fact that there are many documents which they should have but have not received.

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CONCLUSIONS AND RECOMMENDATIONS

This study has revealed serious deficiencies in the provision of current, comprehensive and well-organized collections of Oklahoma documents. State publications constitute a valuable information source and should be readily available to the public. Although Oklahoma does have a deposit law, there is not total compliance with the law on the part of state agencies. No comprehensive checklist has been compiled of state publications, and many librarians are not aware of the existence of these important sources. There is no central distribution system at the present time for state documents, and libraries have not acquired these materials on a regular and consistent basis. Organization patterns for state documents vary considerably, and only two libraries in the state could be said to have comprehensive and well-organized collections at this time. Both Oklahoma State University and the University of Oklahoma have accessible and well-serviced collections. Of the two academic libraries, Oklahoma State University has the most complete collection.

It is evident that many librarians in the state would welcome an effective system for the acquisition, distribution, and organization of state documents. They are aware of the value of these publications and recognize their responsibility to make them available to their clientele.

The recommendations which follow would not solve all of the problems which currently exist, but they represent initial steps which, if implemented could alleviate some of the present difficulties.

Recommendation 1: The Oklahoma Department of Libraries should be the central collection and distribution center for all state publications. This would be in keeping with the Standards for Library Functions at the State Level of the American Association of State Libraries (1963) and also with the Guidelines for Minimum State Servicing of State Documents, developed by the Government Documents Round Table, of the American Library Association and approved by the ALA Executive Board and ALA Council (1975).

Recommendation 2: New legislation should be drafted for a deposit law which would bring the number of copies to be deposited to a more realistic figure, possibly 35 copies of each publication. The present statements in the Oklahoma Statutes are in conflict, indicating 100 copies in one section and five copies in another section. The figure of 100 is unrealistic, and that of five is too few. If possible, the legislation should include enforcement stipulations, and compliance on the part of state agencies should be made mandatory.

Recommendation 3: The Oklahoma Department of Libraries should publish and distribute to all libraries in the state a regular checklist of titles which it receives. Ideally this should be issued monthly, but at the very least it should come out bimonthly. There should be an annual cumulation, and a subject index should be included in the annual cumulation. Full bibliographic information should be given, and instructions included as to how the documents might be acquired.

Recommendation 4: The present rate of acquisition at the Department of Libraries is estimated to be 30 to 50 titles per month. It is recommended that a half-time person be appointed to fully catalog these titles in OCLC format with Library of Congress subject headings, and that the cataloging data be prepared for input into the OCLC data base so that it may be readily retrieved. If a half-time position is not possible, the Department might consider the feasibility of contracting out the cataloging function to another library or institution. However, this would be a stop-gap measure which would be effective only if the rate of acquisition remained at its current level. If the hoped for increase in number of documents materializes, every effort should be made to secure authorization of a full-time position to handle the bibliographic organization to prevent a serious backlog from developing.

Recommendation 5: A survey should be made of libraries in the state other than the ones included in this study to determine interest in total or selective depositories should eventually be formed, so that all libraries in the state would have reasonable access to collections of state documents

within their region. At the present time, the concentration of strong collections is in the central part of the state, with very sporadic coverage in other geographic areas.

Recommendation 6: Finally, it would be helpful to bring together in a workshop librarians from different areas of the state to acquaint them with the possiblilities and the problems inherent in working with state documents. Their ideas and suggestions would be valuable input for the Department of Libraries and could eventually lead to a coordinated, effective state documents depository system.

SOURCES CONSULTED

American Association of State Libraries, Standards for library functions at the state level. Chicago: 1963.

"Guidelines for minimum state servicing of state documents," Documents to the People, v.3, no.6 (Sept. 1975), p.32-34.

Oklahoma Department of Libraries. Report of the Status Review and Planning Committee on Government Services, Library Resources, Library Services, and the Oklahoma Resources Branches of the Agency. Oklahoma City: 1976.

Oklahoma State Legislative Council. Performance audit: Oklahoma Department of Libraries. Oklahoma City: 1977.

Oklahoma Statutes. St. Paul, Minnesota: West Pub. Co., 1971.

APPENDIX

A-1 - Guidelines for Minimum State Servicing of State Documents

A-2 - Present Laws Pertaining to Deposit of State Documents in Oklahoma

A-3 - Survey Cover Letter

A-4 - Survey Questionnaire

A-5 - Libraries Participating in the Survey

GUIDELINES FOR MINIMUM STATE SERVICING OF STATE DOCUMENTS[1]

In each state an agency or agencies should be designated by law to act as the depositories for the documents published by the state to maintain a collection of and to distribute copies of such documents within the state and to exchange copies with other states. The functions of such depository should be adequately defined and determined in legislation.[2]

The appropriate state agency should maintain a list of in-state depositories to which it regularly sends some or all state documents, and should receive a sufficient number of copies to serve those depositories.[3]

[1] Documents to the People, v.3, no.6 (Sept., 1975), p.32-34.

[2] State Depository Agency - A state depository agency is an agency designated by law to fill one or more of the following basic functions: to maintain a collection of state publications, to distribute copies of state publications within the state and/or to exchange copies with other states. Normally a state depository agency will receive such publications directly from the issuing agency but might also receive them from a state printer. There may be more than one depository agency in a state, each filling limited function.

[3] In-State Depository (Depository Library) - A depository library is a library within a state which is placed by a state depository agency on a list to receive some or all of the state publications when they

The appropriate state agency should be prepared to exchange documents with other states, or at least to have an adequate supply of copies available to meet out-of-state requests. What is an adequate supply will depend on the nature of the documents and its potential interest to persons in other states.[4]

The appropriate state agency should compile and distribute a checklist and/or shipping list of its state publications. Such lists should appear at least quarterly.[5]

The appropriate state agency should deposit at least one copy of all its state publications with the Library of Congress, and send at least one copy to an additional designated national depository, if and when one is created.[6]

[4]State Documents or Publications - The term "publications" means any printed material paid for in whole or in part by funds appropriated by the state legislative body or issued at the request of or under the direction of a state agency. Publications include any documents, report, directory, statistical compendium, bibliography, law or bill, rule, regulation, newsletter, pamphlet, brochure, periodical, or other printed matter but do not include administrative material intended for internal use only. Printed materials means publications duplicated by any and all methods of duplication. The term includes publications issued by private bodies, such as consultant or research firms, even though they may not have been financed by any state funds, when the publications have been issued under contract with and/or supervision of a state agency.

[5]State Agency (as author). - A state agency as an author is a government body which acts as an entity in its own name in relationship to citizens and other bodies, no matter what hierarchy it is part of. Its actions are recognized by its actions both within the state government and outside state government. The term includes subunits of larger bodies when they do, in fact, function as agencies and as authors, and excludes subunits which function only as parts of the larger units.

[6]Authority List - A listing of state agency designations by the state depository agency as the standard bibliographic forms of entry for state agencies as authors. These standard entries are used in the depository agency's public catalog, if it has one, and are the entries recommended as standard to libraries collecting the publications of the state in question. There can be only one authority list in a state and the state depository agency will put its full support and authority behind it.

The appropriate state agency should maintain and have available for distribution an authority list of state agencies.[7]

In the appropriate state agency at least one professional person (full time or equivalent) should be assigned to the state documents function, and that person should have adequate supportive staff.[8]

Approved by Government Documents Roundtable, ASLA, RTSD, and the Interdivisional Committee on Public Documents, July 1974. Approved by RASD, ALA Executive Board and ALA Council, January 1975.

[7]National Depository - There is no national depository of any kind in the United States at the present. Such an agency, if and when it comes into existence, should be one whose policy is to collect all or virtually all of the publications of the states and to make them available at least for limited use.

[8]Professional Person - A person qualified by experience or education to work with state publications in a manner which demonstrates and understanding of their bibliographic and subject complexity. For the purpose of the guidelines library school education is an essential factor in what constitutes a professional staff.

PRESENT LAWS PERTAINING TO DEPOSIT OF STATE DOCUMENTS IN OKLAHOMA

Title 65, Oklahoma Statutes, 1971, Section 3-114

Every agency, authority, department, commission, board, institution, office or officer of the state, except institutions of higher education, who issue or publish, at state expense, regardless of form, any book, chart, document, facsimile, map, paper periodical, report, serial, survey or any other type of publication, including statutes, statue supplements and session laws, shall immediately deposit a minimum of one hundred copies within the Department, unless otherwise provided by the Director.

(Note: The Department is the Oklahoma Department of Libraries)

Title 74, Oklahoma Statutes, 1976, Section 3104

Every agency, board, department, commission or institution of the State of Oklahoma shall file five copies of their annual or semiannual reports with the Legislative Council and the State Library ...

Dear

I am conducting a survey of libraries in Oklahoma which are depositories for Oklahoma state documents, and I am soliciting your help and cooperation. I hope to examine the present status of Oklahoma state document collections, their size, bibliographic organization and patterns of staffing and use.

This survey is being undertaken in order to determine the need for and feasibility of a cooperative cataloging program to provide better bibliographic access to Oklahoma documents. The enclosed questionnaire will provide a preliminary overview of the existing conditons in Oklahoma documents collections, and I hope that you will take the time to answer the relatively brief questions. Later in the study, I plan to visit each library, and I look forward to discussing the various aspects of the survey with you personally.

This study is being undertaken through the AMIGOS Bibliographic Council for the Oklahoma Department of Libraries, and the findings and recommendations resulting from the survey will be made available for distribution. If possible, I should like to have the questions returned to be my August 1st.

Thank you for your assistance.

Sincerely,

Irma R. Tomberlin, Professor
School of Library Science
University of Oklahoma
Norman, Oklahoma 73019

Encl.

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QUESTIONNAIRE - OKLAHOMA STATE DOCUMENTS SURVEY

LIBRARY NAME _____

1. Size of state documents collection (approximate)

   Total number _____

   Number received each month _____

2. Acquisition of state documents

   Are all state documents in collection received as depository items from Oklahoma Department of Libraries? Yes ___ No ___

   If answer to above question is "no" please list below the sources from which you acquire state documents.

   Do you wish to be a total depository for state documents, or do you prefer partial (selective) depository status?

   Total _____

   Selective _____

3. Organization of collection

   Integrated with other materials: Yes ___ No ___

   Are all state documents cataloged and classified with regular materials Yes ___ No ___

   Are some cataloged and classified with regular materials? Yes ___ No ___

   Separate collection maintained: Yes ___ No ___

   If separate, are state documents cataloged? Yes ___ No ___

   Are they classified? Yes ___ No ___
   (If classified, what classification scheme is used?) _____

LIBRARY NAME _____

QUESTIONNAIRE - page 2

If not integrated, or in a separate collection, please explain how state documents are organized:

4. Service or use of the collection

Is reference service provided to give access to the materials?
Yes ___ No ___

Is the major approach to the collection by subject, or by agency?
(Please underline one)

Estimate of use: Heavy ___ Moderate ___ Low ___

5. Staffing

Total number of staff members responsible for working with state documents: _____

Full-time _____

Part-time _____

Position title of individual having most responsibility for state documents.

_____

6. Are state documents checked in and processed: Regularly ___

Occasionally ___

7. What tool, or tools, do you consider most essential to enable you to provide more state documents, and better access to those documents, in your library?

Regular checklist _____ (How frequent _____)

Full cataloging information _____

Subject index _____

Other (please specify) _____

LIBRARY NAME _____

QUESTIONNAIRE - page 3

8. Would you be willing to participate in a cooperative cataloging program and share your cataloging information for Oklahoma state documents?

   Yes ___ No ___

Comments and suggestions:

_____

Name of person completing questionnaire

LIBRARIES PARTICIPATING IN THE DOCUMENTS SURVEY

Ms. Rama F. Widup, Director
Southern Prairie Library System
P. O. Drawer U
221 N. Grady
Altus, Oklahoma 73521

Ms. Billee M. Day, Director
Chickasaw Library System
22 Broadlawn Village
Ardmore, Oklahoma 73401

Ms. Dee Ann Ray, Director
Western Plains LIbrary System
P. O. Box 627
605 Avant
Clinton, Oklahoma 73601

Ms. Ada Ingram, Acting Director
Central State University Library
100 North University Drive
Edmond, Oklahoma 73034

Ms. Mae Jennings, Director
Choctaw Nation Multi-County Library System
401 North Second Street
Box 127
McAlester, Okahoma 74501

Ms. Mary Beth Ozmun, Librarian
Bacone College Library
Muskogee, Oklahoma 74401

Mr. James Wilkerson, Director
Eastern Oklahoma District Library
801 West Okmulgee
Muskogee, Oklahoma 74401

Mr. William H. Lowry, Director
Pioneer Multi-County Library
225 North Webster
Norman, Oklahoma 73069

Dr. James K. Zink, Director
University of Oklahoma Libraries
401 West Brooks
Norman, Oklahoma 73069

Mr. Lee B. Brawner
Executive Director
Oklahoma County Libraries System
131 N.W. Third Street
Oklahoma City, Oklahoma 73102

Mr. Robert L. Clark, Jr.
Director
Oklahoma Department of Libraries
200 N.E. 18th Street
Oklahoma City, Oklahoma 73105

Dr. Roscoe Rouse, Director
Oklahoma State University Library
Stillwater, Oklahoma 74074

Dr. David H. Eyman, Director
John Vaughn Library/Learning
Resource Center
Northeastern Oklahoma State University
Tahlequah, Oklahoma 74464

Mrs. Pat Woodrum, Director
Tulsa City-County LIbrary
400 Civic Center
Tulsa, Oklahoma 74103

Mrs. Rena C. Hanton, Librarian
Tulsa County Law Library
320 West Fifth Street
Tulsa, Oklahoma 74103

Mr. Joel V. Burstein, Director
College of Law Library
University of Tulsa
3120 East Fourth Place
Tulsa, Oklahoma 74104

Ms. Ann Germany
Documents Librarian
The Center for Research Libraries
5721 Cottage Grove Avenue
Chicago, Illinois 60637

Mr. Nathan R. Einhorn, Chief
Exchange and Gift Division
The Library of Congress
Washington, D.C. 20504

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Statutory Chronology

1890 - Legislative Assembly of the Territory of Oklahoma enacted legislation providing for a Territorial library, "including statutes, reports, documents and miscellaneous books of every nature and description belonging to said library," to be placed in the care and custody of the Secretary of the Territory.

1893 - Legislative Assembly of the Territory of Oklahoma enacted legislation creating the "Oklahoma Library," located at the capital, to consist of "all law books, miscellaneous books, pamphlets, maps, charts, pictures, documents, and all other literary matter now owned by said Territory or which shall be hereafter acquired either by purchase, gift, exchange or otherwise."

The Librarian (appointed by the Supreme Court of the Territory, which constituted the Board of Directors) was authorized and directed "to send one copy each of all reports, session laws, journals of the senate and of the house of representatives, and other books and pamphlets hereafter published to every one of the states and territories for the use of their respective libraries" . . . .

1893 - November 18, the Territorial library became a depository and thereafter regularly received shipments of U. S. documents from the Government Printing Office.

1913 - State Legislature passed law requiring state agencies to deposit 100 copies of all publications published or printed at state expense with the Oklahoma State Library. Remained unchanged until

1967 - Oklahoma Library Code enacted, amended the 1913 act, retaining the requirement that 100 copies be deposited; specifically exempted institutions of higher education from requirement to deposit; expanded definition of publication; and added a procedure for enforcement.

1971 - SCR 18 was adopted by both houses expressing legislative intention that (1) the central print shop send copies of all materials printed by it to the Department of Libraries, and (2) that copies of all materials printed at state expense by any agency, board, o individual, for use, distribution or sale, be sent to the Department of Libraries by the agency.

1978 - April 10, H.B. 1714, enacted by the 36th Legislature, was approved by the Governor. Authored by Rep. Charlie C. Morgan (Prague) and Senators Marvin B. York (Oklahoma City) and Bob Funston (Broken Arrow). Provisions establishing the Publications Clearinghouse effective July 28.

Reduced number of copies to more realistic 25, provided for depository library system, and strengthened penalties for noncompliance.

Organization, Staffing, and Housing State Documents - Chronology

1937 (?) - A state library staff member, usually a librarian, with the help of several clerks, was in charge of both U. S. and state government documents, and also had responsibility for the large collection of documents of the other states. This staff became designated as the Public Documents Division.

1948-1954 - Checklist of State Documents, an official list, published from January 1948 through December 1954 as part of the Oklahoma State Library Bulletin. Discontinued because of a "lack of the necessary funds to continue. Our appropriation is inadequate to carry the costs of publication and distribution."

1937 to 1965 - State publications were crowded into the library quarters in the west wing of the Capitol, on the first floor and the basement, along with U. S. publications and those of the other states. Some were crammed into "vaults" located elsewhere in the Capitol basement, and some were crowded into the sixth floor attic accessible only by climbing a winding stair. Meanwhile, many state agencies were dumping surplus publications and records in an old building east of the Capitol which had been the County Pest House where they rotted and decayed from the effects of rain, flooding, heat, and finally fire.

1965 - State Library quarters in the Capitol remodeled, and some documents moved to storage in a lumber yard at 23rd and Broadway.

Library Annex (metal building) was built, and some documents moved there.

1969 - Pest House burned. Many records and publications were lost, but some were rescued by the Archives and Records Division staff with the help of the Oklahoma City Fire Department. These were moved to the metal building.

1968 - Public Documents Division, Technical Services Division moved to rented quarters on N. E. 36th Street, because the third floor library quarters had been transferred to the Department of Education. Also, HERO bonds had been voted to build a new library building.

Public Documents Division found few state documents among the materials moved, and from this date until June 1976 this division gave serve only to U. S. documents.

1971 - Metal Building remodeled. Technical Services Division staff headed by Betty Brown began to send boxes of state documents to be housed there.

1976 (June) - Internal reorganization, with creation of the Oklahoma Government Documents Division as part of a new Oklahoma Resources Branch. This was the first time that organizationally this function was assigned to a separate unit.

Office space and some shelving were provided on second floor of new Allen Wright Memorial Library Building. Most state documents remained in boxes in the metal building.

1976 (September) - Staff were asked to prepare a self-study of the strengths and weaknesses of each area for the new Director of the Department.

As a result of the self-study, it was decided to seek the advice of a consultant to determine the direction the state documents program should take, and to assist in the cataloging of the backlog of stored documents. Federal funds under LSCA Title I were allocated to contract with the AMIGOS Bibliographic Center for the study. AMIGOS employed Professor Irma Tomberlin, of the O. U. Library School Faculty, to manage the project.

1977 (May) - Report of a Legislative Council Performance Audit team which began work in the previous early spring supported the need for the collection, preservation, and dissemination of state documents, while at the same time recommending that the unrealistic figure of 100 copies be changed to require state agencies to deposit from 20 to 25 copies. Some recommendations were:

(1) Amendment of present legislation to require fewer copies.
(2) All agencies be instructed regarding their statutory responsibility to deposit publications, and be asked to name a liaison person.
(3) "Impress upon the agencies the need for and importance of having a collection of Oklahoma publications for reference, circulation, and exchange purposes."
(4) Publications be cataloged.
(5) A checklist be published.
(6) Copies be organized for shelving and distribution.

1977 (May) - Also in May 1977, at the request of Governor David Boren who had asked for an inventory of state publications, the Lt. Governor's Office established the State Public Information Council. The inventory revealed many important state publications not known to the Council previously.

1977 (October) - The Public Information Council made its final report to the Governor in a report meeting, at which the Governor instructed the Department's representative to publish a checklist of state government publications on a regular basis.

1977 (November) - Goals of the State Public Information Council released under date of November 1, 1977 gave as the first goal listed:

"To work closely with the Department of Libraries in an effort to enact legislation regarding state publications as well as a continual listing of documents available to all state agencies and the public."

1978 (January) - H.B. 1714 introduced by Representative Charlie O. Morgan (Prague).

1978 (April) - Signed by Governor on April 10.

1978 (July 28) - Major provisions and sections of the Act and the establishment of the Publications Clearinghouse became effective this date.

##########

1977 (July) - Oklahoma Government Publications, a monthly checklist of publications received on deposit from state agencies, began publication by the Oklahoma Documents Division. Previously Oklahoma had been one of only four or five states without an official published list of state government publications.

ICHAEL J. HOWLETT
SECRETARY OF STATE

OK:MZ
IA
Illinois
Okla - Mz
p. 1/9

ILLINOIS STATE LIBRARY
OFFICE OF THE SECRETARY OF STATE
SPRINGFIELD, ILLINOIS 62756

March 21, 1973

Mr. Ralph H. Funk, Director
Department of Libraries
109 State Capitol
Oklahoma City, Oklahoma 73105

Dear Mr. Funk:

I'll warn you at the very beginning of this letter that I am indeed conducting another survey. Surveys are a dirty business, we all know that. I have answered so many the last year that I groan when a new one comes in. Yet here am I committing the crime myself! Sometimes, however, there is just no other way of getting the right kind of information for a good and necessary purpose. I believe that the purpose I have in mind is both good and necessary.

The newly organized Government Documents Round Table of ALA is beginning to sink its teeth into the many, many problems posed by government publications. One section of the Round Table, the State Documents Task Force, is tackling the problem of services connected with the dissemination of state documents, such as exchange agreements, subject indexing, location of state responsibilities and so on.

In order to make intelligent recommendations in this area the Task Force needs information, and the only reliable sources of this essential information are the states themselves.

Hence, the survey. The results will be compiled in a report which we will disseminate as widely as possible. You can help us to make that report worthwhile by supplying us with the requested information. I promise in advance to answer any survey which you may become the unfortunate author of in the near future. Please complete the survey by April 15, 1973.

Sincerely,

A. Haleli

Albert Haleli
Assistant Director
for Public Services
Illinois State Library
Chairman, Standards Committee
State Documents Task Force

AH/adh

OKla-M
p.2/9
II A

State of Oklahoma

THE OKLAHOMA DEPARTMENT OF LIBRARIES

100 State Capitol Oklahoma City, 73105

Reply To:
Technical Services Division
3537 N. Everest
Oklahoma City, Oklahoma 73111
Phone 405-424-4379

April 13, 1973

Mr. Albert Halcli
Assistant Director for Public Services
Illinois State Library
Office of the Secretary of State
Springfield, Illinois 62756

Dear Mr. Halcli:

Attached is the completed questionnaire on state servicing of state documents. Please send us a copy of your compiled report.

Sincerely,

Betty J. Brown

(Mrs.) Betty J. Brown
Technical Services Librarian

BJB:lyt

OKla-M
p. 3/1
DA

State of Oklahoma

THE OKLAHOMA DEPARTMENT OF LIBRARIES

100 State Capitol Oklahoma City, 73105

Reply To
Technical Services Division
3667 N. Everest
Oklahoma City, Oklahoma 73111
Phone 405-424-4379

April 24, 1973

Mr. Albert Halcli
Assistant Director for Public Services
Illinois State Library
Office of the Secretary of State
Springfield, Illinois 62756

Dear Mr. Halcli:

Please correct Item 13b. in our completed questionnaire on state servicing of state documents.

Attached is a copy of p. 3 of the questionnaire. Note correction in red.

Sincerely,

Betty J. Brown

(Mrs.) Betty J. Brown
Technical Services Librarian

ATTACHMENT

QUESTIONNAIRE

STATE SERVICING OF STATE DOCUMENTS

1. Name of agency with statutory responsibility to act as the state depository agency.

   Oklahoma Department of Libraries

2. Location of agency. (Address).

   109 State Capitol P. O. Box 53344

   Oklahoma City, Oklahoma 73105

3. Name and title of person in charge of agency.

   Mr. Ralph H. Funk, Director

4. Name and title of person responsible for state depository functions.

5. If there is no depository legislation give name of agency which informally attempts to fill the depository function, i.e. to collect all the state's publications.

   name

   address

6. Cite and attach copies of:

   a. State depository legislation.

   65 O.S. 1971, Sec. 3-114; 1971 Okla. Sess. Laws S.C. Res. No. 18 13a. page 1047; 1973 Okla. Senate Joint Res. No. 20. 53 O.S. 1971, Sec. 3. Introduced, but not passed as of 12-73; not in Okla. Session Laws, 1973.

   b. Rules and regulations of state depository agency.

7. How does your state define state publications in statute or regulations?
Any publication, issued or published at State expense, regardless of form--any book, chart, document, facsimile, map, paper, periodical, report, serial, survey or any other type of publication, including statutes, statute supplements and session laws.

See 65 O.S. 1971. Sec. 3-114.

8. Does your legislation distinguish between types of documents (e.g. legislative documents and general publications). Yes.

9. How many copies are deposited with your agency (by category if the numbers differ).

State law requires 100 copies of all publications as defined in No. 7 above. Actually receive copies as follows: Statutes, 100 copies. Varies on all others; generally, less than 20 copies.

10. Are other agencies or libraries in the state also direct depositories (i.e. receive state documents directly from issuing agencies by law or regulations).
Oklahoma Historical Society 53 O.S. 1971. Sec. 3. Other agencies or groups are to receive certain titles, particularly law publications. See "Publications", Index, O.S. 1971/

11a. Does your agency maintain a list of in-state depositories to which you regularly send some or all state documents.

Yes

b. How many libraries are on that list?

15

12a. Does your agency distribute or exchange documents to or with libraries in other states?

Yes

b. Under what conditions?

Law publications are sent to all states, to many states' law libraries, and to some law schools. Two copies of most publications are sent to the Gift and Exchange Division, Library of Congress. One copy of most publications is sent to the Center for Research Libraries.

c. How many copies are available for distribution or exchange? None, except publications of the Department of Libraries

d. Do you enter into formal agreements with other state library agencies?

Informal agreements regarding law publications. Department of Libraries publications are sent to all state libraries, by informal agreements.

e. With how many states? All states, generally, state library or state law library, for law publications.
Which are they?

13a. Do you publish a checklist (and/or shipping list) of state publications? No. A checklist was published 1948-1954.

b. What is its title (checklist)?

Bulletin of the Oklahoma State Library, pub. 1948-1954. Card checklist since 1948. ~~only for titles cataloged since late 1969~~.

c. What is its title (shipping list)?

Oklahoma State Documents sent to Archives Division, incl. list no. and date (not a pub. lis
Oklahoma State Documents sent to Library of Congress, incl. list no. and date (not a pub. lis

14. What is the frequency and distribution of the list(s)?

a) In-state distribution only Irregular, usually twice monthly. Mainly in-house distribution of publications shipped from Technical Services Division to the Archives Division, where publications are housed.

b). National distribution Irregular, usually monthly. Shipping list enclosed with publications shipped to Gift and Exchange Division, Library of Congress.

15. Does the checklist list items

a) by issuing agency Yes (Card checklist, not a published list)

b) by title For titles cataloged since late 1969.

c) by subject For titles cataloged since late 1969.

16. Are the items in the checklist indexed (as distinct from main entry)

a) by issuing agency _____

b) by title _____

c) by subject _____

17. Does the checklist cumulate _____

Does the index cumulate _____

18. Is the agency entry in the checklist the same as the entry in your public or documents card catalog?
Main entry in documents card checklist by issuing agency.
Main entry for publications listed in public card catalog follows the Anglo-American/Library of Congress cataloging code.

19. What library in your state

a) sends copies of state documents to the Library of Congress.

Oklahoma Department of Libraries.

b) provides catalog cards for National Union Catalog.
OkEG, Graduate Seminary Library, Enid; OkS, Oklahoma State University, Stillwater; OkT, Tulsa Public Library; OkU, University of Oklahoma, Norman; OkU-M, University of Oklahoma, School of Medicine and University Hospitals, Oklahoma City.

20. How are state documents classified in your library?

a) Dewey Many selected documents in Oklahoma and general collections.

b) Library of Congress _____

c) Other classification State Documents acquisitions are fully cataloged but not classified;
or storage arrangement Collection is arranged by issuing agency, then by title and date.
specify _____

21a. Does your library distribute catalog cards (or photocopies of cards) of cataloged documents to libraries in the state?

No, however, we are preparing to do so for the Oklahoma County Library System.

b. To how many?

22. Is there an authority list for state agency entries for your public or documents card catalog?

Yes

23. Are any state publications reduced to microform?

Yes

By whom? Oklahoma Department of Libraries

What titles? Opinions of the Attorney General.

24. How many people work on state documents functions (FTE) (i.e. on receiving, cataloging, classification, compiling a checklist, mailing documents to other libraries or providing clerical support to the above functions). Seven (none work full-time on State documents).

a) Professional (according to your libraries classification).

2 (Technical Services Librarian/Cataloger; Governmental Services Librarian).

b) Sub or paraprofessional.

c) Clerical.

4 (3 in Technical Services Division, 1 mail clerk)

~~NEB~~ 4
Okla OK:MB-M3

p 1/2

To: Mr. Ralph H. Funk, Acting Director

From: Jane P. Geske, Director
Nebraska Public Library Commission

Re: Treatment of State Publications

Date: October 6, 1970

The Nebraska Public Library Commission is investigating the handling of state publications by other states, in order to formulate a plan for Nebraska. We would appreciate any information you could send us.

1. Is there any state agency which collects state publications? Yes

If so, which agency? Oklahoma Department of Libraries

How many copies? We can request up to 100 copies

By what authority? State Statute

2. Does your state issue a checklist of state publications? No

If so, which agency? At one time our department did, and we hope to be able to do so again in the near future

How frequently? Probably quarterly

Are all state publications included? _____

To whom is it distributed? _____

Okla-M, p. 2/2

3. Is there a central dispersing agency for all state publications? No

If so, which agency? _____

4. Financial arrangements: (If you have a program)

How is it funded? Legislative appropriation from State general funds to Oklahoma Department of Libraries.

What are the personnel costs? _____

How much staff time is involved? _____

At what level? _____

What is the total cost? _____

What is the cost of a checklist? Does not apply

5. Do you have any suggestions on the most efficient handling of state publications? _____

We are presently in the process of analyzing the handling of our state documents. Would appreciate anything you could send us regarding feedback from this questionnaire.

6. If you have a program, what problems have you discovered? _____

We have decided we need to have 1 person in charge, with adequate help, and funding. Our storage area is too small. Are we to serve as warehouse or despository for archival materials? Selective or comprehensive? How can we be sure we have all agency publications?

If you have any checklists, bibliographies or other material relating to the handling of state publications, we would appreciate copies.

Thank you.

M Okla e OK:M4

M4

TO : HEADS OF ALL AGENCIES, BOARDS, AND COMMISSIONS

FROM : LT. GOVERNOR NIGH'S OFFICE

RE : STATE PUBLIC INFORMATION INVENTORY

DATE : JUNE 21, 1977

The Lt. Governor's office has been asked to conduct an inventory of the Public Information Services provided by the various state agencies, boards, and commissions. A study of both publications and public information departments is now under way. Enclosed are two questionnaires:

1) STATE PUBLIC INFORMATION QUESTIONNAIRE

To inventory Oklahoma's public information facilities.

2) STATE PUBLICATION QUESTIONNAIRE

To be copied, completed, and attached to each specific publication.

* A publication is defined as printed matter designed and currently distributed by an agency. This includes pamphlets, maps, brochures, newspapers, magazines, and annual reports. It does not include xeroxed copies of legislation. Use your judgment; anything you're in doubt about, go ahead and send.

This information is expected in the Lt. Governor's Office within 10 days, so a committee can begin research. A report will be compiled and returned to you as soon as the study is completed. Please return your completed questionnaires and publications to;

John Reid
Lt. Governor's Office
Room 211 - Capitol
(405-521-2161)

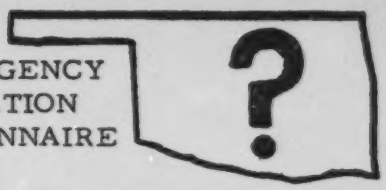
Sincerely,

John Reid
Inventory Coordinator

1683

[redacted]
State Agency

STATE AGENCY
PUBLICATION
QUESTIONNAIRE



[redacted]
Title Of Publication

* PLEASE ATTACH TO EACH PUBLICATION AND RETURN TO: Lt. Governor Nigh
Room 211
State Capitol

Subject _____

Format _____

Total No. Printed _____ Total Printing Cost _____

Latest No. Printed _____ Latest Printing Cost _____

Latest Cost Per Copy _____ Latest Printing Date _____

Printer _____ No. In Inventory _____

Does The Publication Require Annual Revision ? _____

At What Locations Is It Available? _____

Percentage Of Public Information Budget Allocated For This Publication? _____

Does The Publication Specifically Relate To Your Agency? _____

Postal Rates Per Copy? _____ Time Spent Formulating? _____

Will This Publication Be Continued? _____

Who Edits This Publication? _____

Is This Publication Duplicated In Any Way By Another State Agency? If So, Where?

_____

Could This Publication Be Combined With A Similiar One? If So, What?

_____

Does The Publication Need Changes (More Pictures, Informative Copy, etc.) ?

_____

COMMENTS: _____

_____

[redacted]

_____

1684

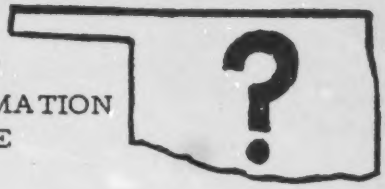
_____

PLEASE USE BACK FOR ADDITIONAL COMMENTS

STATE AGENCY _____ OKLAHOMA DEPARTMENT OF LIBRARIES

State Agency

STATE AGENCY
PUBLIC INFORMATION
QUESTIONNAIRE



Name

* PLEASE RETURN QUESTIONNAIRE TO : Lt. Governor Nigh
Room 211
State Capitol

Who Is In Charge Of Your Agency Public Information?

How Many Public Information Officers Do You Have?

How Many Full Time Photographers? _____ Part Time _____

What Is The Function Of Your Public Information Staff?

How Many Current Publications Do You Distribute? _____

What New Publications Are In The Planning Stage? (Briefly Explain Their Purpose)

Do You Often Get Requests For Information That You Must Refer To Another Agency? If So, How Often?

What Are The Various Media Forms That You Use?

Is There A Specific Set Of Guidelines You Use When Creating and Disseminating Publications? Length of Response Time For A Request (Avg.) ?

If You Had Your Preference You Would:

/ / Leave Public Information Dissemination As Is By The State Agencies.

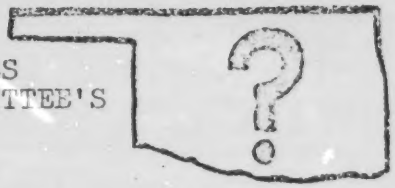
/ / Establish A Working Liason With All Agencies Sharing Their Ideas For An Overall "State" Theme.

/ / Establish A Central Distribution Center.

/ / Establish A Central Public Information Service.

COMMENTS: (Referring To Program Efficiency, Sizes of Staff, Needs)

STATE AGENCY



OKLAHOMA PUBLIC INFORMATION INVENTORY

: SUBCOMMITTEE GOALS

PUBLICATION COMMITTEE

* To review all publications WILL BEGIN JULY 15th
* Complete a master list of everything published → CHECKING WITH PEOPLE.
* Compile a report including the financial aspects as well as needs of the publications WILL BEGIN
* Make recommendations to full committee

CENTRALIZED INFORMATION COMMITTEE

* Investigate possibilities of establishing a central clearinghouse of publications and information
* Poll other state governments on their programs
* Investigate the utilization of uniform standards, such as a state logo, stationery, meter stamps, etc.
* Make recommendations to full committee

AGENCY CAPABILITY COMMITTEE

* Analyze Public Information questionnaires
* Review capabilities of Central Printing
* Devise list of capabilities including print, film, television, photographic media

PRESS RELATIONS COMMITTEE

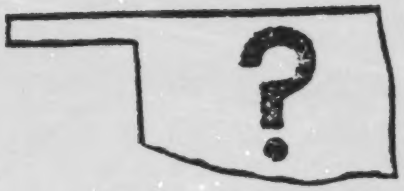
* Contact media distributors from the different agencies
* Garner samples of press releases
* Investigate the effectiveness of current dissemination of news from the various agencies
* Establish seminars and create a program of reviewing the latest techniques
* Make recommendations to full committee

Each committee may follow these guidelines or develop new ones pertinent to the subject matter.

TO: All State Public Information Representatives

FROM: John Reid, Inventory Coordinator

DATE: September 28, 1977



The State Public Information Inventory Committee has finished its' work and has prepared a report to the Governor. You are invited to attend this session which will include final recommendations concerning the Public Information process within state government. The presentation should last only a short time and your presence is requested.

STATE PUBLIC INFORMATION INVENTORY COMMITTEE

REPORT TO THE GOVERNOR

TUESDAY, OCTOBER 11, 1977
3:00 P.M.
BLUE ROOM - State Capitol

B Brown
recd 9-28-77

Hope to see you there!

John Reid

John Reid

☐ I WILL BE ABLE TO ATTEND.

☐ I WON'T BE ABLE TO ATTEND.

NAME

PLEASE RETURN TO JOHN REID, OFFICE OF THE LT. GOVERNOR, 211 CAPITOL

TO: ALL AGENCY DIRECTORS AND PUBLIC INFORMATION PEOPLE

FROM: JOHN REID, INVENTORY COORDINATOR

RE: PUBLIC INFORMATION PACKET

DATE: OCTOBER 11, 1977

Dear Director and/or Public Information Representative,

In an effort to create stronger lines of communication within Oklahoma government, the State Public Information Inventory Committee submits this packet to you. Enclosed are;

1. An Updated Public Information Directory
2. Summarized Public Information Report
3. Press Release Tips
4. Capitol Straight Line Handout

It is our hope that this information will be helpful to those in your agency who handle public information. Our recent study indicated that there are some weak spots in our system, thus the basis for this packet.

Future plans call for a one day seminar for public information people as well as a continual update of a public information directory. Your assistance in keeping us informed will be greatly appreciated.

If you have any questions please call me at 521-2161.

Sincerely,

John Reid

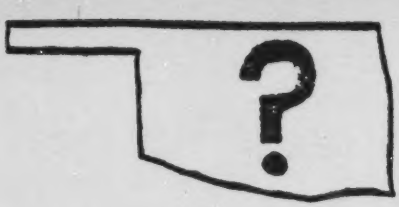
PUBLIC INFORMATION DIRECTORY UPDATE

NAME _____ AGENCY _____

Office Phone _____ Home Phone _____

1633

SUMMARY OF RECOMMENDATIONS OF



THE STATE PUBLIC INFORMATION INVENTORY COMMITTEE

From A Report Prepared For Governor David Boren
October 11, 1977

BACKGROUND

The State Public Information Inventory Committee was created at the request of the Governor to analyze Oklahoma's public information process.
The Committee, composed of 24 members, met and subdivided into four specific areas of study.
The purpose of the study was to inventory state public information, including the analysis of problems and needs of public information representatives.

The following is a synopsis of Subcommittee findings and recommendations.

PUBLICATION SUBCOMMITTEE

This group surveyed nearly 1400 current state publications, created a Master List, and analyzed printing data. One interesting fact that the survey collected was;

56% of the publications were In-House
32% were printed by an outside vendor
12% were printed by Central Printing

FINDINGS:

1. There is a small (less than 1%) duplication rate in the publications surveyed.
2. Of this small amount, a large percentage are distributed in a smaller, more specific , and less expensive form than if the entire publication were distributed.
3. The Committee recommends the combination of publication material whenever economically advantageous.
4. The Committee feels that Central Printing should play a larger part in the publication of state material.

AGENCY CAPABILITY SUBCOMMITTEE

This group, through questionnaire and interview, compiled information concerning the capabilities of agencies with regard to public information.

RECOMMENDATIONS:

1. Provision be made for a photography service to be available to all agencies, whether through liason with agencies currently employing a photographer or through hiring a "roving" photographer.

2. It be suggested that agencies contact O.E.T.A. for facilities for television production before seeking outside facilities.

3. Based on the 48% (Public Information People) who favor leaving public information dissemination "as is", that this be left to individual agencies.

4. Agencies be urged to investigate facilities available at Central Printing before seeking outside vendors.

5. Central Printing be authorized to hire additional qualified employees.

6. Central Printing be authorized to purchase new equipment.

7. Relocation of Central Printing office and facilities be considered.

8. Promotion of inter-agency cooperation be encouraged by utilizing resources available through other agencies whenever it will result in a savings to the state.

CAPABILITIES OF CENTRAL PRINTING

PRINTING SIZES- 3½ by 7 inches minimum

17½ by 22½ inches full bleed

18 by 23 inches maximum image

2 Color - Non Process 10½ by 16½ inches

BOOKLETS

From 6 to 9 to 11 by 17

With Tape Binding, Saddle Stitch, Perfect Binding

FORMS

Letterhead, Flyers, Pamphlets

Folding - Largest Size is 17 by 22 (2 fold) 8½ by 11

Letter Fold ½ Fold Up To 8½ by 14 inches

PHOTO LAB - Largest Original 26 by 38 inches

Reduction Ratios 7½% Reduction to 500%

Enlargement - PMT Quick Prints

Positives- Screen Dot Range from 85 line to 133 line

Largest Negative 14 by 17 inches, Mezzo and other tints

Plate Making 10 by 15 inches, 11 by 17, 11 by 18½, 21 by

PHOTOGRAPHY SERVICE- Medical Photography
OU Health Sciences Center

" will contract to provide photography services for state agencies"

TELEVISION - Oklahoma Educational Television Authority Facilities:

1. Television production capabilities in quad format both studio and remote.

2. Professional staff to design, produce and telecast television programs and public service announcements.

3. Broadcast time for programming and public service announcements that meet state-wide needs or implications.

OETA does not have 16mm film or 3/4" video cassette production facilities.

"It is very important for individuals not familiar with broadcast standards for television to contact us prior to undertaking production work or for making plans for telecasting programming or public service announcements that will involve us."

CENTRALIZED INFORMATION SUBCOMMITTEE

This committee investigated the feasability of establishing a central clearinghouse, organized a promotion for the states' information phone line, and researched promotional ideas.

RECOMMENDATIONS:

1. A Central Clearinghouse for publications and information is not feasable at this time due to the great amount of administrative time and expense involved.

2. The Capitol Straight Line be promoted as THE state information answer and referral service.

3. The Capitol Straight Line be continually observed and its future needs (personnel, equipment) be funded in accordance as a more efficient service to Oklahomans.

4. Further promotional ideas be explored. (Including action concerning the Pitney-Bowes slug, etc.)

5. A uniform State Stationery would detract from the individuality of each agency, yet the state seal should be considered for use on all agency publications.

PRESS RELATIONS SUBCOMMITTEE

This committee dealt with the people who work in state public information, their needs, their relationship with the news media, and the process in which Oklahoma government recruits information representatives. A Booklet which updates Agency Directors and Information People was created to help formulate better lines of communication. The committee also reviewed the 12-year-old Merit System Test for Information Representative and plans to play a part in its restructuring.

POLL RESULTS: A QUESTIONNAIRE SENT TO PUBLIC INFORMATION PEOPLE

* OF THE 97 PEOPLE POLLED, 60% HAD EDUCATION AND / OR EXPERIENCE RELATED DIRECTLY TO PUBLIC INFORMATION.

* OF THE 97 PEOPLE POLLED, 30% SPEND ALL (100%) OF THEIR TIME WORKING WITH PUBLIC INFORMATION.

* OF THE 97 PEOPLE POLLED, THE AVERAGE PERSON SPENDS 52% OF THEIR TIME WORKING WITH PUBLIC INFORMATION.

THE SURVEY ASKED EACH SPOKESPERSON FOR INFORMATION REGARDING REQUESTS FOR MORE TRAINING.

"I WOULD LIKE TO HAVE MORE TRAINING IN..."

The Largest Percentage Of Answers Referred To; Television PSA Production
Newsletter Production
Public Speaking
Photography
Personnel Management

A Seminar is in the planning stages and will be announced soon.

RECOMMENDATIONS:

1. More and Better communication is needed between state public information people and the press.

2. More training seminars be established, especially in the areas listed above.

3. A more valid and up to date Merit System Examination Be Constructed Immediately.

Oklahoma!

MASTER LIST OF STATE PUBLICATIONS

COMPILED BY THE PUBLICATION'S SUBCOMMITTEE
OF THE STATE PUBLIC INFORMATION INVENTORY COMMITTEE

1693

Oklahoma!

DIRECTORY OF
AGENCY DIRECTORS AND
PUBLIC INFORMATION REPRESENTATIVES

FORMULATED BY
THE STATE PUBLIC INFORMATION INVENTORY COMMITTEE

STATE OF OKLAHOMA
OFFICE OF THE LIEUTENANT GOVERNOR
211 STATE CAPITOL BUILDING
OKLAHOMA CITY, OKLAHOMA 73105

ECOMMENDATIONS FOR TELEVISION
EWS RELEASES

PRESS RELATIONS
SUBCOMMITTEE

. Not all Press Releases should be sent to local TV stations. Determine the news value any story you are considering sending to local TV stations.

A. As the average local newscast contains only about 15 minutes of actual news time, all stories should be:
1. Of great importance to the community as a whole or directed to a specific group.
2. Feature stories of human interest that would have wide appeal.
3. Any event that is strongly visual in nature.

B. Remember TV is a visual medium. Any story's chance of making the local news is greatly enhanced by a good visual message.

. If you have a story that meets the above guidelines, use the following tips in contacting local TV stations:

A. Send a press release or letter of explanation to the station one week to ten days in advance of the event.

B. Follow this up by calling the station news department's assignment editor the day before the event.

C. Scheduling of events can be of great help in getting a story covered. A story held in the morning between 9:00 and 10:30 a.m. will often make the noon news. All stations like to have as many film stories as possible on their noon news. An event held in the morning that might not make the 6:00 p.m. newscast would have a better chance making the noon sho

Events in the evening are not usually well covered unless they are of major importance. Most news department staffs are limited after 6:00 p.m. plus all local newscast repeat major national stories from the network. This greatly reduces the actual amount of news time available for local stories at 10:00 p.m.

E. Stories that can be covered between 11:00 a.m. and 4:30 p.m. have the best chance of maki the 10:00 p.m. newscast. This is usually the most watched newscast of the day. A story at 6:00 p.m. will reach the maximum audience.

F. In setting up events for coverage by TV remember photographers require room to set up cameras and lights. Adequate sources of AC power at the location are a tremendous help to the news crew.

G. Give thought to the form that coverage of your event might take. News conferences and interviews, although important, are not visually exciting. Try to think of suggestions for " B Roll Cover Film" (Illustrative film of action shown while an individual is talking). Set up these events before a lightly colored background that will not distract from the individual being filmed. Also, if possible, have a short biography available for use by the interviewer of any person not well known in the area.

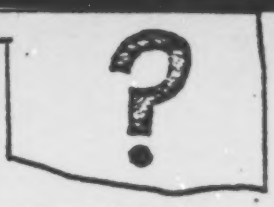
H. Be fair to all TV media in your area. TV news departments are highly competitive. Give all stations an equal opportunity to cover the story. Do not consistantly give a story to the No. 1 rated station. In television, No. 3 can become No. 1 in a very short time.

I. levsion has been shown to be today's most powerful medium in terms of audience impact. Any solid story of news value can and should be covered on television.

###

RECOMMENDATIONS FOR SPECIAL NEWS RELEASES
PRESS CONFERENCE CONSIDERATIONS FOR THE
RADIO BROADCAST MEDIUM

PRESS RELATIONS
SUBCOMMITTEE



THE FOLLOWING IS A LIST OF TIPS RELATING TO PUBLIC INFORMATION DISSEMINATION AND THE RADIO BROADCAST AREA OF THE PRESS.

1. Radio Broadcasters will want equal consideration with other media on receiving news releases or notice of news conferences. If a news story is appropriate for newspaper and/or television send it at the same time to radio broadcast stations.
   Let them make the decision on whether it can be used or not.

2. Be aware of radio stations news broadcast times. If you are dealing in a limited area, arrange releases/conferences to mesh with their prime news times.

3. Actualities, the recorded voices of people in the news, are the "life-blood" of most good radio news operations. They are to radio what film is to TV and pictures to newspapers.

PROCEDURE

A. When disseminating public information to the radio news media, be prepared to read a written release (already prepared) for recording.

B. Make a follow-up call to radio stations for the purpose of offering to tape over the phone a release that has already been mailed out.

C. Provide with the printed news release a short tape of the agency director or other person making an important point (should usually be between 10-20 seconds in length).

D. When there has been a guest speaker at a special event ask the radio newsperson if a short interview session for taping can be arranged following the event.

PITOL STRAIGHT LINE FACT SHEET:

FOR FURTHER INFORMATION, CALL:
MIKE BEST, COORDINATOR
RM. B-84, JIM THORPE OFFICE BLDG.
405-521-1601 OR 1-800-522-8555

BACKGROUND INFORMATION

The Capitol Straight Line began operations on Sept. 23, 1971, as a direct extension of the Governor's office. Originally called the Governor's Straight Line, it was generally regarded as dealing primarily with issues and problems in which the Governor was directly involved.

On July 1, 1975, The Governor's Straight Line became the Government Straight Line and was transferred from the Governor's office to the Dept. of Consumer Affairs. The name change and transfer were the result of a decision by Governor Boren's office that the scope of the GSL program should be expanded to provide for a more general government service associated with all areas of state government.

In August of 1977, a subcommittee of the Lt. Governor's Task Force on Public Information suggested the name change to Capitol Straight Line. This new name has obvious advantages. It directs the public to the capitol, the symbol of state government; also it is not as easily confused (as is the word "Government") with the past name of "Governor's" Straight Line.

PURPOSE/OBJECTIVES/SERVICES AVAILABLE

The primary purpose of the Capitol Straight Line is to provide within state government an information and referral service available to all Oklahomans. As a means of fulfilling that purpose, the CSL offers several services to callers.

(1) CSL refers a caller, after an explanation of his or her problem, to the telephone number or address of the appropriate state agency, office, or department for assistance

(2) CSL enables many long distance callers to remain on the line while a staff member chec directly with the appropriate state agency, office, or department for the requested information or assistance.

(3) CSL performs research that may be required if a caller's problem is complicated or unusual. The staff member then contacts the caller and informs him or her of the results of the investigation.

(4) Upon request of the caller, CSL relays by message the opinions or complaints of the caller to the office of any elected state official and/or to any state agency, office, or department.

(5) CSL mails to callers photocopies of legislation introduced and/or enacted into law during a current or immediate past session of the state legislature.

(6) CSL serves as a statewide contact point for callers who want to obtain information about the programs offered by various state agencies, offices, or departments.

Two of the most important objectives of the Capitol Straight Line are:

(1) to eliminate the frustrating "runaround effect" for a caller whose unfamiliarity with state government may result in his contacting several state offices before he reaches the proper one to assist him with his problem, and

(2) to provide a public relations service on behalf of state government as a whole by promoting an awareness among the general public that there is an office in state government whose exclusive concern is to expedite solutions to the problems of individual citizens.

OPERATIONAL INFORMATION

The Capitol Straight Line employs two full-time employees and one part-time employee. The CSL office is located in the basement of the Jim Thorpe Office Building (Room B-84). The Straight Line telephones, which are manned continuously from 8:15 a.m. - 4:45 p.m., Monday through Friday, are equipped with two lines (521-1601 and 521-1602) for the Oklahoma Ci dialing area and two toll-free lines (1-800-522-8555 and 1-800-522-8556) for long distance call

GEORGE NIGH
Lieutenant Governor

405 / 521-2161

STATE OF OKLAHOMA

OFFICE OF THE LIEUTENANT GOVERNOR

211 STATE CAPITOL BUILDING

OKLAHOMA CITY, OKLAHOMA 73105

October 13, 1977

To: Agency Directors and Public Information People

Re: Public Information Council
(An Unofficial Committee)

In May 1977, at the request of Governor David Boren, this office began an inventory of state public information. Through the creation of four subcommittees, various agency volunteers conducted a general study to determine the needs of public information in Oklahoma.

After compiling the research, the State Public Information Inventory Committee presented recommendations to the Governor at an October 11th meeting. At this presentation, Governor Boren requested the continued work of a permanent unofficial committee.

As a result I have created the State Public Information Council, whose purpose is a continued review of Oklahoma public information. Your support of this Council will help maintain strong lines of communication between state government and the public.

To those of you who have served the committee already, I extend my thanks. Your interest has helped solve many of the problems that face our information system.

Please feel free to contact John Reid of my staff who will continue as coordinator.

Sincerely,

George Nigh

George Nigh
Lt. Governor

1693

STATE OF OKLAHOMA
OFFICE OF THE GOVERNOR
OKLAHOMA CITY

DAVID L. BOREN
GOVERNOR

October 20, 1977

Dear Editor:

At the suggestion of the Lieutenant Governor's Task Force on Public Information, the Government Straight Line has been renamed the Capitol Straight Line. This change has taken place in the hopes of making the information and referral service more readily linked as part of the state government.

The Task Force which made this suggestion was composed of public information officers from all state government agencies. The group is continuing to meet to find ways of improving communication between the state and the public.

You can help in this task by utilizing the enclosed publicity materials concerning Capitol Straight Line. The Straight Line has been highly successful in the past, and it is my hope that as more citizens learn of its availability, the Straight Line will become even more utilized.

Thank you for your time. I appreciate your consideration of this material.

Sincerely,

DAVID L. BOREN

trick C. Ryan
Administrator

STATE OF OKLAHOMA
DEPARTMENT OF CONSUMER AFFAIRS
460 JIM THORPE BUILDING
OKLAHOMA CITY, OKLAHOMA 73105
TELEPHONE (405) 521-3653

COMMISSION
Edward J. Puckett
Chairman
Marjorie Downing
Daniel J. Fioroni
Shirley Harris
Anna Belle Wiedmann
H.E. Leonard
Ex-Officio

CAPITOL STRAIGHT LINE

NEWSPAPER PRESS RELEASE:

STATE INFORMATION SERVICE

DO YOU HAVE A QUESTION CONCERNING STATE GOVERNMENT?

IF SO, THE CAPITOL STRAIGHT LINE, OKLAHOMA'S STATE GOVERNMENT INFORMATION AND REFERRAL SERVICE, IS FOR YOU.

THE STRAIGHT LINE CAN BE REACHED IN OKLAHOMA CITY BY DIALING 521-1601. LONG DISTANCE CALLERS MAY DIAL TOLL FREE 1-800-522-8555. PHONES ARE MANNED BY EXPERIENCED PERSONNEL CONTINUOUSLY FROM 8:15 A.M. TO 4:45 P.M. MONDAY THROUGH FRIDAY.

THE EXCLUSIVE CONCERN OF THE CAPITOL STRAIGHT LINE IS TO EXPEDITE SOLUTIONS TO THE PROBLEMS OF INDIVIDUAL CITIZENS. ACCORDING TO MIKE BEST, COORDINATOR OF THE PROGRAM, NEARLY 80% OF THE CALLS CAN BE ANSWERED AS THEY ARE RECEIVED, WHILE THE REMAINING 20% MAY REQUIRE ADDITIONAL INVESTIGATION.

THE GOAL OF THE SERVICE IS TO LET OKLAHOMANS KNOW THAT THERE IS AN OFFICE IN STATE GOVERNMENT DESIGNED ESPECIALLY TO HELP ALLEVIATE PROBLEMS AND IMPROVE COMMUNICATION.

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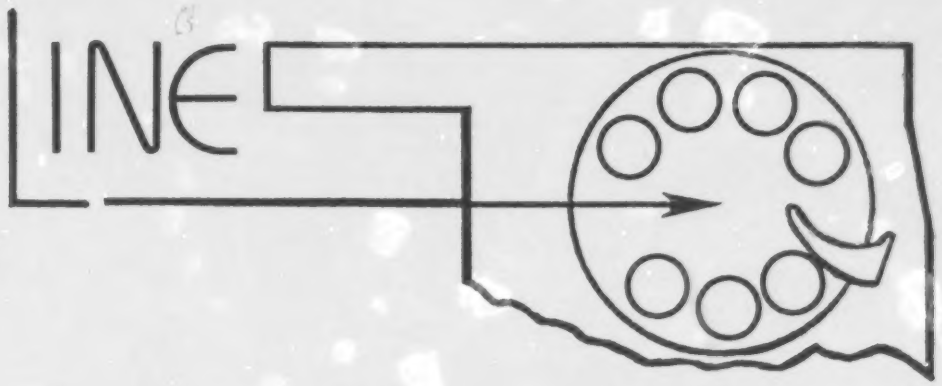
CAPITOL STRAIGHT LINE



Have a question concerning state government?
Give us a call - we're here to help

- *Need information?
- *Got a problem?
- *Got a comment?
- *Got a complaint?

CALL THE CAPITOL STRAIGHT LINE

Long Distance, Toll Free:

1-800-522-8555

In Oklahoma City:

1701 **521-1601**

OR

B. Letters and commentaries

F. Legislation and legal materials

G. Mailing lists

M. Studies, surveys and workshops

1702

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5/21/73

To
Mrs. Margaret T. Lane
Recorder of Documents
1515A Choctaw Drive
Baton Rouge, Louisiana 70805

OREGON STATE LIBRARY
State Library Building
Salem, Oregon 97310

SUBJECT:

DATE 11 May 1973

Message

I'm sorry to be so late with any information for you on our depository program. We are presently in the middle of a budget crisis that takes most of the time. I am sending what I have gathered so far and will send the rest as I can.

The depository laws, regulations are a little old. It is Miss Ebert's hope that we can update these during the next biennium.

SIGNED Marjorie Reeves
~~Marjorie Reeves, Assistant Director, Library Services Division~~

Reply

TO Marjorie Reeves, Asst. Director
Library Services Division
Oregon State Library

DATE May 23, 1973

Thank you for the Oregon materials. They will be useful even though they are not as up-to-date as you would like. I hope that the materials which our committee is collecting will be helpful to you if you revise your law and regulations. We will announce in "Documents to the People" when the state materials are deposited in the Library of the Council of State Governments Bureau.

SIGNED Margaret T. Lane, Recorder of Documents

SENDER: RETAIN YELLOW COPY; FORWARD BALANCE OF SET INTACT.
ADDRESSEE: REPLY IN PROPER SECTION; DETACH; SEND WHITE COPY TO SENDER; KEEP PINK FOR YOUR FILES.

CHAPTER 85.

AN ACT [S. B. 133.]

To protect quail and mongolian pheasants in certain counties in the State of Oregon, and fixing a penalty for violation thereof.

Be it enacted by the People of the State of Oregon:

Section 1. It shall be unlawful in the counties of Grant, Harney, Wheeler, Gilliam, and Umatilla, in the State of Oregon, to hunt, pursue, take, kill, injure, destroy, or have in possession, except for scientific or breeding purposes, or to sell or offer for sale, barter, or exchange any quail or mongolian pheasants at any time between the date of the passage of this act and the 1st day of January, 1912.

Section 2. Any person violating any of the provisions of this act shall be deemed guilty of a misdemeanor, and upon conviction thereof, for each and every offense, shall be subject to a fine of not less than twenty-five ($25) dollars, nor more than one hundred ($100) dollars, together with the costs of prosecution, or imprisonment in the county jail where the offense is committed, of not less than five days, nor more than thirty days, or both such fine and imprisonment, in the discretion of the court.

Filed in the office of the Secretary of State, February 23, 1907.

CHAPTER 86.

AN ACT [S. B. 136.]

To provide for the binding and distribution of public documents.

Be it enacted by the People of the State of Oregon:

Section 1. It shall be the duty of the State Printer, or whoever shall have charge of the state printing of the public documents of the State of Oregon, to print not less than four hundred and eighty nor more than the maximum copies provided by law, of the reports of each state officer, board or institution now or hereafter required to make such reports, and to deliver such documents, when printed, immediately to the State Librarian, who is declared to be the custodian thereof; *provided*, that the State Printer shall retain one hundred copies of the report of

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each officer, board or institution, which reports said State Printer shall arrange in sets, and, under the direction of the librarian, bind and letter such sets and shall then deliver such bound sets to the State Librarian; *provided*, that this shall not include the session laws and the reports of the Supreme Court.

Section 2. Upon the receipt of the unbound [bound] volumes the State Librarian shall deposit three sets in the state library, and shall place ten sets in reserve for the future needs of the library and to replace loss by fire or otherwise, sustained by any officer or institution named in this act, and shall then distribute as follows: To the Governor and Secretary of State one set each; to the library of congress, two sets; to the state, territorial or district library of each state, territory or district, one set each; to any foreign state or territory with which the library has or shall arrange for the exchange of publications, one set; to the University of Oregon, the Oregon Agricultural College and the librarian [library] commission, one set each; and to each public or normal school library as may be designated as public depositories by the library commission, one set.

Section 3. Of the unbound volumes of the reports of the state officers, boards and institutions, the librarian shall retain for transmission to each state officer and to each member and officer of the legislature a sufficient number of copies, deposit fifty copies in the library, and of the remainder he shall deliver upon request, to the officer, board or institution making the report such number as may be desired for exchange or complimentary distribution by such officer, board or institution.

Section 4. The State Librarian shall be charged with all deliveries made to him, and he shall receipt to the State Printer therefor, and distribute the same as herein provided, the surplus copies to be classified and stored by him in some room assigned for that purpose. Surplus copies of public documents for free distribution in the custody of the Secretary of State at the time when this act shall take effect shall be delivered by him to the State Librarian, who shall receipt therefor.

Section 5. The term "Public Documents," as used in this act, shall include the Governor's message, the legislative journals, the reports, regular or special, of the state officers and of any commission or commissions, or board or boards of the State, or of any person or persons authorized by law to make such reports.

Section 6. The State Librarian shall keep a record of all public documents received by him, showing the number of each received, the number distributed and to whom, and the number yet on hand, which record shall at all times be open to inspection. He shall biennially, in his report as State Librarian, report in detail the number of volumes and pamphlets received, the number distributed and the number yet on hand, and shall

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call attention to any shortage or wasteful surplus, and shall make recommendations with relation thereto.

Section 7. Of the Senate and House journals he shall deliver one set to each member of the legislature and the chief clerk, journal clerk, reading clerk and calendar clerk of each house of the legislature, during the session of which it is a journal; to each state officer one set, and to the state libraries and institutions for which provision is made in section 2 the same number as required in the distribution of the bound volumes of the official reports.

Section 8. The justices of the Supreme Court or a majority thereof may authorize such further distribution as they shall deem advisable, and may authorize the use of duplicate copies of public documents now in the library for exchange.

Section 9. All laws and parts of laws in conflict herewith are hereby repealed.

Filed in the office of the Secretary of State, February 23, 1907.

CHAPTER 87.

AN ACT [S. B. 143.]

To amend section 5544 of Bellinger and Cotton's Annotated Codes and Statutes of Oregon, relating to the curtesy estate of the husband in the lands of his deceased wife.

Be it enacted by the People of the State of Oregon:

Section 1. That section 5544 of Bellinger and Cotton's Annotated Codes and Statutes of Oregon be and the same is hereby amended so as to read as follows:

Sec. 5544. The widower of every deceased person shall be entitled, as tenant by the curtesy, to the use, during his natural life, of one-half part of all the lands whereof his wife was seized of an estate of inheritance at any time during the marriage, although such husband and wife may not have had issue born alive, unless he is lawfully barred thereof. Estates by the curtesy may be admeasured, assigned, and barred in the same manner that dower may be admeasured, assigned, and barred; and, as far as practicable, all other laws of this State applicable to dower shall be applicable, in like manner and with like effect, to estates by the curtesy.

Filed in the office of the Secretary of State, February 23, 1907.

Mail
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General Manager
State Accident Insurance Fund
Labor and Industries Building
Salem 97310

State Accident Insurance Fund
Metro Office
State Office Building
Portland, Oregon 97201

Executive Secretary
Board of Accountancy
Commerce Building
Salem, Oregon 97310

Director
State Board of Aeronautics
3040 25th Street SE
Salem 97310

Director
Department of Agriculture
Agriculture Building
Salem 97310

Information Representative
Department of Agriculture
Agriculture Building
Salem 97310

Executive Director
Alcohol & Drug Section
6th Floor, Henry Building
309 SW 4th Avenue
Portland 97204

Executive Secretary
Board of Architect Examiners
325 13th St. NE - Room 606
Salem 97310

Executive Secretary
Arts Commission
328 Oregon Building
494 State Street
Salem 97310

Attorney General
Department of Justice
Supreme Court Building
Salem, 97310

Executive Secretary
Board of Auctioneers
325 13th Street NE - Room 606
Salem 97310

Director
Office of Audio-Visual Services
General Extension Division
131 Coliseum, OSU Campus
Corvallis, Oregon 97331

Superintendent
Banking Division
Commerce Building
Salem 97310

Oregon State Bar
808 SW 15th Avenue
Portland 97205

State Board of Barber Examiners
State Office Building
Portland, Oregon 97201

Manager
Bartlett Pear Commission
601 Woodark Building
Portland, Oregon 97205

Executive Secretary
Beef Council
Imperial Hotel
Portland, Oregon 97205

Administrator
Oregon Commission for the Blind
535 SE 12th Avenue
Portland, Oregon 97214

Superintendent
School for the Blind
700 Church Street SE
Salem, Oregon 97310

Secretary
Capitol Planning Commission
P.O. Box 425
Salem 97308

Chewings Fescue and Creeping Red
Fescue Commission
1349 Capitol NE
Salem, Oregon 97303

Children's Services Division
516 Public Service Building
Salem 97310

President
State Board of Chiropractic Examiners
4445 Verda Lane NE
Salem 97303

Columbia River Gorge Commission
920 NE 7th Avenue
Portland, Oregon 97232

Information Services
Division of Continuing Education
1633 SW Park Avenue
Portland, Oregon 97201

Superintendent
Columbia Park Hospital & Training Center
400 East Scenic Drive
The Dalles, Oregon 97058

Director
Commerce Department
Commerce Building
Salem 97310

Consumer Services Division
Commerce Building
Salem 97310

Division of Continuing Education
Extension Hall Annex
University Campus
Corvallis, Oregon 97331

Commissioner
Corporation Division
Commerce Building
Salem 97310

Administrator
Corrections Division
2575 Center Street NE
Salem 97310

Superintendent
Correctional Institution
3405 Deer Park Dr. SE
Salem 97310

Secretary
Cosmetic Therapy Board
State Office Building
Portland, Oregon 97201

Court of Appeals
Supreme Court Building
Salem 97310

Executive Secretary
Oregon Dairy Products Commission
0123 SW Hamilton Street
Portland, Oregon 97201

Dairy Council
0123 SW Hamilton Street
Portland, Oregon 97201

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2/16

State Board of Dental Examiners
401 Oregon National Building
Portland, Oregon 97205

Superintendent
Eastern Oregon Hospital & Training Center
Box A
Pendleton, Oregon 97801

Administrator
Economic Development Division
1110 Yeon Building
522 SW 5th Avenue
Portland, Oregon 97204

Publications Editor
Department of Education
Lancaster Drive
Salem 97310

Superintendent of Public Instruction
State Department of Education
942 Lancaster Drive
Salem 97310

Educational Coordinating Council
4263 Commercial Street SE
Salem 97310

Director
Emergency Services Division
8 State Capitol Building
Salem, Oregon 97310

Administrator
Employment Division
Labor & Industries Bldg.
Salem 97310

State Engineer
1178 Chemeketa Street NE
Salem 97310

Executive Secretary
Engineering Examiners
325 13th Street NE
Salem 97310

Department of Environmental Quality
1234 SW Morrison Street
Portland, Oregon 97205

G
3/16

Legislative Administration Committee
8 State Capitol Building
Salem 97310

Legislative Counsel Committee
State Capitol Building
Salem, Oregon 97310

Legislative Fiscal Officer
Legislative Fiscal Committee
State Capitol Building
Salem 97310

Administrator
Oregon Liquor Control Commission
P.O. Box 22297
Portland, Oregon 97222

Superintendent
MacLaren School for Boys
Route 1, Box 37
Woodburn, Oregon 97071

Director
Marine Board
Agriculture Building
Salem 97310

Mass Transportation Division
312 Highway Building
Salem 97310

Executive Secretary
Board of Medical Examiners
620 SW 5th Avenue
Portland, Oregon 97204

Administrator
Mental Health Division
2570 Center Street NE
Salem 97310

Mental Retardation Services
2570 Center Street NE
Salem 97310

Adjutant General
Military Department
2150 Fairgrounds Road
Salem 97310

Executive Secretary
Minor Court Rules Committee
104 Highway Bldg.
Salem 97310

Director
Motor Vehicle Division
1905 Lana Avenue NE
Salem 97310

Director
Motor Vehicle Accident Fund
111 Labor & Industries Bldg.
Salem 97310

President
Naturopathic Examiners Board
1920 N. Kilpatrick
Portland, Oregon 97217

Nuclear & Thermal Energy Council
4263 Commercial SE
Salem 97310

Executive Secretary
State Board of Nursing
574 State Office Building
Portland, Oregon 97201

Secretary
Oregon State Board of Optometry
808 S. Main Street
Milton-Freewater, Oregon 97862

Orchardgrass Seed Producers Commission
1349 Capitol St. NE
Salem 97303

Administrator
Otter Trawl Commission of Oregon
250 36th Street
Astoria, Oregon 97103

Director
Board of Parole & Probation
2575 Center Street
Salem 97310

Warden
Penitentiary
2605 State Street
Salem, Oregon 97310

Administrator
Personnel Division
100 Public Service Building
Salem 97310

Board of Pharmacy
579 State Office Building
Portland, Oregon 97201

Secretary
Pilot Commissioners
State Office Building
Portland, Oregon 97201

Executive Secretary
Podiatrists Examining Board
State Office Building
Portland, Oregon 97201

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OREGON STATE AGENCIES

State Health Officer
State Health Division
914 State Office Building
Portland, Oregon 97201

Informational Representative
State Health Division
State Office Building
Portland, Oregon 97201

Librarian
Oregon State Health Division
Portland State Office Building
Portland, Oregon 97201

Chancellor
Oregon State System of Higher Education
P.O. Box 3175
Eugene, Oregon 97403

Manager
Highland Bentgrass Commission
Agriculture Building
Salem 97310

Highway Engineer
Highway Building
Salem 97310

Librarian
State Highway Division
Highway Building
Salem 97310

Director
Parks & Recreational Division
Highway Building
Salem 97310

Director
Traffic Engineering Division
Highway Department
Salem 97310

Director
Travel Information Division
Highway Department
Highway Building
Salem 97310

Superintendent
Hillcrest School of Oregon
2450 Strong Road SE
Salem 97310

Executive Secretary
Hop Commission of Oregon
Route 1, Box 92
Mt. Angel, Oregon 97362

1710

Superintendent
Oregon State Hospital
Station A
Salem, Oregon 97310

Housing Division
Commerce Building
Salem, Oregon 97310

Commissioner
Insurance Division
Commerce Building
Salem 97310

Portland Office
State Dept. of Insurance
State Office Building
Portland, Oregon 97201

Judicial Council of Oregon
Supreme Court Building
Salem 97310

Commission on Judicial Fitness
10015 SW Terwilliger Blvd.
Portland, Oregon 97219

Department of Justice
State Office Building
Salem, Oregon 97310

Information Representative
Bureau of Labor
Labor & Industries Bldg.
Salem 97310

Portland Office
Bureau of Labor
State Office Building
Portland, Oregon 97201

Director
Division of State Lands
502 Winter Street NE
Salem 97310

Executive Secretary
Landscape Architect Examiners
Commerce Building
Salem 97310

Law Enforcement Council
240 Cottage Street SE
Salem 97310

Secretary
Law Improvement Committee
109 State Capitol Bldg.
Salem 97310

Director
Secretary of State Elections
Division
State Capitol Building
Salem 97310

Secretary
State Board of Social Protection
State Office Building
Portland, Oregon 97201

Administrative Officer
Soil and Water Conservation
Committee
Agriculture Building
Salem 97310

Special Programs Division
320 Public Service Building
Salem 97310

Librarian
Supreme Court Library
Supreme Court Building
Salem 97310

Tax Court
106 State Library Building
Salem 97310

Oregon Technical Institute
Oretech Branch
Klamath Falls, Oregon 97601

Executive Secretary
Traffic Safety Commission
Public Service Building
Salem 97310

Transportation Department
307 Highway Building
Salem 97310

State Treasurer
Treasury Department
State Capitol Building
Salem 97310

Commissioner
Oregon Commission on Uniform
State Laws
Portland, Oregon 97204

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5/16

Commissioner
Oregon Commission on Uniform State Laws
800 Pacific Building
Portland, Oregon 97204

Joseph McKeown
Oregon Commission on Uniform State Laws
444 N. Fourth Street
Coos Bay, Oregon 97420

Librarian
University of Oregon Dental School
611 SW Campus Drive
Sam Jackson Park
Portland, Oregon 97201

Librarian
University of Oregon Medical School
3181 SW Sam Jackson Park Road
Portland, Oregon 97201

Director
Veterans Affairs
220 General Services Building
Salem 97310

Executive Secretary
Oregon State Veterinary Medical Examining Board
580 State Street
Salem, Oregon 97301

Administrator
Dept. of Vocational Rehabilitation
680 Cottage Street NE
Salem, Oregon 97310

Director
Water Resources Board
1158 Chemeketa Street NE
Salem 97310

Welfare Recovery Division
Labor & Industries Bldg.
Salem 97310

Administrator
Wheat Commission
305 SW 10th Avenue
Pendleton, Oregon 97801

Chairman
Workmen's Compensation Board
Labor & Industries Bldg.

G
6/16

Superintendent
Oregon State Police
Public Service Building
Salem 97310

Police Standards & Training Advisory Board
Executive House
325 13th Street NE
Salem 97310

Director
Population Research & Census Center
P.O. Box 751
Portland, Oregon 97207

Ports Division
129 Highway Bldg.
Salem 97310

Administrator
Potato Commission
2342 Commercial St. SE
Salem 97302

Manager
Processed Prune & Plum Growers Commission
Agriculture Building
Salem 97310

Public Defender
Labor & Industries Bldg.
Salem 97310

State Board of Psychologist Examiners
P.O. Box 3226
Salem 97302

Public Utility Commissioner
200 Public Service Building
Salem 97310

Public Employe Relations Board
430 Summer Street NE
Salem, Oregon 97310

Executive Secretary
Public Employees Retirement System
669 State Office Building
Portland, Oregon 97201

Administrator
Public Welfare Commission
400 Public Service Building
Salem 97310

Portland Office
State Public Welfare Commission
State Office Building
Portland, Oregon 97201

Executive Secretary
Racing Commission
State Office Building
Portland, Oregon 97201

Commissioner
Real Estate Division
Commerce Building
Salem 97310

Librarian
Department of Revenue
State Office Building
Salem 97310

Education & Information Section
Department of Revenue
State Office Building
Salem 97310

Chairman
Rogue River Coordination Board
331 NE B. Street
Grants Pass, Oregon 97526

Administrator
Ryegrass Growers Seed Commission
Agriculture Building
Salem 97310

Safety Division
Griffin Building
617 Chemeketa Street
Salem, Oregon 97310

Director
Salem Continuation Center
565 Capital St., NE
Salem, Oregon 97301

Director
State Scholarship Commission
1445 Willamette Street
Suite 9
Eugene, Oregon 97401

Clay Myers
Secretary of State
Capitol Building
Salem 97310

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OREGON STATE AGENCIES

Superintendent
F.H. Dammasch State Hospital
P.O. Box 38
Wilsonville, Oregon 97070

Superintendent
School for the Deaf
999 Locust Street NE
Salem, Oregon 97310

Executive Department
240 Cottage Street SE
Salem, Oregon 97310

Budget Division
Executive Department
240 Cottage Street SE
Salem 97310

Local Government Relations Division
Executive Department
240 Cottage Street SE
Salem 97310

Manager
Oregon State Fair
2060 Silverton Road
Salem 97310

Superintendent
Fairview Hospital & Training
Center
2250 Strong Road SE
Salem 97310

Executive Secretary
Oregon Filbert Commission
P.O. Box 23126
Tigard, Oregon 97223

State Fire Marshal
668 Church Street NE
Salem 97310

Director
Fish Commission of Oregon
307 State Office Building
Portland, Oregon 97201

Research Headquarters
Fish Commission of Oregon
17330 SE Evelyn
Clackamas, Oregon 97105

State Forester
Oregon State Board of Forestry
2600 State Street
Salem 97310

1713

Manager
Oregon Fryer Commission
Agriculture Building
Salem 97310

Executive Secretary
State Board of Funeral Directors
and Embalmers
503 State Office Building
Portland, Oregon 97201

Director
Game Commission
1634 SW Alder
Portland, Oregon 97208

Director
Department of General Services
General Service Building
Salem 97310

State Printer
Department of General Services
1225 Ferry Street SE
Salem, Oregon 97310

State Geologist
Geology & Mineral Industries
1069 State Office Building
Portland, Oregon 97201

Tom McCall
Governor
State Capitol Building
Salem 97310

Governor's Commission on Youth
312 Public Service Bldg.
Salem, Oregon 97310

Executive Secretary
Governor's Committee on Employment
of Handicapped
Department of Employment
417 Labor & Industries Building
Salem 97310

Chairman
Governor's Committee on Oceanography
State Capitol
Salem 97310

Sue Gordon, Chairman
Governor's Committee on Status
of Women
1633 SW Park Avenue
P.O. Box 1491
Portland, Oregon 97207

OREGON MAILING - EXCEPT STATE AGENCIES
* Indicates depository library

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Linn-Benton Community College
~~P.O. Box 249~~ Learning Resource Center
6500 S.W. Pacific Blvd.
Albany, Oregon 97321

* Albany Public Library
302 S. Ferry Street
Albany, Oregon 97321

Librarian
Bureau of Mines, Regional
P.O. Box 492
Albany, Oregon 97321

* Librarian
Southern Oregon College
1250 Siskiyou Blvd.
Ashland, Oregon 97520

* Astoria Public Library
450 Tenth Avenue
Astoria, Oregon 97103

Library
Clatsop Community College
Astoria, Oregon 97103

* Librarian
Baker County Public Library
2400 Resort Street
Baker, Oregon 97814

Librarian
Oregon Primate Center Library
Beaverton, Oregon 97005

Library
Central Oregon Community College
College Way
Bend, Oregon 97701

* Deschutes County Library
507 Wall Street
Bend, Oregon 97701

* Librarian
Coos Bay Public Library
525 West Anderson
Coos Bay, Oregon 97420

Library
South Western Oregon Community College
Box 518, Empire Station
Coos Bay, Oregon 97420

Corvallis Public Library
645 Monroe Street
Corvallis, Oregon 97330

* Library, Serials Dept.
Oregon State University
Corvallis, Oregon 97331

Comptrollers Office
Oregon State University
Corvallis, Oregon 97331

Central Lane Planning Council
1643 Oak Street
Eugene, Oregon 97401

Center for Advanced Study of
Educational Administration
University of Oregon
Eugene, Oregon 97403

Willamette National Forest
Attn: File Clerk
P.O. Box 1272
Eugene, Oregon 97401

* Eugene Public Library
100 W. 13th Ave.
Eugene, Oregon 97401

Library
Lane Community College
4000 E. 30th Avenue
Eugene, Oregon 97405

Bureau of Business Research
361 Commonwealth Hall
University of Oregon
Eugene, Oregon 97403

Bureau of Governmental Research & Service
University of Oregon
Eugene, Oregon 97403

* School of Law Library
University of Oregon
Eugene, Oregon 97403

* Serials Section
University of Oregon Library
Eugene, Oregon 97403

* Pacific University Library
2043 College Way
Forest Grove, Oregon 97116

Curry Public Library
Box 625
Gold Beach, Oregon 97444

* Librarian
Josephine County Library
506 NW 5th Street
Grants Pass, Oregon 97526

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Library
Rogue Community College
P.O. Box 638
3345 Redwood Highway
Grants Pass, Oregon 97506

Library
Mt. Hood Community College
26000 SE Stark St.
Gresham, Oregon 97030

* Librarian
Hillsboro Public Library
209 E. Lincoln
Hillsboro, Oregon 97123

* Hood River County Library
State Street
Hood River, Oregon 97031

* Klamath County Library
126 S. 3rd Street
Klamath Falls, Oregon 97601

Eastern Oregon College
8th and K Avenue
La Grande, Oregon 97850

* Librarian
La Grande Public Library
4th and Penn
La Grande, Oregon 97850

* Mr. Gary Strong, Librarian
Lake Oswego Public Library
Lake Oswego, Oregon 97034

* Librarian
Lake County Library
513 Center Street
Lakeview, Oregon 97630

* Linfield College Library
McMinnville, Oregon 97128

* McMinnville Public Library
300 N. Adams
McMinnville, Oregon 97128

* Public Library of Medford
and Jackson County
413 W. Main Street
Medford, Oregon 97501

Library
Clackamas Community College
2407 SE Oak Grove Blvd.
Milwaukie, Oregon 97222

* Librarian
Oregon College of Education
Monmouth, Oregon 97361

* Librarian
Malheur County Library
388 SW 2nd Avenue
Ontario, Oregon 97914

Librarian
Treasure Valley Community College
Weese Building
650 College Blvd.
Ontario, Oregon 97914

* Librarian
Clackamas County Library
999 Library Court
Oregon City, Oregon 97045

Library
Blue Mountain Community College
2410 NW Carden Ave., Box 100
Pendleton, Oregon 97801

* Librarian
Umatilla County Library
214 N. Main Street
Pendleton, Oregon 97801

Library
Bonneville Power Administration
P.O. Box 3537
Portland, Oregon 97208

Library
David Douglas High School
1500 SE 130th
Portland, Oregon 97233

Lewis & Clark College Library
0615 S.W. Palatine Hill Road
Portland, Oregon 97219

Library
Multnomah College
819 S.W. 6th Avenue
Portland, Oregon 97205

Multnomah County Library
801 S.W. 10th Avenue
Portland, Oregon 97205

Northwest Regional Educational Laboratory
400 Lindsay Building
710 S.W. Second Avenue
Portland, Oregon 97204

* Librarian
Oregon Historical Society
1230 S.W. Park Avenue
Portland, Oregon 97205

Librarian
Pacific Power & Light
Public Service Building

10/16

Library
Portland Community College
12000 SW 49th Avenue
Portland, Oregon 97219

* Law Library
Northwestern School of Law
10015 S.W. Terwilliger Blvd.
Portland, Oregon 97219

Supervisor of Libraries
Portland Public Schools
631 NE Clackamas
Portland, Oregon 97208

* Librarian
Portland State College Library
P.O. Box 1151
Portland, Oregon 97207

* Reed College Library
3203 SE Woodstock Blvd.
Portland, Oregon 97202

* Periodicals Department
University of Portland
5000 N. Willamette Blvd
Portland, Oregon 97203

* Douglas County Library
Courthouse
Roseburg, Oregon 97470

Library
Umpqua Community College
P.O. Box 967
Roseburg, Oregon 97470

Association of Oregon Counties
550 Winter, N.E.
Salem, Oregon 97301

League of Oregon Cities
1201 Court Street
Salem, Oregon 97308

Executive State Secretary
Oregon Association of Realtors
581 Union St. N.E.
Salem, Oregon

Executive Secretary
Oregon School Boards Association
1201 Court St., NE - Box 1068
Salem, Oregon 97301

* Salem Public Library
790 State Street
Salem, Oregon 97301

— U.S. Bureau of Public Roads
477 Cottage Street, NE
Salem, Oregon 97301

Librarian
* College of Law Library
Willamette University
Salem, Oregon 97301

* Willamette University Library
State Street
Salem, Oregon 97301

* Wasco County Library
722 Court Street
The Dalles, Oregon 97058

* Tillamook County Library
210 Ivy Avenue
Tillamook, Oregon 97141

— Willamette Basin Project Committee
388 21st Street NE
Salem, Oregon 97301

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OUT-OF-STATE MAILING

** Indicate exchange library
* Indicates Depository library

** Dept. of Library and Archives
309 State House
Phoenix, Arizona 85007

** General Library
University of Arkansas
Fayetteville, Arkansas 72701

** Documents Department
The General Library
University of California
Berkeley, California 94720

Institute of Governmental Studies
109 Moses Hall
University of California
Berkeley, California 94720

Documents Department
The General Library
University of California
Berkeley, California 94720

Documents Department
The University Library
University of California
Davis, California 95616

Library
Institute of Governmental Affairs
University of California
Davis, California 95616

** Los Angeles Public Library
Serials Division
630 West Fifth Street
Los Angeles, California 90017

Bureau of Governmental Research
Library
University of California
405 Hilgard Avenue
Los Angeles, California 90024

Government & Public Affairs
Reading Room
University of California
405 Hilgard Avenue
Los Angeles, California 90024

Government Publications Room
University of California Library
Los Angeles, California 90024

Acquisitions Librarian
School of Law Library
University of California
Los Angeles, California 90024

Assembly Legislative Research Service
Room 3194
State Capitol
Sacramento, California 95814

** Government Publications Section
California State Library
Sacramento, California 95809

Department of Water Resources
Western States Water Planning Library
204-3, 1416 Ninth Street
P.O. Box 388
Sacramento, California 95802

The Library
Government Publications Department
University of California
Santa Barbara, California 93106

** Document Library
Stanford University
Stanford, California 94305

Documents Division
University of Colorado Libraries
Boulder, Colorado 80304

** Reference Services Section
Colorado State Library
1362 Lincoln St.
Denver, Colorado 80203

** Connecticut State Library
231 Capitol Avenue
Hartford, Connecticut 06990

Mr. Aaron Fessler, Editor
Index to Current Urban Documents
Greenwood Publishers
51 Riverside Ave.
Westport, Connecticut 06990

Librarian
Public Documents Room
Yale University Library
New Haven, Connecticut 06520

Advisory Commission on Intergovern-
mental Relations
Room 712
1800 G. Street, N.W.
Washington, D.C. 20575

The Honorable Wendell Wyatt
House of Representatives
Washington, D.C. 20515

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The Honorable Al Ullman
House of Representatives
Washington, D.C. 20515

Honorable John R. Dellenback
U.S. House of Representatives
Washington, D.C. 20515

The Honorable Edith Green
House of Representatives
Washington, D.C. 20515

Honorable Mark Hatfield
Senate Office Building
Washington, D.C. 20510

Honorable Robert Packwood
Senate Office Building
Washington, D.C. 20510

U.S. Dept. of Health, Education and Welfare
Library, Room 1206
Washington, D.C. 20201

* Exchange and Gift Division
U.S. Library of Congress
Washington, D.C. 20540

Service Librarian
Legislative Reference Service
Library of Congress
Washington, D.C. 20540

** University of Florida Library
Documents Department
Gainesville, Florida 32603

Public Administration Clearing Service
University of Florida
Gainesville, Florida 32603

Reference Librarian
Florida State University Library
Tallahassee, Florida 32306

Documents Center
The University Library
Emory University
Atlanta, Georgia 30303

Library, Reference Department
Georgia State College
104 Decatur St., S.E.
Atlanta, Georgia 30303

** Documents Section
Georgia State Library
40 Capitol Square S.W.
Atlanta, Georgia 30334

** Serials Section
University Libraries
Georgia University
Athens, Georgia 30334

Division of Library Service
Department of Education
P.O. Box 2360
Honolulu, Hawaii 96804

Gregg M. Sinclair Library
University of Hawaii
Honolulu, Hawaii 96822

** Documents Section
Idaho State Library
325 W. State Street
Boise, Idaho 83702

** The Center of Research Libraries
5721 Cottage Grove Ave.
Chicago, Illinois 60637

Council of State Governments
1313 East 60th Street
Chicago, Illinois 60637

John Crerar Library
35 West 33rd Street
Chicago, Illinois 60616

Publications Division
Public Administration Service
1313 E. 60th
Chicago, Illinois 60637

Government Documents Division
University of Chicago Library
Chicago, Illinois 60637

Documents Section
Northwestern University Library
Evanston, Illinois 60201

Director - Illinois Legislative Council
State House - Room M9
Springfield, Illinois 63706

** Out-of-State Documents
Illinois State Library
Documents Unit, Archives Bldg.
Springfield, Illinois 62706

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OUT-OF-STATE MAILING

** Indicate exchange library
* Indicates Depository library

** Documents Division
University of Illinois Library
Urbana, Illinois 61803

Documents Department
The University Libraries
Indiana University
Bloomington, Indiana 47405

Documents Librarian
Indiana State University
Cunningham Memorial Library
Terre Haute, Indiana 47809

Government Documents Department
State University of Iowa Libraries
Iowa City, Iowa 52240

Documents Department
Forsyth Library
Fort Hays Kansas State College
Hays, Kansas 67602

** Kansas State Library
State House, 3rd floor
Topeka, Kansas 66612

Legislative Research Commission
State Capitol Building
Frankfort, Kentucky 40601

** State Documents Division
Serials Department
University of Kentucky Libraries
Lexington, Kentucky 40506

Interstate Loan Library
Council of State Governments
Iron Works Pike
Lexington, Kentucky 40505

Louisiana Recorder of Documents
1515A Choctaw Dr.
Baton Rouge, Louisiana 70805

* * Louisiana State Library
P.O. Box 131
Baton Rouge, Louisiana 70804

Louisiana State University Library
Acquisitions Division
Serials Department
Baton Rouge, Louisiana 70803

** Laws & Legislative Reference Library
Main State Library
State House
Augusta, Maine 04330

National Library of Medicine
Technical Services Division
8600 Rockville Pike
Bethesda, Maryland 20014

** Massachusetts State Library
341 State House
Boston, Massachusetts 02133

Acquisitions Department
Harvard Law School Library
Landell Hall
Cambridge, Massachusetts 01922

Littauer Center of Public Administration Library
Harvard University
Cambridge, Massachusetts 01922

** Serials & Documents Section
University of Michigan Library
Ann Arbor, Michigan 48104

** Michigan State Library
State Office Building
Lansing, Michigan 48913

** Library
Minnesota University
Minneapolis, Minnesota 55455

** Library-Serials Dept.
Documents
University of Missouri
Columbia, Missouri 65202

Documents Division
Linda Hall Library
5109 Cherry Street
Kansas City, Missouri 64110

** Documents & Serials Division
Montana State University Library
Missoula, Montana 59801

** Montana State Library
930 Lyndale Avenue
Helena, Montana 59601

** Acquisitions Department
Receiving Station
University of Nebraska Libraries
Lincoln, Nebraska 68503

** Nevada State Library
Carson City, Nevada 89701

1719

Government Publications Dept.
University of Nevada Library
Reno, Nevada 89507

** New Hampshire State Library
Concord, New Hampshire 03302

C. S. Hammond & Company
Maplewood, New Jersey 07040

Chief, Government Documents Dept.
Rutgers University Library
New Brunswick, New Jersey 08903

** State Library, Archives & History
Department of Education
State House Annex
Trenton, New Jersey 08625

Government Publications Division
University of New Mexico Library
Albuquerque, New Mexico 87106

** New York State Library
Gift & Exchange Section 2
Albany, New York 12224

State University of New York
(at Buffalo)
School of Law - Library
77 West Eagle Street
Buffalo, New York 14202

Head, Reference Services
Adelphi University Library
Garden City, Long Island, N.Y. 11530

Central Serial Record Department
Cornell University Library
Ithaca, New York 14850

Fordham University
Lincoln Square
New York, New York 10458

** New York Public Library
Division E
Grand Central Station
P.O. Box 2221
New York, N.Y. 10017

Syracuse University Library
State Documents Division
Syracuse, New York 13210

** Public Documents Division
Duke University Library
Durham, North Carolina 27706

BA/SS Division - Documents
University of North Carolina Library
Chapel Hill, North Carolina 27514

** Documents Division
Ohio State Library
65 S. Front Street
Columbus, Ohio 43215

Department of Library Science
Kent State University
Kent, Ohio 44240

** Oklahoma State Library
109 State Capitol
Oklahoma City, Oklahoma 73105

Documents Department
Oklahoma A. & M. College Library
Stillwater, Oklahoma 74075

** Serial Records Section
Pennsylvania State Library - Box 1601
Harrisburg, Pennsylvania 17126

Department of Public Documents
Free Library of Philadelphia
Logan Square
Philadelphia, Pennsylvania 19103

School of Law Library
Villanova University
Villanova, Pennsylvania 19083

** Rhode Island State Library
State House
Providence, Rhode Island 02903
-- South Carolina (see end of list)
Documents Section
University of South Dakota Libraries
Vermillion, South Dakota 57096

Acquisitions Department
East Tennessee State College Library
Johnson City, Tennessee 37602

** Tennessee State Library & Archives
State Library Division
Nashville, Tennessee 37219

** Legislative Reference Library
Texas State Library
Capitol Station
Austin, Texas 78711

** Utah State Library Commission
2150 S. 2nd W. Suite 16
Salt Lake City, Utah 84115

Librarian
College of Law
University of Utah
Salt Lake City, Utah 84112

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** Division of Documents
Vermont State Library
Montpelier, Vermont 05601

** Serials Section
Virginia State Library
Richmond, Virginia 23219

Government Publications Division
Victor J. Bouillon Library
Central Washington State College
Ellensburg, Washington 98926

** Documents Section
Washington State Library
Olympia, Washington 98501

Washington State Law Library
Temple of Justice
Olympia, Washington 98501

Washington State Legislative Council
Legislative Building
Olympia, Washington 98501

** Acquisitions Department
Washington State University Library
Pullman, Washington 99163

** Reference Document Assistant
Seattle Public Library
4th and Madison
Seattle, Washington 98104

Law Library
University of Washington
Seattle, Washington 98105

** University of Washington Library
Reference Division
Government Documents Section
Seattle, Washington 98105

The Library
College of Puget Sound
Tacoma, Washington 98416

Reference Librarian
Whitman College Library
Walla Walla, Washington 99362

** Documents Section
The Library
West Virginia University
Morgantown, West Virginia 26506

** Acquisitions Section
State Historical Society
816 State Street
Madison, Wisconsin 53706

Library
Environmental Protection Agency
Region X
1200 Sixth Avenue
Seattle, Washington 98101

Northwest Federal Regional Council
Library
Arcade Plaza Building
Room 5025
1321 Second Avenue
Seattle, Washington 98101

Wisconsin Legislative Reference Library
State Capitol
Madison, Wisconsin 53702

** Wyoming State Library
Supreme Court Building
Cheyenne, Wyoming 82001

Documents Librarian
South Carolina State Library
P.O. Box 11469
Columbia, South Carolina 29211

FOREIGN MAILING

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National Librarian (10¢)
National Library of Australia
Canberra, Australia

British Columbia Research Council (6¢)
3650 Wesbrook Crescent
Vancouver 167, B.C., Canada

State Paper Room (10¢)
British Museum
London, W.C. 1
England

Director (10¢)
Division of International Affairs
National Diet Library
Tokyo, Japan

Secretary General (6¢)
Pan American Institute of Geography & History
Ex-Arzobispado 29
Mexico 18, D.F.

Director, National Library Service (10¢)
Private Bag
Wellington, N.Z.

Gift and Exchange Section (10¢)
The Library
University of the Philippines
Diliman, Quezon City, Philippines

Secretary (6¢)
House of Representatives
Commonwealth of Puerto Rico
Capitol Building
San Juan, Puerto Rico

Chief Librarian (10¢)
Riksdagsbiblioteket
Stockholm 46, Sweden

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35 p.

A REPORT ON THE PRESENT CONDITIONS OF STATE PUBLICATIONS AND RECOMMENDATIONS FOR IMPROVEMENT AND CONTROL

A Report for the Legislative Administration Committee

Research and narrative by:

Ross R. Klutke
Research Assistant

1723

SUMMARY OF RECOMMENDATIONS

1. Establish a publications authority for the State of Oregon. Either:
   A. Publications Board, or
   B. Publications Director, or
   C. A combination of board and a director., or
   D. Elevate the State Printer and state printing to the level of an agency.
2. Consolidate all state printing operations under the charge of the state printer.
3. Establish a continuous review system for state publications under the publications authority.
4. "Gang" biennial and annual reports into related subject groups.
5. Require all state publications to bear a "financial report" on the inside front cover.
6. Cause all publications of the state to be "published" only by the State of Oregon as opposed to being published by individual agencies.
7. Establish a micropublishing facility under the control of the State Archivist.

INTRODUCTION

This report is made in direct response to Senate Joint Resolution 31, 1971 session.

SJR 31 directed the Legislative Administration Committee to "cause a study to be made of state agency publications that shall include but not be limited to those publications specifically required by law and shall report its findings and recommendations to the Fifty-seventh Legislative Assembly."

The resolution further required that the study "include publication format, distribution, cost of preparation including staff time, cost of printing and necessity other than legal requirement for the publication." An evaluation of the contribution of each publication to the public was also required.

President John Burns and Speaker Robert Smith, as chairmen of the Legislative Administration Committee appointed Senator George Eivers and Representative Fred Heard to a sub-committee to give direction and guidance to the study. Staff members were Robert Stevens, Legislative Administrator and Ross Klutke, Research Assistant.

The sub-committee and staff translated the above requirements into two goals, namely:

(1) To report on the present condition of the publications of the State, and

(2) To make recommendations which will improve and coordinate the publications of the State.

It is believed that this report meets the requirements and goals aforementioned.

Enrolled

Senate Joint Resolution 31

Sponsored by COMMITTEE ON RULES AND RESOLUTIONS

Be It Resolved by the Legislative Assembly of the State of Oregon:

During the 1971-1973 interim period:

(1) The Joint Committee on Legislative Administration is directed to cause a study to be made of state agency publications that shall include but not be limited to those publications specifically required by law and shall report its findings and recommendations to the Fifty-seventh Legislative Assembly.

(2) The study undertaken under paragraph (1) of this resolution shall include publication format, distribution, cost of preparation including staff time, cost of printing and necessity other than legal requirement for the publication. The study shall also include an evaluation of the contribution of each publication to the public, including significant information relating to the function or operation described therein.

CONCLUSIONS

As required by Senate Joint Resolution 31, 1971 Session, The Legislative Administration Committee has caused a study to be made of State agency publications. We have reported our findings and recommendations, as required. In addition, the research has given rise to the following conclusions.

(1) Response from State agencies on development costs generated the conclusion that, in general, agencies have no basic idea of the true cost of their printed materials.

Eight agencies or divisions made no attempt to indicate how much time and money was involved in the production of publications. Several other agencies reported that developmental costs reported were merely estimates, as no records had been made of actual time involved or of the salaries of the compilees.

This is not to advocate the additional time and expense of keeping such detailed records, but only to point out the above conclusion; namely, that without knowing how much time and salaries are involved, agencies cannot know the true cost of their publications.

(2) Most State publications are written over the heads of their intended audience.

Figures obtained from the Center for Population Research and Census indicate that 40%, or nearly 1 of every 2, Oregonians 25 years and older, have not finished high school.

Included in the research was a study of the reading difficulty of State publications. State average, for all publications, excluding the ORS, and other "Law" documents, was 13.93. Translated, this figure means that 2 years of college are needed to adequately understand the material. Only six agencies (see graph entitled, "Readability scored for State publications by agency") had overall average reading levels below high school graduate degree of difficulty. Eighty-eight percent of the agencies studied had overall reading difficulty averages above high school graduate levels.

The graph also points out that the six agencies with the lowest reading difficulty scores are not those most likely to deal with non-high school graduates. Reading difficulty levels for those agencies most likely to deal with the non-graduate are as follows:

Public Welfare	12.69
Bureau of Labor	13.86
Veteran's Affairs	15.14
Employment Division	15.87

As already pointed out in the discussion on methods, these are depressed scores.

An established publications authority should not only give consideration to cost and quality of State publications, but also to how well the publication meets the needs of its intended audience.

(3) Distribution of publications is determined by the originating agency, and is therefore, uncontrolled insofar as state policy is concerned.

PROPOSALS AND RECOMMENDATIONS

RECOMMENDATION: Establish a publications authority for the State of Oregon.

The management of state publications falls into two categories; (1) management of the content, amount and distribution of materials that are published, and (2) an appropriate agency having authority and responsibility to get the job of state printing done most economically.

The first category can be accomplished by establishing a publications authority. This authority should be structured to provide guidance, prevent overlapping, monitor publications, approve proposed publications, and if desired by agencies and the legislature, coordinate research. The authority could also provide professional skills to effectively meet the common needs of all state agencies.

Management of state publications may require an entirely new approach as opposed to merely modifying the existing structure. Major responsibilities for the authority and it's staff would include:

(1) Control over publishing of materials of all state agencies, except the legislative and judicial branches.

(2) Greater responsiveness to agencies' needs by supplying professional staff.

(3) Establishing guidelines on duplicating for all state agencies.

The following alternatives are proposed for the organization of the publications authority:

(A) A Publications Board: to meet with the state printer to establish or advise on guidelines on publications, their necessity, purpose, format, quality, distribution, readability, etc.

This board could be either advisory or controlling. An advisory board would have the disadvantage that the guidelines would not necessarily have to be followed by state agencies. At present, although state law (ORS 282.030) permits the Department of General Services to "revise or abridge" copy submitted by agencies for reasons of economy because the present law is permissive rather than mandatory, no such editing is actually done. The department has assumed a hands-off policy due in part to inadequate statutory authority to enforce the department's editorial function.

If the board were a control board, its policies would be mandatory-concentrating authority and control over all publications of the state.

* Page outlines the proposed membership and responsibilities for a publications board. It should be noted that if a publications board is adopted, the Director of General Services may be a member of the board -- a possible conflict of interest.

(B) Publications director: An individual, appointed by the Governor, of recognized management and journalistic ability and experience, who would be responsible for establishing control and guidelines for state publications.

The director should also be given power to authorize or prevent publications of all state agencies except those of the legislative and judicial branches. The state printer would serve as his technical director and advisor. This alternative has the advantage of keeping the authority for state publications within the Executive Department.

(C) A combination of a board and a director:

(1) A director, appointed by the governor, with authority as indicated in alternative (B).

(2) An advisory board. (See section entitled "Proposed publications board, Page *)

* refers to pages in complete report (7)

This alternative requires specific authority for the state printer in terms of control of format, content, distribution and the form in which a document is published.*

RECOMMENDATION: Consolidate all state printing operations under the charge of the state printer.

Category (2) in the management aspect of state publications requires "an appropriate agency having authority and responsibility to get the job of state publishing done most economically."

Since state printing is a service function to other state agencies and ultimately to the public, long range plans in the area of printing must be coordinated with plans developed by other agencies.

It is interesting to note that three different studies, including the Management 70's report, either recommend or imply that centralization of responsibility for printing is to be desired, and will result in better control and services.

In recommending legislation concerning the printing operations, consideration should be given to eventual consolidation of all state printing in one location. Control would naturally be increased. In addition, consolidation of operations would lend itself readily to multi-shifting operation and expansion of available services, which would improve responsiveness to agencies' needs. Concentrating the flow of funds in this way will also provide an opportunity for the state to take increased advantage of new methods and technology in the printing field.

*Regardless of the alternative adopted, the controlling position should also have authority either to print or micropublish any given document.

Recommended guidelines and procedures would be established by the board. The director would have the responsibility for carrying out the will of the board and for actual control of state publications. This recommendation has the greatest potential for actual control. By reserving the authority for guidelines and procedures to a board, rather than leaving it with a single individual, the probability of control is strengthened. In other words, it is harder to bring pressure on a group than on an individual.

(D) Elevate the State Printer and state printing to the level of an agency.

(1) Provide an advisory board to cooperate with the state printer in establishing guidelines, format, etc., for state publications.

(2) Provide the state printer with authority to control state publications.

This alternative would remove the state printer and central duplicating from the Department of General Services and provide statutory authority to control publications.

To raise the printing section to the level of an agency, would make the state printer equal to other department heads in state government, and as executive officer of the state printing agency, allow him more clout in terms of what he will or will not print. The corollary is to make the office appointive, (by the Governor) while retaining the requirements of printing knowledge and demonstrated business acumen.

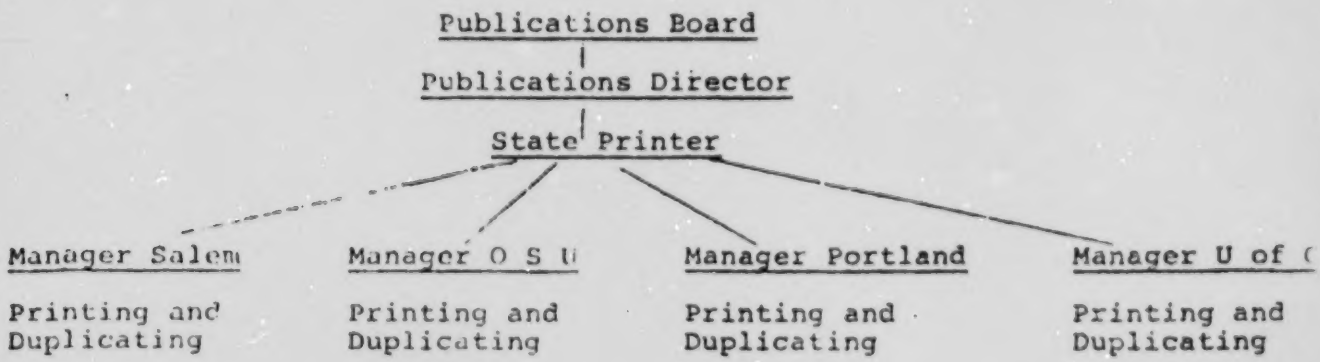
Establishing a separate agency would fly in the face of precedent. The printing activities of the state have rested with the Department of General Services or its antecedents since at least the 1920's.

Initially, university presses were established to serve as part of the educational process. The presses no longer operate as journalistic labs. Therefore, maintainence of printing plants on the campuses is unnecessary for learning activities.

The state system of Higher Education and the State Printer generally act independently, with duplication of effort and equipment except in emergencies.

The intermediate step is to consolidate state printing under the charge of the state printer; i.e., make the state printer responsible for all state printing, regardless of where it is produced. This can be accomplished by placing the various presses under managers, hired by and responsible to the state printer. Central duplicating services should be provided on the campuses, under the control of the state printer.

An organizational system would look like this:



Certainly the greatest opposition to increased control over publications and the printing plants will come from the agencies themselves--arguments will be based upon job interference, censorship, and inadequate response to needs.

The counter argument to the first two points is the right to control, especially in areas that have been abused. While abuse may not be overt, many of the agencies can be justly accused of poor judgement, or "public-relations" instead of "reporting", and of spending too much money and time in their publications and reports.

In response to the third point, two areas of printing must be considered; (1) Central duplicating, which must offer quick and inexpensive service to all state agencies, usually with a 24-hour response to request, and (2) Central Printing, which must offer jobbing ranging from business cards to long-run forms, publications and brochures.

Adoption of the above recommendation will increase the potential response to agencies' needs, including those of the Legislature.

RECOMMENDATION: Establish a continuous review system for state publications within the publications authority.

The question of establishing "need" for publications is thorny at the least. Certainly, things that are not needed should not be published, but the ability to write legislation which would cover all agencies in terms of "need" of various publications would be very difficult. Determination of "need" may be accomplished more efficiently by establishing a continuous review system within the State Printer's office, or under the direction of the Publications Board, which would constantly review proposed publications against guidelines as to what should or should not be published, retention and destruction schedules, elimination of unnecessary or duplicated material, and control of non-standard specifications. The State Printer should be granted, one way or another, the authority to question the need of any publication and to turn to the Board or statutory authority for support or direction when he meets with unreasonable demands or resistance to his recommendations.

RECOMMENDATION: "Gang" biennial and annual reports and related subject groups.

The need for reports involves a broad-based philosophy of accountability to the public and the Legislature. The principal reason for reports is their use, and the use of the report should dictate the content.

In general, sections of the ORS delaying with reports and publications have been written as parts of larger bills dealing with the creation or modification of agency of the state. Consequently, there are varying requirements regarding the size, schedules and content of annual and biennial reports.

For example, fourteen agencies must report to both the Governor and the Legislature. Looking at the same statutes in another way, five agencies must make annual reports to the Legislature while nineteen make annual reports to the Governor. Twenty-four biennial reports are required for the Legislature, while biennial reports to the Governor number seventeen.

In some cases the statutes spell out, in detail, what reports must contain, while in other instances, agencies are to report "information and materials that are considered by them to be necessary . . ." One hundred eighty-seven sections of the ORS deal with reports and publications. The 1971 session repealed sixteen sections and added or amended twenty-seven sections that in some way dealt with reports and publications.

The fact is clear that there is no consistency to the collective laws dealing with reports and publications.

* See Appendix I, page for a list of ORS sections dealing with reports and publications, and a synopsis on required reports.

The following steps, if implemented, will serve to carry out the above recommendation:

(1) Require all state agencies to make biennial reports.

(2) Appendix II offers two alternative ways for ganging reports.

(3) Only agencies shall make reports. Agency heads should be required to maintain a watch over and bear responsibility for divisions and subdivisions, licensing boards, commodity commissions, etc.

(4) Each agency to be limited to 3000 words of copy per report, with an additional allowance of 600 works per major statutory division. Financial statements, graphs and charts, etc., may be added as appendices.

(5) Each agency shall appoint one person to an "editorial board" for compiling the report of the respective grouping of agencies. This board shall have responsibility for preparing and presenting biennial reports to the publications authority for review and publication.

(6) Each agency shall report, as applicable, funds received, identifying sources of funds, i.e., General Fund, Federal grant, other grant, etc., and expenditures of all funds including General Fund expenditures, grants, etc.

In addition, each agency shall report:

(a) a brief history of the agency and a description of its functions and objectives,

(b) a report of the status of each major program,

(c) program projections including both short and long-range goals and objectives,

(d) operational problems, i.e. organizational, fiscal, legal, personnel, etc., and other factors which affect the service rendered by the agency.*

* As presently required by Executive Order No. 67-20 (Amended 28 March 68)

RECOMMENDATION: Require all state publications to bear a "financial report" on the inside front cover.

This report would state, "Prepared and printed by the State of Oregon at $_____ per copy. Total cost for this publication $ _____. (Total cost would include estimated time for various people involved, cost of materials, printing and binding and estimated postage.)

RECOMMENDATION: Require all state publications to be "published" by the State of Oregon as opposed to being published by individual agencies.

This recommendation, if carried out, will serve to prevent "empire building" in terms of reports and publications among the various agencies of the state.

RECOMMENDATION: Establish a micro-publishing facility under the control of the State Archivist.

Micropublishing has three immediate advantages over hard copy. It is cheaper to publish and copy, takes less space, and in addition, desired information can be retrieved more easily and quickly.

The most immediate application of micropublishing would be research publications and reports of limited distribution. More long range utilization can be seen in terms of a computer-connected information system for the legislature and other branches of state government.

Cost is perhaps the most important consideration in whether or not to establish a micropublishing facility. For example, a 200-page report of 150 copies in a "report binding" would cost approximately $375.00 to have printed. If more copies are needed at a later date, they must be made at the rate of 3 to 11 cents per page for Xerox copies, or at the expense of reprinting the entire report, which, if the original plates are no longer available, will cost the same as the original run.

To micropublish the same report on microfiche would cost approximately 2¢ per page for the original copy. Total cost to micropublish the same 200-page report of 150 copies would be about $35.25, or a savings of $339.75 for one report. Single pages of the report can be reproduced on 8 1/2 X 11 paper (a xerox-type process) for about 8¢ a page.*

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* Information derived from a paper entitled Bold Decision, by Edwin C. Pomranka, and from J. D. Porter, State Archivist.
(SEE APPENDIX III, page)

In the present Archives budget for 1973-75, requests have been made for some additional equipment. Consequently, further equipment requirements, if the Archives budget is approved, are a roll-to-roll duplicator and microfiche printer and processor. Cost of these two items is $10,600.00. Approval of the Archives budget and the inclusion of these two pieces of equipment will enable the Archives to function as a micropublishing facility.

How much money can be saved by micropublishing? To answer this question, 57 research documents from agencies (published during the 1969-1971 biennium) were surveyed, with these results:

Total printing cost:	$18,830.43	
Postage:	2,190.40	FOURTH CLASS
total	$21,020.83	
Total pages:	2,918	
Ave. pages:	51	
Total number of items mailed:	13,690	FOURTH CLASS

Of the 1199 publications surveyed during this study, 172 publications were classified as research documents, and 240 publications were reports of one kind or another. This amounts to 412 documents or 34.4% of the total publications of the state during the period studied. While not all of these publications would be suitable for micropublishing, 50% is not an unreasonable estimate. Therefore, the following figures are projected on 200 documents, as being suitable for micropublishing during the next biennium.

PRINTING:	Estimated cost 200 items:	$66,070.00	
	Estimated postage (to mail an estimated 48,034 items)	7,685.44	FOURTH CLASS
Estimated total for postage and printing:		$73,755.44	

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MICROPUBLISHING:

Estimated cost 200 items:	$ 8,055.10	
Estimated postage:	3,642.72	FIRST CLASS
Estimated total for micro-publishing and postage:	$11,397.82	
Difference:	$61,857.62	

The state Archives has budgeted $17,347.00 for equipment and manpower for 1973-75. Additional equipment $10,660.00. These figures come to $28,007.00 Potential savings to the state for the 1973-75 biennium is $33,850.62. Additional hidden savings will be mentioned later.

Microfiche has the disadvantage of requiring a mechanical reader. However, many agencies have readers available already. A partial survey of state agencies revealed that the following equipment is available:

	Readers	Reader-printers
Employment	410 (some portable)	
Education	11 (9 portable)	1
Welfare	45	1
Revenue	11	
Transportation	1 (portable)	
Motor Vehicles	2	
Veteran's Affairs	5	

(In addition, the Highway division and the Department of Commerce have budgeted for one reader each.)

Microfiche readers are available in light-weight (under 5 pounds) portable units for around $65.00. Good light-weight portables cost around $100.00.

PROPOSAL: What Should Be Required Of Agencies?

1. Biennial Reports--(as already discussed) with staggered dates for publication. In addition:
   A. Reports should contain projected needs for the following biennium so that a secondary report is not required when the legislature meets.
   B. Schedule: Reports to be made in even-numbered years. (Odd year's printing is taken up by legislative needs.)
      1. March- Natural Resources (to printer by Feb. 10)
      2. June- Human Resources (to printer by May 10)
      3. Executive A & B (to printer by Aug. 10)- September
      4. December- Revenue Resources (to printer by November 10)
2. Other Publications
   A. Legal - Laws of Oregon, Agencies' Rules, etc., Required Reports, etc.
   B. Necessary publications - Motor Vehicle Law, Boating regulations, Employment, Intra-agency rules and methods, etc.
   C. Educational - "How to" publications, etc.
   D. Research Reports - it is assumed that most research reports, especially those of the Water Resources Board, Game Commission, Fish Commission, State Land Board, etc., should be micropublished , depending on number of copies and distribution.

3. Each agency should provide the State Printer with estimated requirements and schedules for printing, on an annual basis.

FINDINGS

Major findings are as follows: For the period studied, there were 1,199 publications. Ninety-one publications were required by law. Total cost was $3,643,159.49 and total time invested came to 265,889 hours. In all, 63,538 pages of material were printed.

Average cost per publication, including development as well as printing, was $3,038.50, the average publication is 53 pages long, cost $57.30 per page and took 222 hours to prepare and compile.

11,485,186 copies were produced or an average of 9,560 copies per publication. This amounts to an average cost per copy of $0.32.

As will be noted below, averages were forced up by a few very expensive publications.

What is being published?

During the period of this research 1,199 documents were studied and evaluated.

These publications were classified into several broad categories. There were 240 reports, which includes annual reports, budgetary reports, research progress reports and federal project reports. There were 172 documents classified as research papers. These included reports on water resources, mineral resources, environmental problems highway construction, and research on fish and game. The largest category, with 509 publications in the group, was public information. Included in the public information group were promotional materials

such as those produced by SAIF and the State Fair, tourist information pamphlets produced by the Department of Forestry, the Fish and Game Commission, and the Travel Information Division of the Highway Division. Other materials in the public information group were the pamphlets and brochures that various agencies produced to explain their functions to the public.

The four other categories included educational materials, internal regulations, periodicals, and law, rules and regulations. In the law, rules and regulations category, agencies produced 113 titles in active use during the period of the study. These materials included reprints of specific sections of the ORS, as they apply to the function and area of responsibility of individual agencies, fish and game regulations, motor vehicles manuals, and agencies' rules. On the other hand, in the internal regulations category with 27 publications, such things as the agricultural Brand Book, highway construction bidding specifications and procedures, welfare eligibility, and sale regulations on surplus property of the state, were included. The educational category had 86 publications. They included "how-to-do-it" publications of the Extension Division of Higher Education, Fish and Game Commission and Health Division. Also included in this class of publications, were the economic growth statistics published by the Executive Department, and information on the use of forest products, published by the Forestry Department. The last category, periodicals, numbered 52 publications. Many agencies for example, SAIF, Workmen's Compensation, Health Division, Geology and Mineral Industries, Forestry, Game, and the Bureau of Labor, publish weekly or monthly newsletters. Other publications in this category included the Oregon Law Review, The Ore Bin, The Monthly Accident Summary, and What's New, published by the library.

Cost and time

Total cost for the publications studied was $3,643,159.49. This averages to a cost of $3,038.50 per publication, and $57.30 per page.

As previously noted, this average is well above the median, driven up by a few expensive publications such as the Oregon Comprehensive Health Plan, published by the Executive Department, Income Tax Abstracts, by the Department of Revenue, the Voter's Manual, by the Secretary of State and Oregon's Long-Range Requirements for Water, by the State Water Resources Board. Estimating average cost per publication, after leaving out the above, gives an average cost of $1,760.00 per publication, and $37.07 per page.

Three things were considered in compiling cost information; printing, postage, and time in development. The total cost estimate is believed to be on the low side of what the state is actually spending on publications at the present time. The low estimate is due to the following reasons, which the researcher had to contend with in compiling data.

First, the definition of publication used for this study eliminated much of the materials produced in central duplicating, e.g., interoffice memos, news releases and other materials of few copies or only one page. The second reason has to do with the response from the agencies. Some agencies, such as the Commission for the Blind, The Capitol Planning Commission, some divisions of the Department of Higher Education, Mental Health Division, Welfare Division, the Public Utilities Commission, Racing Commission, State Scholarships Commission, Travel Information, and the Commission on Uniform State Laws did not report time involved in the development of their publications. These agencies

account for 22.8% of the total publications of the state.

The third reason for the inaccuracy in the cost estimate was ambiguous financing on some research publications. It is not known how many of thse publication are financed completely or in part by federal monies. On materials where even part of the cost was born by the federal government, most agencies involved indicated only that the publication was paid for out of federal funds.

The agencies estimated that 265,900 hours were spent in development of publications. For the most part, this figure excludes time spent by persons in research who are not members of the orginating agency. This comes to 33,250 man-days or1500 working man-months spent in developing just the state publications we studied. Eight of the 56 agencies and divisions studied, or 14.2%, did not report time involved in the productions of their publications.

Some recovery is made by a few agencies on materials they sell. This totals $86,500.00 or 2% of the total cost. See Appendix V, for a complete rundown.

Only 69 publications , 2.3% of the total, were"penalized"for excessive cost.

Publication format

In general, agencies follow a standard publications format. Major variations are those dictated by the purpose of the publication. All reports to the Governor and the Legislature are to be prepared in standard typescript, double spaced, on 8 1/2" X 11" paper. (Executive Order 67-20). Research documents also follow this prescription.

Law, and rules and regulation materials, eductional, and public information publications revealed the greatest differences in size and publication format.

The principle question we asked was, "How functional are the publications?" SJR 31 asked if there was, "significant information relating to the function or operation described therein?" Consequently, one of the questions asked on our "Impact Evaluation" concerned funtionability. As previously noted, we penalized publications that were ambiguous.

Only 1% (13) of the 1,199 publications studied were penalized due to difficulty in finding the information the publication purported to provide. In general, desired information was easy to get at, if it was contained in the publication to begin with.

Necessity and Evaluations

SJR 31 required a report on "necessity other than legal requirement for . . . publications." Also required was an "evaluation of the contribution of each publication to the public . . ."

For the most part, only annual or biennial reports are required by the Oregon Revised Statutes. Other publications have varying degrees of necessity. For instance, of high priority would be such items as the Voter's Manual, the Oregon Game Code, and the state telephone book

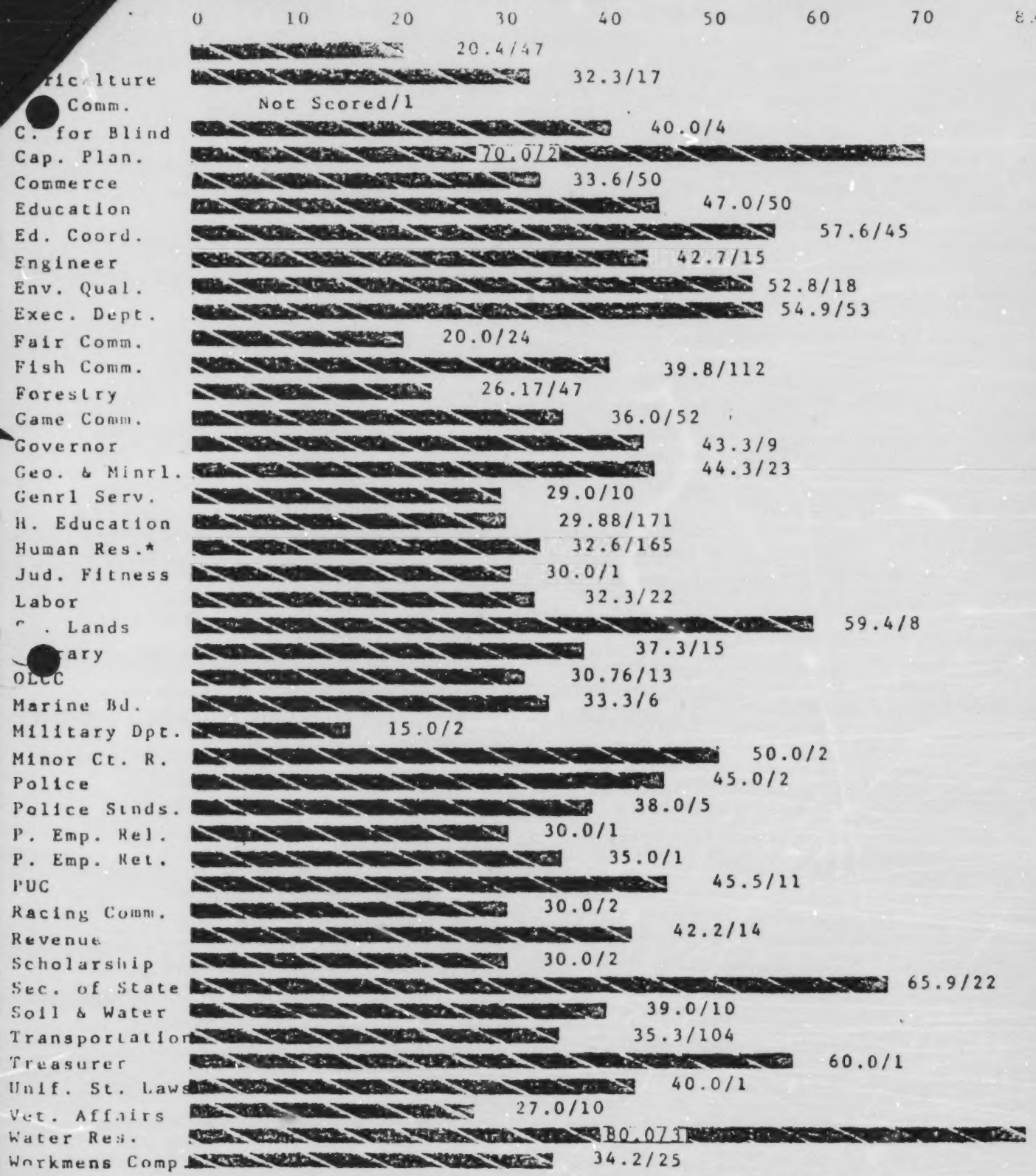
But how can the necessity of such titles as Patient Transfer, put out by the Health Department, Oregon Quality, published by the Governor's Office, or Illustrated Fatals, by the Workmen's Compensation Board, be established?

No report or publication is worthless or unnecessary. To someone, somewhere, each state publication has value. Consequently, no judgement was made as to what should or should not be published. Rather let the "values" we arrived at speak for themselves, especially the individual evaluations of each publication. The files containing the individual evaluations have been retained and will be available for inspection in the Legislative Administration office until the end of the 1973 Session. A graph, "Value scores for State publications by agency" is reproduced on the following page.

As the reader has already surmised, our Impact Evaluation was weighted towards government use. Value scores for those publications that make recommendations, establish programs, and give rise to improvements of service ran higher than scores for publications that were only informational or promotional.

Average scores for all state publications (on a scale from 1 to 100) was 39.93. There were three publications that scored 100. Five publications scored as low as 10. Individual agency averages are included in the graph titled, "Value scores for State publications by agency". It should be pointed out that these scores represent an "earned" score in a weighted system. (Where highest scores went to those publications affected the broadest population, both governmental and private, with penalities for high cost, difficult reading and poor utility.)

VALUE SCORES FOR STATE PUBLICATIONS BY AGENCY



Note: typewritten numbers indicate value score/number of publications.

*Not including Mental Health Div.

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Distribution

In terms of the distribution, we asked two questions: "For whom was the publication produced?" "To whom was the publication distributed?" In general, agencies indicated that answers to the two questions were the same.

One possibility overlooked in the beginning of the study was to find out how many copies of publications agencies had in stock.

It is believed that agencies try to save money on expensive publications, that is expensive in terms of development cost, by causing only the minimum copies to be produced. This is backward thinking. Why not, if a publication has already cost, say $100,000 in research and development, spend $200 more to insure adequate copies to meet the demand? We received information on approximately 80 publications for which there were no copies available.

ORS 182.070 requires 25 copies of technical publications and 75 copies of all other publications to be delivered to the State Library, unless another number is agreed upon by the State Librarian and the originating agency. The Oregon State Librarian has established an excellent trading program with other western states. This in time adds substantially to the government records collection in the State Library. Unwillingness on the part of some agencies to distribute the required copies to the library puts the above program in jeopardy.

One agency, The Health Division, has made some effort to control distribution of the Oregon Health Bulletin. Printed on the back of each "bulletin" is a request to inform the Health education section if the publication is no longer desired by the addressee.

One problem agencies face in gleaning their mailing lists is the computerized addressograph now in use. Since only three lines can be included in the address , it is impossible to determine the company affiliation or the status of individuals on the mailing lists.

Over-Lap

Overlapping of materials doesn't loom as a major factor in the production of state publications. Nonetheless , it does exist. For instance, SAIF publishes Safety Central, while Workmen's Compensation is publishing Safer Oregon and Illustrated Fatals Both the Bureau of Labor and the Employment Division are publishing information on how to go about looking for a job. Both SAIF and the Health Division published a training manual entitled Patient Transfer. The Game Commission, Fish Commission and Travel Information are all publishing materials on salmon fishing in Oregon. Other publications of the Fish and Game Commissions overlap, as do research projects. Travel Information and the Parks and Recreation divisions often publish overlapping, if not identical, information. It should be noted that part of the reason for overlapping of printed materials is derived from overlapping responsibilities. For example, consider the areas of responsibility of the Water Resources Board, The State Land Board, the State Engineer, The Soil and Water Conservation Commission and the Department of Geology and Mineral Industries, as well as those noted above. The possibilities for coordination, not only of printed matter, but also of research, seem readily apparent.

METHODS AND EVALUATIONS

In approaching this study, the first criterion was to find ways to adapt the requirements of SJR 31 to a feasible methodology. The Joint Resolution calls for a study of publication format, distribution, cost of preparation, including staff time, cost of printing and necessity. While these requirements demand a study of large proportions, fairly mechanical methods of investigation were employed.

Other requirements of the resolution do not, however, lend themselves easily to routine methods, for the study also must include an "evaluation of each publication to the public." This could easily lead to subjective analysis, where objectivity should be the goal. To avoid this pitfall, a scale of values has been devised, which is described in detail in later pages, whereby various factors such as distribution, type of information, functionability, and readability are assigned numerical values. If there is subjective evaluation in the study, it is in the scoring system applying equally to all publications, not in any individual evaluation by the researcher of a particular publication or agency.

The biennium from July 1, 1969 to June 31, 1971 was proposed and accepted by the committee as a reasonable time span. Actually, the final span was widened, because agencies were asked to forward, for this study, all publications distributed during this period. Owing to this request, publications dating back to the 1950's were included.

After considering several definitions for state agency publications, the following was adopted:

Anything other than first-class correspondence, 25 copies or more, of multiple parts (two or more pages), designed for dissemination of information to the governmental agencies and/or the public.

In addition, agencies were informed that this definition generally excluded interoffice memos, agency rules, and items designed only for intra-agency use.

The committee gave approval to excluding the publications of the Attorney General, the Justice Department, and the Legislative Assembly from this particular study.

Special consideration was also given to the system of Higher Education. Higher Education was asked to forward:

(1) Copies of all reports required by the Oregon Revised Statutes.

(2) Other publications, such as monthly or quarterly reports, journals or newspapers, which go to an audience outside the units of the system of Higher Education. Especially, any reports or publications except press releases, notices of board meetings, and minutes of board meetings, that are sent to legislators.

(3) Reports and studies which surveyed or studied the system of Higher Education or any of its units.

(4) Publications lists, bibliographies of publications of the Department of Higher Education, and directories of the Department of Higher Education which concern publications.

We did not ask them to include research publications sponsored by grants and having a specific limited scope, interdepartmental informational letters, curriculum bulletins, maps, student or faculty handbooks, class schedules, and publications not published with unrestricted funds.

The next step in the study was to collect the information required by SJR 31.,i.e., information on cost, distribution, format, etc.

The staff developed a pilot questionnaire which would give us the information we needed for each agency publication, and we tried it out on two agencies, the Public Utilities Commission and the Marine Board. Responses from them resulted in some modification and we then sent questionnaires and cover letters to all state agencies, requiring them to return a completed questionnaire and a copy of each publication which fit our definition.

The questionnaire produced information on the number of pages for each publication, number of copies printed, distribution date, and the author's name and whether he was an employe of the originating agency or not. In addition, information on the questionnaire included printing and postage costs, time involved in developing the publication and information, the purpose and necessity for the publication, for whom the publication was produced, and to whom it was distributed.

Additional guidelines provided in responses to agencies' requests were as follows:

(a) Costs and time: Report figures which justly represent the cost to the agency in time and money,

(b) Research documents:

(1) If the author was a member of the agency hired to do this kind of work then his time should be included in the cost and time reports.

(2) If the document was prepared by the agency, but research was carried on by someone outside the agency the cost begins when the agency takes over the work on the publication.

(c) Materials of a periodical nature: Report the costs and time involved with the production of one issue, which will generally reflect the average cost of the publication. (This figure was subsequently multiplied by the factor required to produce biennial costs.)

The most difficult task we faced was the analysis and evaluation of the present condition of state publications. Such analysis and evaluation was not only required by SJR 31, but also necessary to provide a legitimate background for recommendations made by this study. Our "Impact Evaluation" was the result of careful consideration of the elements of any publication that are important to communicate to an audience. By applying this evaluation to each publication, we are able to say where each publication fits, on a scale of 1 to 100. It is not foolproof, and any number of alternative methods could have been used. We are satisfied, however, that this evaluation was a valid means of judging the effectiveness of the state publications included in this study.

PROBLEMS ENCOUNTERED

Several problems appeared in the study. For instance, the commodity commissions publish the results of studies conducted in the field of their particular interest, as well as other information concerning the commodities. While they are statutory "agencies", their funds come from the interests they serve rather than the general fund. Only four commissions responded to our requests, the others, some of which had no publications, were simply left out of the study.

Another similar group is the professional and licensing boards under the Department of Human Resources. Except for the Nursing and Chiropractic Boards, our requests were ignored. The Chiropractic Board provided only part of the requested information, consequently, only the three publications of the Nursing Board were included in our study. The others, again, were left out.

Still other "agencies", such as boundary commissions, port and mass transit districts, were even though technically state agencies, were excluded from the study.

The greatest problem was the survey and evaluation of state publications. Several factors, including a slow response from some state agencies, caused the collection of data to take three full months longer than anticipated.

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PA

B. Letters and commentaries

F. Legislation and legal materials

G. Mailing lists

J. Promotional materials

L. Shipping lists

M. Studies, surveys and workshops

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Pa PA:B

STATE LIBRARY OF PENNSYLVANIA 1745

BOX 1601 • HARRISBURG 17126

Sept. 18, 1974

Ms. Margaret Lane
Librarian
Louisiana State Library
Baton Rouge, La.

Dear Ms. Lane:

Since I was unable to attend the ALA convention this year, Mrs. Margaret Le Sourd of Pennsylvania State University wrote and informed me that you were interested in receiving background material on our Pennsylvania State Depository System.

I apologize for your lack of information on our State at the convention but the request from the Connecticut State Library had been misdirected and was not received until the week of the meeting so that my response would have been late as it was. I have since replied to the Connecticut State Library and I am herewith enclosing 3 copies (Mrs. Le Sourd said she supplied 3 copies for # 1, 2, and 12) as follows where applicable:

1. The state depository law - enclosed 3 copies
2. The rules and regulations implementing the law - enclosed 3 copies
3. Depository contracts - Could you please explain this entry?
4. The list of depository libraries in the state - enclosed 6 copies
5. Mailing labels for depository shipments - none
6. The manual on operation of the depository system - none
7. Form letters to state agencies - none
8. Brochures encouraging participation of state agencies - enclosed brochures 6 copies
9. Selection lists - none
10. Any surveys or questionaires used - none
11. Shipping lists - Cover memo and Checklist enclosed 6 copies
12. Syllabuses for workshops, etc. - Handbook enclosed 3 copies

As I mentioned to Virginia Vocelli at the Connecticut State Library, the list proved helpful in acting as a guide for some further improvement of our documents distribution services. As these improvements are implemented, I will forward them to your library and to the Connecticut State Library.

Sincerely yours,

Judith Weinrauch

(Mrs.) Judith Weinrauch
Pennsylvania Documents Librarian
Government Publications Section

JW/mif
Enclosure

to Vocelli - 10/1/74

No. 150

AN ACT

HB 154

An ending the act of June 14, 1961 (P.L.324), entitled "An act relating to the establishment, operation and maintenance of the State Library and public libraries in the Commonwealth; amending, revising, consolidating and changing the laws relating thereto; imposing duties upon public officers; providing for State and local cooperation and assistance in the establishment and maintenance of libraries; prescribing penalties; and repealing existing laws," further providing for the distribution of State publications; imposing additional powers and duties on the Advisory Council on Library Development and on the Joint Committee on Documents requiring participation in a certain program as a prerequisite to State-aid; providing for a referendum in certain cases and changing mail requirements.

The General Assembly of the Commonwealth of Pennsylvania hereby enacts as follows:

Section 1. Clause (4) of section 201, act of June 14, 1961 (P.L.324), known as "The Library Code," is amended to read:

Section 201. State Library and State Librarian; Powers and Duties.—The Department of Public Instruction shall have the power, and its duty shall be—

* * *

(4) To receive **[at least fifty]** copies of all **[Commonwealth]** publications **[for the documents collection and for exchange with other libraries.]** ***of all agencies of the Commonwealth in order to maintain a definitive, organized collection of all such publications by the State Library and to provide for the distribution of such publications to other libraries. The State Librarian shall also designate selected academic or public libraries within the Commonwealth to be State government document depository libraries under criteria and regulations approved by the Advisory Council on Library Development and, in the case of documents published pursuant to the act of July 31, 1968 (Act No. 240), known as the "Commonwealth Documents Law," by the Joint Committee on Documents.***

* * *

Section 2. Section 204 of the act is amended by adding, at the end thereof, a new clause to read:

Section 204. Powers and Duties.—The Advisory Council on Library Development shall have the power, and its duty shall be—

* * *

(6) To approve or disapprove the library district designations and alignments which are recommended by the State Librarian.

Section 3. Sections 211, 304 and 425 of the act are amended to read:

Section 211. District Library Centers.—The State Librarian, ***with the approval of the Advisory Council on Library Development,*** shall

PA:F

designate up to thirty libraries throughout the Commonwealth as District Library Centers which may include any local library, any State College library, the Pennsylvania State University library and any privately supported college or university library which may agree to serve as a District Library Center District. Library Centers shall have the power to contract with any city, borough, town, township, school district, county or board of trustees or managers of any local library, which wishes thereby to become part of the District Library Center system of such district. Any District Library Center shall have the power to provide direct library service to persons residing within the district, to provide supplementary library services to all local libraries within the district, and to exchange or provide services with other District Library Centers or contract for the provision of library services with other District Library Centers.

Section 304. State Librarian to Approve Plans; *District Library Center Cooperative Program; Referendum.—(a)* Each library desiring to receive State-aid under this act shall submit to the State Librarian a plan for the use of the funds and no payments of State-aid shall be made until such plan is approved by the State Librarian in accordance with rules and regulations approved by the Advisory Council on Library Development. Subsequent changes and modifications in a library plan may be submitted at any time for approval by the State Librarian. Libraries qualifying for aid shall have five years to achieve applicable standards. Further extensions of time may be permitted with the approval of the State Librarian acting under regulations made by the advisory council.

(b) No State-aid shall be given to any library unless the local library board commits the library to participation in the District Library Center Cooperative Program including attendance at district meetings and the use of interlibrary loans and interlibrary references.

(c) If the local library board does not act to participate in the District Library Center Cooperative Program, upon petition of three per cent of the total number of persons voting in the last preceding general or municipal election, the question of participation shall be submitted to the qualified electors of the municipalities in the direct service area. The petition shall be circulated within and signed by a sufficient number of electors in the direct service area. The persons circulating the petition shall present it to the municipal officers who shall forward the petition to the County Board of Elections. The County Board of Elections shall, after determining that the petition contains a sufficient number of signatures, place the question of participation in the District Library Center Cooperative Program on the ballot in the municipalities comprising the direct service area from which the petition was submitted. If a majority of the persons voting on the question vote in the affirmative, the local library board shall participate in the District Library Center Cooperative Program.

Section 425. Libraries to Receive Commonwealth Publications.—

[Each library established and maintained under the provisions of this act shall certify by its proper officers that it comes within its provisions, which certificate shall be filed with the Department of Property and Supplies. Such certificate shall be accompanied by a statement of the publications or type of publications which the library desires to receive.] The Department of Property and Supplies shall, as soon as practicable after publication, forward to **[each library such publications as it selects: Provided, however, That it]** *those libraries designated by the State Librarian as State documents depository libraries, a copy of every publication of every department, board, commission or agency of the Commonwealth. The Department of Property and Supplies shall direct each such department, board, commission or agency to supply it with the number of copies, if any, of each publication remaining after regular distribution according to existing allocations, but in no case to exceed two hundred fifty copies, and upon receipt thereof shall notify the State Librarian who shall then designate the libraries to which the publication shall be forwarded. Any public library, school library, junior college or community college library, university library or historical society library in the Commonwealth shall be eligible to receive free copies of the publications. It* shall be the privilege of the state to recall any or all of the said publications in the event of the loss of their own files by fire or other casualty.

The provisions of this section shall not apply to the distribution of documents published pursuant to the Commonwealth Documents Law. The State Librarian, with the approval of the Advisory Council on Library Development, shall make recommendations from time to time to the Joint Committee on Documents concerning criteria for the distribution to libraries of documents published pursuant to the Commonwealth Documents Law.

APPROVED—The 1st day of December, A. D. 1971.

MILTON J. SHAPP

The foregoing is a true and correct copy of Act of the General Assembly No. 150.

C. DeLores Tucker

Secretary of the Commonwealth.

PGA 134.17/4
1972
No.18

PA:F1

PENNSYLVANIA BULLETIN

VOLUME 2 NUMBER 18
Saturday, April 22, 1972 ° Harrisburg, Pa.
Pages 711—748

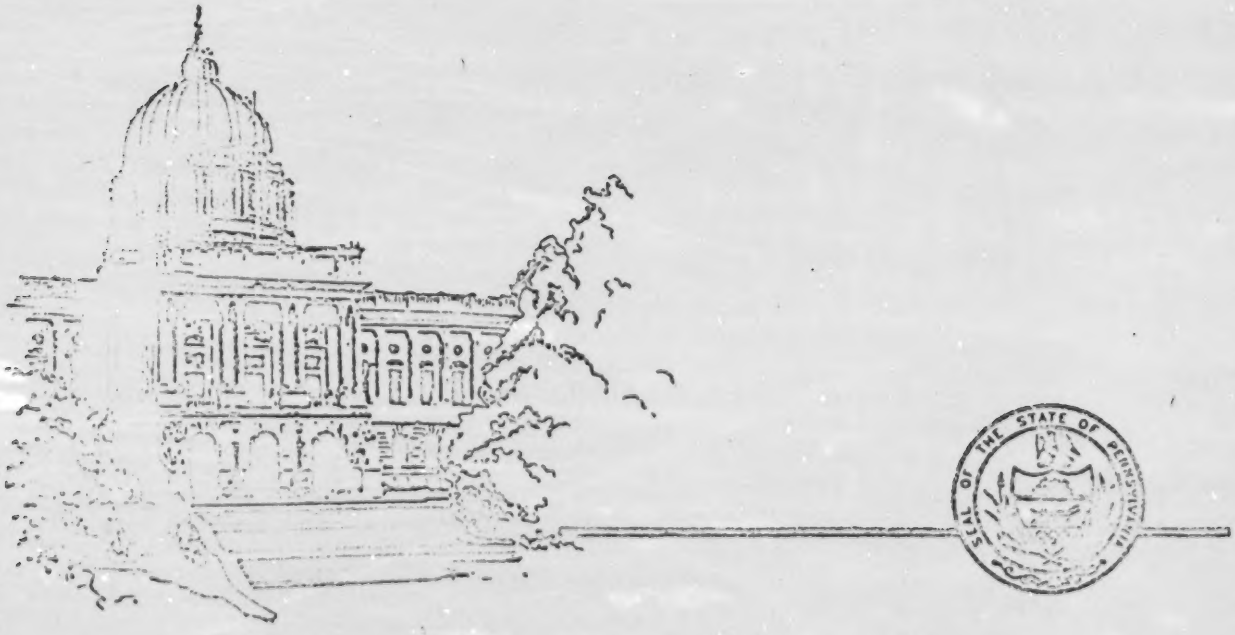
BUREAU OF TECHNICAL SERVICES
DEPT OF EDUCATION
BOX 911
HARRISBURG PA 17126

0-000049

Agencies in this issue—

The Governor
Delaware River Basin Commission
Department of Environmental Resources
Department of Property and Supplies
Department of Transportation
Industrial Board
Insurance Department
Joint Committee on Documents
Office of the Attorney General
Pennsylvania Public Utility Commission
State Board of Education

Detailed list of Contents appears inside.



This issue contains documents officially filed through 12:00 noon, April 21, 1972

PENNSYLVANIA STATE LIBRARY
DOCUMENTS SECTION
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MAY 3 1972

9. *State Aid to Supplement or Stimulate Local Support.* Whether or not state aid is planned to supplement or stimulate local pride, responsibility, initiative and support, rather than to substitute for them.

B. *District Library Centers.* In approving or disapproving plans for the use of state funds for district library center service, decisions of the State Librarian shall be guided initially by the following criteria:

1. *Development of Resources.* Whether or not the plan provides for a continuing program to strengthen reference and subject collections of the district library center in relation to the broad needs of the district.

2. *Direct Reference and Information Service.* Whether or not the plan includes provision for free reference and information services to any person who applies for such service at the district library center.

3. *Interlibrary Reference and Information Service.* Whether or not the plan includes provisions for reference and information service between the local libraries in the district and the district library center by telephone and other means of communication, and referral of questions which cannot be answered within the district to a regional library resource center.

4. *Interlibrary Loan.* Whether or not the plan includes provision for an interlibrary loan system involving lending of materials to local libraries in the district, and borrowing from regional library resource centers.

5. *Extension and Advisory Services.* Whether or not the plan includes provision for extension or advisory services to local librarians, members of boards of directors of local libraries, and municipal officers. Said extension or advisory services are to include employment of professional librarians, purchase of necessary supplies and equipment, and payment of traveling expenses.

6. *Book Selection.* Whether or not the plan includes provision for local librarians and district library staff members to see and review new books and to establish cooperative book selection lists and practices, such service to begin within the first year of state aid for district library center service.

7. *Meetings of Librarians and Trustees.* Whether or not the plan includes provision for presidents of library boards and head librarians within the district to meet together at least annually to discuss mutual problems and plans, and/or whether or not the plan includes provision for an advisory committee, not to exceed 15 members who are broadly representative of the residents and libraries in the district, such advisory committee to meet no less than four times a year to plan cooperative system activities among the libraries and to recommend priorities for action.

8. *Informing the Public.* Whether or not the plan provides for informing the public of the district library services available to them.

C. *Regional Library Resource Centers.* In approving or disapproving plans for the use of state funds for regional library resource center service, decisions of the State Librarian shall be guided by whether or not the plan for the use of such state aid is in accord with the objectives agreed upon by the board of head librarians of regional library resource centers and such rules and regulations as such board may promulgate.

Authority: The statutory authority for this regulation is found in §§201(5), 204(5), 303, and 304 of The Library Code of June 14, 1961, P. L. 324 (24 P. S. §§4201, 4204, 4303 and 4304). (School Laws of Pennsylvania, §§2993(5), 2996(5), 2999.7, and 2999.8). Approved by the Advisory Council on Library Development on March 13, 1972.

PART VI. REGULATIONS OF THE STATE LIBRARIAN FOR THE DESIGNATION OF LIBRARIES AS STATE DOCUMENT DEPOSITORIES

§31-601. General Purpose.

The purpose of establishing depository collections of publications of all of the governmental agencies of the Commonwealth of Pennsylvania in selected academic and public libraries is to make the publications readily available to the citizens of the Commonwealth and to enable the selected libraries to provide information found in the publications to their clientele.

Authority: The statutory authority for this regulation is found in §201(4) of The Library Code of June 14, 1961, P. L. 324, as amended by Act 150, December 1, 1971 (24 P. S. §4201-(4). (School Laws of Pennsylvania, §2993.4). Approved by the State Librarian on March 13, 1972 and by the Advisory Council on Library Development on March 13, 1972.

§31-602. Definitions.

A. *Publication.* Any printed or otherwise reproduced item prepared for distribution to the public, or used within any state agency as a regulatory instrument, including but not limited to documents, pamphlets, studies, brochures, books, annual reports, codes, regulations, journals, periodicals or magazines printed by or for the Commonwealth, its legislature, its courts, its constitutional offices, or any authority, board, commission, department or other state governmental agency or issued in conjunction with, or under contract with, the Federal government, local units of government, private individuals, institutions or corporations.

B. *Depository Collection.* A gathering of official Commonwealth publications in a formally organized library organized either for public use under The Library Code, the Act of June 14, 1961, P.L. 324, or for academic use in a state accredited institution of higher education.

Authority. The statutory authority for this regulation is found in §201(4) of The Library Code of June 14, 1961, P. L. 324, as amended by Act 150, December 1, 1971 (24 P. S. §4201-(4). (School Laws of Pennsylvania, §2993.4). Approved by the State Librarian on March 13, 1972 and by the Advisory Council on Library Development on March 13, 1972.

§31-603. Eligibility for Depository Collection Status.

A. *State College and University Libraries.* The main library at each state college or university shall be eligible for designation as a depository collection library.

B. *District Library Centers.* Each library designated as a district library center pursuant to Article II, §211, of the Act of June 14, 1961, P.L. 324, shall be eligible for designation as a depository collection library.

C. *Regional Library Resource Centers.* The four libraries designated as regional library resource centers pursuant to Article II, §209, of the Act of June 14, 1961, P.L. 324, shall be eligible for designation as a depository collection library.

D. *Libraries of State-Related Universities and Colleges.* The library at each of the universities and colleges in the Commonwealth which receive annual appropriations from the state and are considered "state-related" shall be eligible for designation as a depository collection library.

E. *U.S. Documents Depository Libraries.* Any library currently designated by the Superintendent of Documents as a depository for federal documents shall be eligible for designation as a depository collection library.

F. *Other Academic Libraries.* Libraries of other state accredited universities, colleges, junior or community colleges in the Commonwealth shall be eligible for designation as depository collections if the institution's total student enrollment is over 5,000 or if there are no other libraries designated under above §§A through E in the county in which the institution is located.

G. *Other Public Libraries.* Other public libraries organized under the provisions of the Act of June 14, 1961, P.L. 324 and currently eligible to receive state aid pursuant to Article III, §303 of that act shall be eligible for designation as depository collections: (1) if there are no other libraries in that county designated or eligible for designation under above §§A through

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, (2) if the library is the central li-rary for a system of public libraries, 3) if the library serves as an extensive ional branch reference library for ge system of libraries.

Authority. The statutory authority for this regulation is found in §201(4) of The Library Code of June 14, 1961, P. L. 324, as amended by Act 150, December 1, 1971 (24 P. S. §4201(4). (School Laws of Pennsylvania, §2993.4). Approved by the State Librarian on March 13, 1972 and by the Advisory Council on Library Development on March 13, 1972.

31-604. Number of Collections and Conditions for Designation.

A. *Number.* The State Librarian hall designate no more than 100 ibraries in the Commonwealth as epository collections.

B. *Conditions.* Besides meeting the tandards for eligibility under §31-603, he libraries to be designated as de-ository collections shall agree to the ollowing conditions:

1. The publications received under he depository law must be given the ame treatment or cataloging as other imilar material purchased or given or the regular library collection.

2. The depository collection library hall agree to provide free public refer-nce and information service from the ommonwealth publications received s a depository. It shall also agree to ouse adequately and safely the pub-cations until such time as disposal eturn of items is authorized.

The publications received must e made available for the use of any tizen of the Commonwealth whether r not that individual is a resident of e municipality in which that library located, a registered user of the brary, or an enrolled student in the stitution.

4. The publications received must e kept in the depository library's col-ction for at least five years except ose items for which the State Librar-n may authorize a shorter retention riod. All publications due for dis-osal shall first be offered to the State brary for return before disposal is rried out.

Authority: The statutory authority for this gulation is found in §201(4) of The Library de of June 14, 1961, P. L. 324, as amended Act 150, December 1, 1971 (24 P. S. §4201-). (School Laws of Pennsylvania, §2993.4). pproved by the State Librarian on March 13, 72 and by the Advisory Council on Library velopment on March 13, 1972.

31-605. Application for Depository Collection Status.

A. Automatic Designation. In eli-ble categories A through E §31-603, e State Librarian shall grant deposi-ry status to all eligible libraries after ceiving their agreement to the condi-ns outlined in §31-604B.

Discretionary Designation. (1) In ble categories F and G §31-603, the State Librarian may request certain eligible libraries to accept depository status within the given conditions so as to further the aims of the publications depository system for geographical comprehensiveness. (2) Other libraries seeking depository status shall address their request by letter to the State Librarian. Such letters of application shall be signed by the head libraries or the head librarian and the board of trustees in the case of public libraries or the head librarian and the president of the institution in the case of academic libraries. (3) The State Librarian shall respond to the letter of application within 60 days by granting depository status or by clearly explaining by letter the library's ineligibility for depository status.

Authority. The statutory authority for this regulation is found in §201(4), and 425 of The Library Code of June 14, 1961, P. L. 324, as amended by Act 150, December 1, 1971 (24 P. S. §4201(4) and 4425). (School Laws of Pennsylvania, §2993.4 and 2999.33). Approved by the State Librarian on March 13, 1972 and by the Advisory Council on Library Development on March 13, 1972.

§31-606. Termination of Depository Collection Status.

A. *Voluntary Termination.* If a library decides to relinquish its status as a depository collection it shall do so by letter to the State Librarian. The letter must be signed by both the head librarian and the president of the board of trustees in the case of public libraries and the head librarian and the president of the institution in the case of academic libraries. The State Librarian will arrange to halt the shipment of Commonwealth publications to such libraries and make appropriate mutual arrangement to dispose of any unwanted state publications on deposit with the library.

B. *Involuntary Termination.* If a depository collection library does not comply with the agreed-to conditions, and, after adequate warning, refuses to comply with said conditions, the State Librarian shall terminate that depository status and end the shipment of Commonwealth publications to that library. Notice of termination shall be given by a letter explaining the reasons for the termination to the head librarian with a true copy of the letter to either the president of the institution in the case of an academic library or the president of the board of trustees in the case of public library. Return to the Commonwealth of publications on deposit shall be arranged between the State Librarian and the library's head librarian.

Authority: The statutory authority for this regulation is found in §201(4) of The Library Code of June 14, 1961, P. L. 324, as amended by Act 150, December 1, 1971 (24 P. S. §4201-(4). (School Laws of Pennsylvania, §2993.4). Approved by the State Librarian on March 13, 1972 and by the Advisory Council on Library Development on March 13, 1972.

§31-607. Role of the State Library.

A. *Receiving Publications.* Pursuant to §§201 and 425 of the Act of June 14, 1961, P. L. 324, the State Library shall receive copies of all publications of all agencies of the Commonwealth for the maintenance of its own collection, for distribution to the depository collections, and for exchange with out-of-state libraries, the number of copies of each publication may be up to, but not exceed two hundred fifty copies.

B. *Listing Publications.* The State Library shall publish a periodic listing of Commonwealth publications received for it s collection. The list shall be distributed to all public and academic libraries in the Commonwealth.

C. *Selecting Publications.* The State Library will select publications from those received for its own collection and arrange for copies of those selected to be shipped to the depository collections.

D. *Shipping Publications.* In most cases the Bureau of Publications, Department of Property and Supplies, will be responsible for the shipment and delivery of Commonwealth publications to depository collections. When the availability of a publication becomes known to either the State Library or the Bureau of Publications, Department of Property and Supplies, the State Librarian may designate it as a depository item and request the Bureau of Publications to distribute it to the depository libraries. If the publication is not stocked by the Department of Property and Supplies, the State Library will seek to obtain a sufficient number of copies for its own collection and for distribution to the depository.

Authority: The statutory authority for this regulation is found in §201(4), and 425 of The Library Code of June 14, 1961, P. L. 324, as amended by Act 150, December 1, 1971 (24 P. S. §4201(4) and 4425). (School Laws of Pennsylvania, §2993.4 and 2999.33). Approved by the State Librarian on March 13, 1972 and by the Advisory Council on Library Development on March 13, 1972.

RICHARD THOMSON,
Chairman,
Governor's Advisory Council on Library Development

[Pa. B. Doc. No. 72-813. Filed April 21, 1972, 9:00 a.m.]

STATE BOARD OF EDUCATION

Pupil Transportation

March 10, 1972

Before: Members Paul S. Christman, Marjurie E. Duckrey, Althea K. Hottel, Donald E. Hunter, Alexander Lewis, Jr., W. Deming Lewis, K. Frederick Mauger, William M. Potter, Donald Rappaport,

PENNSYLVANIA DOCUMENTS EXPEDITING SERVICE--DEPOSITORY LIST

PA:G

(IDS)**

Altoona Area Public Library
Pennsylvania Documents
1600 5th Avenue
Altoona, Pa. 16602
1W

Bryn Mawr/Haverford Depository
Reference Department
Bryn Mawr College Library
Bryn Mawr, Pennsylvania
2E

Conococheague District Library
102 North Main Street
Chambersburg, Pennsylvania 16201
6W

L.P. Hill Library
Cheyney State College
Cheyney, Pennsylvania 19319
58E

Serials & Documents Librarian
Gettysburg College Library
Gettysburg, Pennsylvania 16325
12W

Reference Department
Harrisburg Public Library
Front & Walnut Streets
Harrisburg, Pennsylvania 17101
14W

Reference Department
Cambria County Library System
Johnstown, Pennsylvania 15901
1W-A

Documents Librarian
Franklin and Marshall College Library
Lancaster, Pennsylvania 17604
10W

Lancaster County Public Library
125 North Duke Street
Lancaster, Pennsylvania 17602
17W

Government Publications
Ellen Clarke Bertrand Library
Bucknell University
Lewisburg, Pennsylvania 17837
3W

Documents Librarian
Vail Memorial Library
Lincoln University
Lincoln University, Pennsylvania 19352
19E

Documents Librarian
Millersville State College
Millersville, Pennsylvania 17551
21W

Acquisitions Librarian
Montgomery County-Norristown Public Library
542 DeKalb Street
Norristown, Pennsylvania 19401
51E

Department of Public Documents
The Free Library of Philadelphia
Logan Square
Philadelphia, Pennsylvania 19103
11E

Documents Librarian
University of Pennsylvania Libraries
3420 Walnut Street
Philadelphia, Pennsylvania 18104
30E

Documents Room
Temple University Library
Philadelphia, Pennsylvania 19122
54E

Serials Department
Drexel University
32nd and Cehstnut Streets
Philadelphia, Pennsylvania 19104
47E

Reading Public Library
5th and Franklin Streets
Reading, Pennsylvania 19602
63E

Pennsylvania Collection Librarian
Ezra Lehman Memorial Library
Shippensburg State College
Shippensburg, Pennsylvania 17257
26W

Documents Collection
Reference Department
College Library
Swarthmore, Pennsylvania 19081
29E

Pennsylvania State University Library
Documents Section - Pennsylvania
University Park, Pennsylvania 16802
23W

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PENNSYLVANIA DOCUMENTS EXPEDITING SERVICE--DEPOSITORY LIST

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(IDS)**

Acquisitions Department
Falvey Memorial Library
Villanova University
Villanova, Pennsylvania 19085
31E

Coordinator of Reference Services
Chester County District Center Library
235 West Market Street
West Chester, Pennsylvania 19380
4E

Documents Department
Francis Harvey Green Library
West Chester State College
West Chester, Pennsylvania 19380
35E

Reference Librarian
York College of Pennsylvania
Country Club Road
York, Pennsylvania 17405
22W

** Numbers following library entry indicate the IDS delivery number. It may be ignored if you are not sending via IDS delivery service.

PENNSYLVANIA DOCUMENTS EXPEDITING SERVICE -- DEPOSITORY LIBRARIES LIST

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(IN-STATE)

Public Documents Section
B.F. Jones Memorial Library
663 Franklin Aveune
Aliquippa, Pa. 15001

Allentown Public Library
Allentown, Pa. 18101

Bethlehem Public Library
11 West Church Street
Bethlehem, Pa. 18018

Linderman Library
Lehigh University
Bethlehem, Pa. 18015

Acquisitions Department Library
Bloomsburg State College
Bloomsburg, Pa. 17815

Pennsylvania Librarian
J. Albert Reed Library
California State College
California, Pa. 15419

Library Documents Collection
Clarion State College
Clarion, Pa. 16214

Reference Librarian
Bucks County Free Library
50 North Main Street
Doylestown, Pa. 18901

Pennsylvania Documents Section
Kemp Library
East Stroudsburg State College
East Stroudsburg, Pa. 18301

Easton Area Public Library
6th & Church Streets
Easton, Pa. 18042

Documents Librarian
Hamilton Library
Edinboro State College
Edinboro, Pa. 16412

Reference Department
Erie Public Library
Erie, Pa. 16507

Pennsylvania Collection
Rhodes R. Stabley Library
Indiana University of Pennsylvania
Indiana, Pennsylvania 15701

Documents Librarian
Rohrbach Library
Kutztown State College
Kutztown, Pa. 19530

Head Librarian
Stevenson Library
Lock Haven State College
Lock Haven, Pa. 17745

Mansfield State College
Library-Documents
Mansfield, Pa. 16933

Documents Librarian
Reis Library
Allegheny County
Meadville, Pa. 16335

Monessen Public Library
326 Donner Avunue
Monessen, Pa. 15602

New Castle Public Library
106 East North Street
New Castle, Pa. 16101

Bucks County Community College
Library
Newtown, Pa. 18940

Oil City Public Library
2 Central Avenue
Oil City, pa. 16301

Government Documents Librarian
Reference Department
Duquesne University
Pittsburgh, Pennsylvania 15219

Book Order Office - SPDS
Carnegie Library of Pittsburgh
4400 Forbes Avenue
Pittsburgh, Pennsylvania 15213

Special Reference Services
Hillman Library G-8
University of Pittsburgh
Pittsburgh, Pennsylvania 15213

Reference Librarian
Pottsville Free Public Library
Pottsville, Pa. 17901

Scranton Public Library
Washington & Vine Streets
Scranton, Pa. 18503

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(IN-STATE)

Sharon Free Public Library
293 East State Street
Sharon, Pa. 16146

Documents Librarian
Reference Department - Maltby Library
Slippery Rock State College
Slippery Rock, Pennsylvania 16057

Reference Librarian
Warren Library Association
205 Market Street
Warren, Pa. 16365

Citizens Library
55 South College Street
Washington, Pa. 15301

Order Clerk
Osterhout Free Library
71 South Franklin Street
Wilkes-Barre, Pa. 18701

Martin Memorial Library
159 East Market Street
York, Pa. 17401

Westmoreland County Community College
Library
Armburst Road
Youngwood, Pa. 15697

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PENNSYLVANIA DOCUMENTS EXPEDITING SERVICE -- DEPOSITORY LIBRARIES LIST

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(OUT-OF-STATE)

State Documents
Alaska State Library
Pouch G
Juneau, Alaska 99801

Government Publications Section
California State Library
P.O. Box 2037
Sacramento, California 95809

General Reference & Government Documents
Connecticut State Library
231 Capital Avenue
Hartford, Conn. 06115

Acquisitions
Delaware Division of Libraries
P.O. Box 635
Dover, Delaware 19901

Idaho State Library
325 West State Library
Boise, Idaho 83702

Documents Branch
Illinois State Library
Centennial Building
Springfield, Illinois 62706

Director of Legislative Reference
Kansas State Library
Topeka, Kansas 66612

Book Selection Room
Encoh Pratt Free Library
400 Cathedral Street
Baltimore, Maryland 21201

Documents Librarian
Massachusetts State Library
State House
Boston, Massachusetts 02133

Michigan State Library
Documents Center
Government Center
Lansing, Michigan

Documents Librarian
Montana State Library
930 East Lyndate Avenue
Helena, Montana 59601

Documents Librarian
New Hampshire State Library
Concord, New Hampshire 03301

Documents Librarian
New Jersey State Library
185 West State Street
Trenton, New Jersey

New York State Library
Gift and Exchange Section
Albany, New York 12224

New York Public Library
Grand Central Station
P.O. Box 2747
New York, New York 10017

Documents Department
The State Library of Ohio
65 South Front Street
Columbus, Ohio 43215

Documents and Serials Section
Oregon State Library
State Library Building
Salem, Oregon 97310

Legislative Reference Library
P.O. Box 12488
Capital Station
Austin, Texas 78711

Serials Section
Virginia State Library
11th & Capital Streets
Rechmond, Virginia 23219

Washington State Library
Documents Section
Olympia, Washington 98501

Wisconsin Legislative Reference Bureau
Room 201 North
State Capital
Madison, Wisconsin 53702

Documents & Serials Section
State Historical Society Library
816 State Street
Madis, Wisconsin 53706

PA:J

ACT 150 IS THE LAW

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AND FOR A GOOD REASON

When you, as an officer or staff member of a state government department or agency, send the State Library of Pennsylvania 100 copies of your publications, you're complying with the law. You are also being a good administrator. After allocating staff time and agency funds to produce a publication you want it to be widely read. When we at the State Library place your publications in libraries, you are assured that your message will reach not only the citizens of today but also the research workers of the future.*

The law requiring this distribution of publications is Act 150 (December 1971, Laws of Pennsylvania). It says that all state departments, divisions, bureaus, boards and commissions must send to the State Library 100 copies of each publication prepared for the general public.

IF YOU'LL DO ONE THING–

We ask you to send us 100 copies of each publication your agency produces for general public use. This includes everything from lengthy technical printed reports to brief mimeographed leaflets.

THEN WE'LL DO FIVE AND AN EXTRA!

1. We'll place two copies of your publication in the State Library's permanent reference collection. One copy is always kept in the library for consultation or for photo-copying. The other copy may be borrowed.

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2. We'll send copies to other libraries. Two copies will go to the Library of Congress. We'll also send a copy to each of the 56 public, college and university libraries in Pennsylvania which have been designated as documents depository libraries. These depository libraries have agreed to keep all publications for at least five years. As a result every Pennsylvania resident can consult state government publications in a nearby library or can ask the local library to borrow a publication through interlibrary loan. You may wish to refer those who request copies of your department's publications to depository libraries. Let us know if you'd like a list of these libraries. Finally, we'll send the remaining copies to state libraries and other major research libraries throughout the country.

3. We'll include your agency's reports and pamphlets in the monthly Checklist of Official Pennsylvania Publications.

4. The libraries on this list also provide the State Library with their documents. This exchange means that you will have access to in-state institutional publications and out-of-state publications at no charge to our library.

5. Time, effort and expense involved in handling individual depository library requests and mailings are reduced considerably by sending 100 copies to the State Library which services all of these libraries through a single monthly mailing process.

EXTRA!!! The State Library can provide coverage for your publications beyond the 100-copy depository mailing. You may send 210 more copies for Pennsylvania college libraries, 550 more copies for Pennsylvania public libraries or a total of 760 copies for complete coverage. All will be mailed from the State Library.

AND EVERYONE BENEFITS

This distribution of documents means that citizens throughout Pennsylvania can easily find out what publications state agencies have issued and obtain copies of those which interest them. In addition, specialists in other states can keep up on the progress of our state government. Whether it is a citizens' group studying standards for guidance in junior high schools or a researcher seeking information for a conference on drug abuse, the required information is readily accessible. And by keeping copies of all documents in the State Library's permanent reference collection, we make sure that your agency's publications will always be available. In fact, you may often find it quicker and easier to check on your agency's publications at the State Library than in your own offices.

Send 100 copies of each of your publications to:

Documents Section
Box 1601
Harrisburg, Pennsylvania 17126

* If you are already providing the State Library with 100 copies of your publication, this communication is not applicable.

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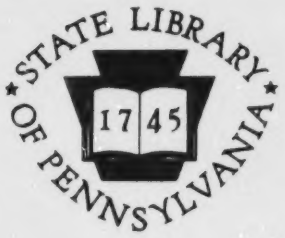
John E. Geschwindt
Government Publications, Section Head
Judith Weinrauch
Pennsylvania Documents Librarian

Phone 787-3752



Commonwealth of Pennsylvania
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Department of Education
John C. Pittenger, *Secretary*
David W. Hornbeck, *Deputy Secretary*

State Library of Pennsylvania
Ernest E. Doerschuk Jr., *State Librarian*

General Library Bureau
Ronald E. Krash, *Director*

We thank the Ohio State Library for use of written material contained in the publication, "It's the Law"

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PA:L
Cover letter with
Checklist (not incl.)

GOVERNMENT PUBLICATIONS SECTION
STATE LIBRARY OF PENNSYLVANIA
P.O. BOX 1601
HARRISBURG, PENNSYLVANIA 17126

NOTES ON THE JUNE 1974 MAILING

Publications with a single asterisk (*) on the checklist are included in this month's mailing to both in-state and out-of-state libraries.

Publications with a double asterisk (**) on the checklist will be included in this month's mailing to our-of-state recipients only. They will be mailed to all Pennsylvania public and academic libraries in the State Library's mailing.

The following publications appeared in the July 1973 checklist of Pennsylvania periodical publications. For the most part periodicals on that list will be made available to both in-state and out-of-state recipients firectly from the issuing agency. The following serials, however, will be made available through the expediting service:

Pennsylvania Department of Agriculture.
Crop and Livestock, Annual Summary -- 1973

Pennsylvania Department of Banking.
Summary of Activities -- Nos. 21, 22, 24, 25

Pennsylvania Department of Commerce.
Pennsylvania Industrial Directory -- 1974

Pennsylvania Department of Education.
Legislative Reporter
Master Numerical Listing -- Nos. 42, 43, 44, 45, 46
Weekly Status Report -- Nos. 44, 45, 46, 47, 48

Pennsylvania Department of Environmental Resources.
Pennsylvania Econotes -- June 1974

Pennsylvania Department of Public Welfare.
The Challenge -- March-April 1974
May-June 1974

Pennsylvania Fish Commission.
Pennsylvania Angler - July 1974

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A HANDBOOK ON PENNSYLVANIA STATE GOVERNMENT PUBLICATIONS

WORKSHOP EDITION
OCTOBER, 1973

COMPILED BY:
JUDITH WEINRAUCH, LIBRARIAN
PENNSYLVANIA STATE GOVERNMENT PUBLICATIONS
STATE LIBRARY OF PENNSYLVANIA

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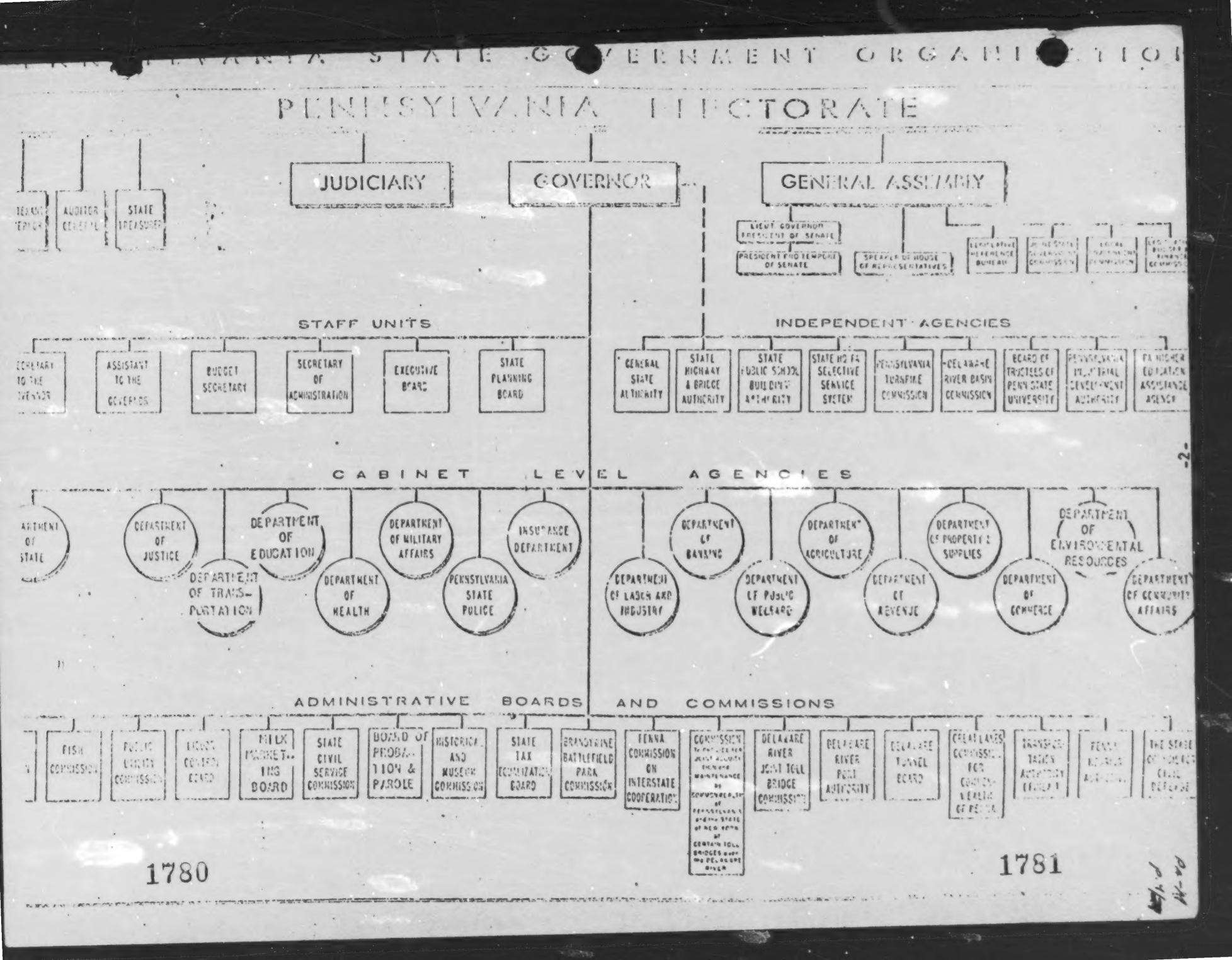
FORWARD

The following question and answer booklet is not an official Pennsylvania publication. The booklet is intended solely for the use of the Pennsylvania Government Publications Groups at the PRLC Government Documents Workshop. There is an index of the contents included. The material contained within this handbook was designed with a question and answer approach in anticipation of possible inquiries regarding Pennsylvania publications. An attempt was made by the Pennsylvania Publications Librarian to clarify and to simplify a number of intricate aspects concerning the acquisition, the collection and the distribution of Pennsylvania State Government Publications by the State Library of Pennsylvania. It should be emphasized that this booklet is also subject to changes which might result from your workshop comments or from any future recommendations of our new director, Mr. Ronald Krash from St. Louis, Missouri who will assume his duties on October 1, 1973. Therefore, this booklet is by no means the ultimate word on Pennsylvania State Government Publications; rather it functions as a starting point in the hopes that the contents will provoke comments and questions from workshop participants. A blank page is supplied at the end of each handbook for your remarks. It can be detached and mailed to:

Mrs. Judith Weinrauch
Librarian
Government Publications Section
P. O. Box 1601
State Library of Pennsylvania
Harrisburg, Pennsylvania 17126

In keeping with our continuous efforts to improve our service to libraries on an individualized basis, we will do our best to acknowledge your notations and, wherever possible, we will attempt to act upon your suggestions.

Future plans include a number of mini-workshops at the State Library for small groups of different types of Pennsylvania State Depository Program recipients. In addition, an official version of this handbook will be published. The results of your workshop comments will be reflected in both of these proposed projects.


PENNSYLVANIA ELECTORATE
JUDICIARY
GOVERNOR
GENERAL ASSEMBLY
AUDITOR GENERAL
STATE TREASURER
LIEUT. GOVERNOR PRESIDENT OF SENATE
PRESIDENT PRO TEMPORE OF SENATE
SPEAKER OF HOUSE OF REPRESENTATIVES
LEGISLATIVE REFERENCE BUREAU
STAFF UNITS
INDEPENDENT AGENCIES
SECRETARY TO THE GOVERNOR
ASSISTANT TO THE GOVERNOR
BUDGET SECRETARY
SECRETARY OF ADMINISTRATION
EXECUTIVE BOARD
STATE PLANNING BOARD
GENERAL STATE AUTHORITY
STATE HIGHWAY & BRIDGE AUTHORITY
STATE PUBLIC SCHOOL BUILDING AUTHORITY
STATE HQ FA SELECTIVE SERVICE SYSTEM
PENNSYLVANIA TURNPIKE COMMISSION
DELAWARE RIVER BASIN COMMISSION
BOARD OF TRUSTEES OF PENN STATE UNIVERSITY
PENNSYLVANIA INDUSTRIAL DEVELOPMENT AUTHORITY
PA HIGHER EDUCATION ASSISTANCE AGENCY
CABINET LEVEL AGENCIES
DEPARTMENT OF STATE
DEPARTMENT OF JUSTICE
DEPARTMENT OF TRANSPORTATION
DEPARTMENT OF EDUCATION
DEPARTMENT OF HEALTH
DEPARTMENT OF MILITARY AFFAIRS
PENNSYLVANIA STATE POLICE
INSURANCE DEPARTMENT
DEPARTMENT OF LABOR AND INDUSTRY
DEPARTMENT OF BANKING
DEPARTMENT OF PUBLIC WELFARE
DEPARTMENT OF AGRICULTURE
DEPARTMENT OF REVENUE
DEPARTMENT OF PROPERTY & SUPPLIES
DEPARTMENT OF COMMERCE
DEPARTMENT OF ENVIRONMENTAL RESOURCES
DEPARTMENT OF COMMUNITY AFFAIRS
ADMINISTRATIVE BOARDS AND COMMISSIONS
FISH COMMISSION
PUBLIC UTILITY COMMISSION
LIQUOR CONTROL BOARD
MILK MARKETING BOARD
STATE CIVIL SERVICE COMMISSION
BOARD OF PROBATION & PAROLE
HISTORICAL AND MUSEUM COMMISSION
STATE TAX EQUALIZATION BOARD
BRANDYWINE BATTLEFIELD PARK COMMISSION
PENNA COMMISSION ON INTERSTATE COOPERATION
DELAWARE RIVER JOINT TOLL BRIDGE COMMISSION
DELAWARE RIVER PORT AUTHORITY
DELAWARE TUNNEL BOARD
GREAT LAKES COMMISSION
TRANSPORTATION AUTHORITY
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What are Pennsylvania State Government Publications?

Pennsylvania State Government Publications are defined specifically in the Pennsylvania Bulletin, Volume 2, Number 18, April 22, 1972, Section 31-602 as "Any printed or otherwise reproduced item prepared for distribution to the public, used within any state agency as regulatory instrument, including but not limited to documents, pamphlets, studies, brochures, books, annual reports, codes, regulations, journals, peiodicals or magazines printed by or for the Commonwealth, its legislature, its courts, its constitutional offices, or any authority board, commission, department, or other state government agency or issued in conjuction with, or under contract with the federal government, local units of government, private individuals institutions or corporation." The legal terminology of this definition can be simplified to describe Pennsylvania State Government Publications as periodical and monographic leterature which reflects the functions of the legislative, executive and judicial branches, and their sub-ordinate subdivisions, as well as those functions of the various boards, independent commissions and committees which make up Pennsylvania State Government.

How is the Pennsylvania State Government administratively organized?

On the following page is an organization chart which illustrates and identifies the various governmental agencies which are responsible for the publications of Pennsylvania government documents:

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What is an issuing agency?

An issuing agency is the term applied to any branch of State Government which is responsible for a certain publication.

Is there any way in which an issuing agency can be identified such as a listing of the agencies which also includes bureaus, offices, divisions and sections?

Yes. There are two good sources for such identification. They are the Pennsylvania State Manual and the Pennsylvania Commonwealth Telephone Directory. Both are somewhat cumbersome to use. However, they are extremely helpful for informational purposes. The Pennsylvania State Manual through the use of the index provides comprehensive background data concerning the Pennsylvania agencies and their sub-ordinate units.
The Telephone Directory is a more specific listing and gives a reasonably accurate and specific breakdown of each agency in alphabetical order.

How are Pennsylvania State Government Publications acquired by and for the State Library of Pennsylvania?

Pennsylvania State Government Publications are acquired by and for the State Library of Pennsylvania by virtue of the Act of June 14, 1961 P.L. 324, known as the Library Code, in section 201 which authorizes the State Library to receive "all Commonwealth Publications for the documents collection". Beginning with March 1, 1965, all departments, boards and commissions of the Commonwealth of Pennsylvania were requested to send 4 copies of each new publication as soon as printed, and without charge, to the State Library Government Publications Section. The term "printed" is defined to include reproduction by letter press and by all forms of offset duplication process. This request is made retroactive to include any printed publications not previously sent to the State Library.

How are the 4 copies of Pennsylvania State Government Publications utilized at the State Library?

Two of 4 copies of Pennsylvania State Government Publications which are sent to the State Library of Pennsylvania. Two copies are stored on the shelves for permanent use while the remaining two copies are maintained at the Library of Congress. This allows for two sources of access should Pennsylvania Publications become out-of-print or destroyed (as in the case of several Pennsylvania agencies at the time of the flood.) It is a fundamental philosophy of the State Library that anything worth printing by the State is also worth maintaining by the State Library so that the public, state employees, scholars, and students may have access to such publications at a centralized depository which can afford a reader the convenience of bypassing the individual issuing agencies.

How many volumes are contained in the Pennsylvania Government Publications Collection?

In 1970 an inventory of Pennsylvania Government Publications was taken. It was determined at that time the collection consisted of 28,000 publications. Another recent approximate inventory was taken in August 1973. By checking our annual records of acquisitions of Pennsylvania Government Publications it was noted that the yearly receipt figure was approximately 5,282 publications every year from August 1971 to August 1973. This brings the total number of publications to approximately 45,000 now housed on three extra-long, double-sided ranges on the balcony of the East Wing. The figure of 45,000 includes single page publications, series of publications, brochures and the duplicate copies for all items.

What are some important Pennsylvania reference tools?

One of the most significant of Pennsylvania reference tools is the Pennsylvania Manual. The Manual is the official Pennsylvania

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state yearbook and is published biennially. It offers such information as in-depth descriptions of the personnel, the functions and the activities of the Legislative, Executive and Judicial branches of the state government from both current and historical points of view. It gives much factual information about the state government as well as about county, local and federal governments and has a special section on election statistics. The Manual is complete with a subject index and includes a personal name index of those individuals having past and present affiliations with Pennsylvania government. The Manual also has a very comprehensive collection of photographs. The Pennsylvania Manual is distributed to a special mailing list from the Pennsylvania Department of Property and Supplies as well as to the Pennsylvania State Documents Program Recipients. In-state libraries may receive this volume free-of-charge under Pennsylvania Act No. 150. Out-of-state libraries or in-state non-library organizations must purchase this item. The last edition of the Pennsylvania Manual sold for $3.15. That edition was volume 100 (1970-71) which was lost in the flood of 1972. We have been advised that a new edition is being prepared. However, we do not know the exact date of publication. Notices of publication will be sent through the public library and the academic library mailings and copies will be distributed at that time.

The Commonwealth Telephone Directory is another extremely helpful reference tool. Although the format is somewhat unwieldy, the directory is a useful source for simplifying the organizational structure of Pennsylvania state government as it is arranged alphabetically by agency with a comprehensive inclusion of the subordinate bureaus, divisions, and offices of each state agency. An alphabetical index of names and phone numbers of state employes, legislators and cabinet members are included. The Directory proves to be very beneficial from a reference view point in a number of cases. When there is no published information on a given topic the directory serves as a contact guide with state employees who are specialists in a given area and who can instruct patrons on such matters that have not been produced in printed form. The Commonwealth Telephone Directory sells for $.96 to walk-in purchasers and $1.10 for telephone or letter purchases. An effort has been made to enlist the cooperation of the Department of Property and Supplies in making the telephone directory available on a no-charge basis to requesting Pennsylvania libraries under Act Number 150. In October, we will attempt to make copies available to our documents recipients on a no-charge basis. If we are successful in getting public and academic library coverage, we will send appropriate notices in the designated mailings. Otherwise, it is advisable to order this item for your library from the Pennsylvania Department of Property and Supplies, Public Information Office, Room 513, North Office Building, Harrisburg, Pennsylvania.

The Pennsylvania Statistical Abstract is an annual of boundless worth. It contains table after table of figures as well as maps and graphs to illustrate in a statistical format numerical data of past, current and future trends in areas such as Pennsylvania crime, income. business, taxes, health, agriculture, etc.. The Pennsylvania Abstract is heavily used by librarians and by the general public. The abstract sells for $3.18 to out-of-state libraries and to Pennsylvania non-library organizations. The 1973 Pennsylvania Statistical Abstract has been expedited to depository libraries. Public and academic libraries have been notified to forward a clip-off order form to the Pennsylvania Department of Commerce indicating their eligibility to receive this publication free of charge under Act 150.

Publications lists have special merit as specific and general subject guides to Pennsylvania documents. Two examples of specific subject guides are those of the Pennsylvania Historical and Museum Commission and those of the Pennsylvania Topographic and Geologic Survey. Contained within each are the specialized publications of these units. Two general subject guides are the Directory of State Publications and The Official Checklist of Pennsylvania Publications. The Directory is published irregularly by the Department of Property and Supplies; the last issue being 1969. Although outdated it does offer a fairly comprehensive coverage of Pennsylvania State Governmental Publications and can act as a guide for checking collection holdings of earlier publications. Presently, there has been no notification by the Department of Property and Supplies of a new edition of this work. The Official Checklist of Pennsylvania Publications is a monthly recording of all monographs which have been channeled by the issuing agencies to the Government Publications Section of the State Library. Each entry is listed alphabetically by agency. Every July the Checklist is devoted to listing periodical and annual publications of Pennsylvania. Approximately 100 of these periodicals have been made available to Pennsylvania Documents Depository libraries either through the monthly depository mailing or through agency mailing lists. The Checklist is by no means a complete list of Pennsylvania publications but it now stands as the only current guide to at least some of the Pennsylvania literature all of which is housed in the Pennsylvania Government Publications Section of the State Library.

The List of Basic Pennsylvania State Publications for depository libraries by Elizabeth G. Ellis and Robert C. Stewart which, although bears a 1967 publishing date, still has a great deal of usefulness. The publication was originally intended as a list of titles for a basic Pennsylvania collection for "proposed" depository libraries. With the idea of depository libraries now realized, this publication continues to act as a very good essential guide of basic Pennsylvania works for the depository libraries; as well as for all other Pennsylvania libraries. The titles included within the list were selected for

their reference and informational value. Since this publication is several years out of date it is necessary to make some revisions in the contents. It should be noted in the Ellis-Stewart work that a number of the periodicals mentioned are no longer being published. A remedy for this is to consult the July, 1972, July, 1973 and forthcoming issues of The Checklist of Official Pennsylvania Publications. A further notation can be made in The Basic List that the publications of the Pennsylvania State University are no longer housed in the Pennsylvania Documents collection as it was decided that, since the bulk of thes documents were already maintained in the General Library and reflected in their card catalog, it would be more suitable for better patron utilization to transfer these items; particularly since Pennsylvania State University is not considered to be a fully funded state-owned institution. Another suggested change in copies of the Ellis-Stewart List is to indicate in the section on Laws, Statutes, etc. that these publications have been transferred to the Law Library Bureau where they are shelved more appropriately. Because these changes have been effected in the Pennsylvania Government Publications Section does not mean that these materials cannot still be maintained as a part of other library documents collections. These alterations are mentioned so that notations can be inserted where applicable. The List of Basic Pennsylvania State Publications is arranged by main entry according to the Library of Congress, National Union Catalog with some titles having descriptive annotations in addition to the bibliographical notes which furnish details of publication listings for serials. There is an appendix which lists titles which are currently out-of-print and unavailable but which are already in library collections or may be reissued in the future. It is hoped to be able to update this publication as it lacks inclusion of new departments created since 1967. The appendix will need to be further clarified and some other amendments will be necessary. Nevertheless, the Ellis-Stewart publication remains as a fine serviceable guide for all Pennsylvania libraries who are concerned about having a selected collection of the literature of the state government of Pennsylvania.

The Pennsylvania Industrial Directory is a yearly listing of industries in Pennsylvania in order by county and by type of industry. It is used by state employees and by businessmen for the purpose of locating and relocating industries. It is often used by librarians to assist patrons for informational questions on Pennsylvania industries. This annual sells at $15.90 to out-of-state libraries and to in-state non-library organizations. The 1973 edition was expedited to the Pennsylvania Documents recipients. Public and Academic Libraries have been notified to forward a clip-off order form to the Pennsylvania Department of Commerce indicating their eligibility to receive this publication free of charge under Act 150.

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The Union List of Selected Pennsylvania Serial Documents in Pennsylvania Libraries (1971) by Robert Stewart was published by the Pennsylvania Library Association and is not a Pennsylvania Document for this reason. However, it is another valuable asset to Documents Collections as it lists serial holdings of Documents in 80 Pennsylvania Libraries, so that should your library not have one of the Pennsylvania Documents requested by your patron, a quick check of this publication identifies serial holdings by corporate entry with library names, date of coverage, volume number and date of publication of these Pennsylvania documents. None of these libraries are obligated to fill inter-library loans. Particular inquiries should be made to the library concerned.

The Pennsylvania Bulletin is published 56 times annually. Its format contains parts on the Governor, the General Assembly, the Courts, Rules and Regulations, Proposed Rule Making, Notices and Home Rule Charters. Some specific inclusions are Pennsylvania Government Proclamations, Executive Orders, Attorney General's Opinions and Organization Charts. It also is equipped with indexes into these contents. The Pennsylvania Bulletin is presently priced at $9.00 annually; the Joint Committee on Documents has published a Notice of Proposed Rule Making to increase the price to $15.00. The Bulletin is published by the Pennsylvania Documents Legislative Service, Pennsylvania Legislative Reference Bureau. The Documents Legislative Service receives and reviews documents as they are filed. Editorial preparation is performed. Actual publication and mailing is done in Philadelphia. The Documents Legislative Service maintains current sets of filed documents according to the agency from which they were sent and according to the time of their filing. An inventory of Pennsylvania Bulletin issues is also kept. The Documents Legislative Service answers subscribers' mail, maintains the subscribers' list and deals with the United State Post Office on matters relating to the second class mail permit. In addition, a companion set to the Pennsylvania Bulletin is the Pennsylvania Code which is an official publication of the Commonwealth and is housed in loose-leaf binders and contains, among other documents, all administrative and gubernatorial regulations, judicial documents and court rules, Rules of the General Assembly and home rule charter documents. The text of documents published in the Pennsylvania Code is declared to be the only valid and enforceable text of such documents. Courts are required to take judicial notice of the contents. The Pennsylvania Code consists of forty-four titles, fourteen of which are in print. The remainder are in various stages of preparation. The completion of the original codification should be accomplished by mid-1974. The size in number of pages will be approximately equal to that of Purdon's Statutes. The condification process is primarily made up of rewriting and editing thousands of pages of text in active cooperation with the agencies to lend uniformity and clarity to

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the finished product. The Code is maintained on searchable computer files, which are updated quarterly. The Pennsylvania Code Reporter is also published by the Pennsylvania Documents Legislative Service, and is the quarterly supplement to the Pennsylvania Code. This publication offers a means of keeping the Pennsylvania Code in permanent form by incorporating amendments into it. The Code Reporter is presently priced at $4.00 annually; the Joint Committee has published a Notice of Proposed Rule Making to increase the price to $10.00.

The Pennsylvania Bulletin and Pennsylvania Code are distributed to the Pennsylvania State Depository Program libraries. Because of the prohibitive cost of these materials the Pennsylvania Legislative Reference Bureau is presently unable to comply fully with Act 150. However, any library or individual wishing to borrow the Pennsylvania Code or Pennsylvania Bullein may borrow these materials on inter-library loan from the State Library of Pennsylvania as well as from any other state depository library.

What are the official documents of the Pennsylvania State Legislature?

The official documents of the Pennsylvania State Legislature which are received by the Pennsylvania Government Publications Section are the Pennsylvania House and Senate Bills, the Combined History of the House and Senate Bills of the Pennsylvania General Assembly, the Pennsylvania Legislative Journal, and the Pennsylvania Legislative Calendar. All but the Laws of Pennsylvania which are stored in the Law Library are automatically received by the Government Publications Section of the State Library of Pennsylvania.

House and Senate Bills of the Pennsylvania General Assembly provide the vehicles for enactment of new laws, and for amendment or repeal of existing laws. House and Senate bills are numbered in the order in which they are introduced upon approval by both chambers and by the Governor. When they become an Act they lose their original bill number and are catalogued by act number by the year in which they are passed. Annually, acts are compiled into Pamphlet Laws, which are single bound volumes of all the acts enacted within a single year and constitute the official Pennsylvania document enacted. Independently, West Publishing Company incorporates all of these Pennsylvania acts into the proper section of Purdons Pennsylvania Statutes at

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some point after enactment. Although more often used than pamphlet laws, they are basically unofficial replicas of the enactments of the General Assembly.

Combined History of Senate and House Bills is prepared under the direction of the Secretary of the Senate and the Chief Clerk of the House of Representatives, Main Capital, Harrisburg, Pennsylvania. It is an invaluable tool for following the current and previous activities of the General Assembly. Published each legislative session, it catalogues and indexes bills introduced into each chamber and follows activities taken upon each bill. Bills are catalogued by numerical designation and by printers number. Any change in the contents of the bill or any amendments thereto requires a change in the printers number. Each bill is followed through the course of legislation to its conclusion. The history contains much other relevant legislative information including Resolutions introduced; the rules of the House and Senate; and cumulative indexes. Bills vetoed by the Governor with the official reasons are also found in the history. The names of individual legislative members and the committees to which they are assigned are also included. Individual bills pending before the Pennsylvania General Assembly can be obtained from the documents sections of the Pennsylvania Senate or House of Representatives. A guide to understanding the reading of Legislative Bills, the use of brackets, underlining and capital letters can be found in the preliminary pages of the history. A chronological history of a bill as it appears in the history is illustrated on the following page.

The Pennsylvania Legislative Journal of the Pennsylvania Senate and House of Representatives illustrates debate entered into pursuant to a bill and the vote upon which a particular bill has passed or failed and who voted yes, no, or abstained.

The Pennsylvania Legislative Calendar is a current listing of Pennsylvania bills which will be considered by the full body of Senators or Representatives and indicates which bills may be passed pursuant to the three-reading rule required for the passage of bills by the Pennsylvania Constitution.

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AN ACT By Senators REIBMAN, STAUFFER, HESSINGER, A. D. FLEMING and MURPHY.

Prior Printer's Nos. 8, 219, 459, 600, 654, 710
Printer's No. 1040.

An Act Amending the Act of March 10, 1949 (P. L. 30, No. 14), entitled "Public School Code of 1949," requiring public hearings and referendums prior to the construction or alteration of a public school building in certain cases; further providing for approval of school building plans by the Department of Education and for standards for school buildings by the State Board of Education; providing for hearings on exceptions; changing the composition of the Advisory Committee on Standards.

Introduced, Jan. 15, 1973
Referred to RULES, Jan. 16, 1973
Re-referred to EDUCATION, Jan. 29, 1973
Reported as amended, Feb. 6, 1973
First consideration, Feb. 6, 1973
Amended on second consideration, Feb. 27, 1973
(Remarks see Senate Journal Page 199),
Feb. 27, 1973
Third consideration and final passage,
Feb. 28, 1973 (45-2)
(Remarks see Senate Journal Page 216),
Feb. 28, 1973

In the House

Referred to EDUCATION, March 12, 1973
Reported as amended, March 26, 1973
First consideration, March 27, 1973
Second consideration, with amendments,
April 3, 1973
(Remarks see House Journal Page 602), April 3, 1973
Placed on third reading postponed calendar with
amendments, April 9, 1973.
(Remarks see House Journal Page 653), April 9, 1973
(Remarks see House Journal Page 708),
April 10, 1973
Third consideration, with amendments,
April 10, 1973
Final passage, April 11, 1973 (171-15)
(Remarks see House Journal Page 734),
April 11, 1973

In the Senate

Senate non-concurred in House amendments,
April 25, 1973
Senate appoints Senators REIBMAN, STAPLETON and
STAUFFER a committee of conference, May 1, 1973

In the House

House insists on its amendments non-concurred in
the Senate, May 2, 1973
House appoints Representatives O'CONNELL, S. E.
HAYES JR. and HOMER a committee of conference,
May 2, 1973

In the Senate

Conference committee report presented in Senate,
June 11, 1973

In the House

Conference committee report presented in House,
June 11, 1973

In the Senate

Conference committee report adopted by Senate,
June 18, 1973 (48-0)

In the House

Conference committee report adopted by House,
June 19, 1973 (187-5)
(Remarks see House Journal Page ...), June 19, 1973
Signed in Senate, June 20, 1973
Signed in House, June 20, 1973
In hands of the Governor, June 25, 1973
Last day for action, June 30, 1973
Approved by the Governor, June 27, 1973
Act No. 34

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What are the loan policies on Pennsylvania State Government Publications at the State Library of Pennsylvania?

All Pennsylvania State Government Publications circulate on a two-week loan basis to walk-in users with driver's license identification or with Pennsylvania state agency affiliation. Publications may be renewed by phone. These materials may be obtained on interlibrary loan for a one month period.

How are the Pennsylvania Government Publications classified and catalogued at the State Library of Pennsylvania?

Formerly, the Pennsylvania Documents Collection was classified numerically e.g. P38.1, P38.2, etc.; each number defining a particular agency. This system has been very adroitly converted to a much more expeditious method by our Technical Services Director, Mr. George Bordner. The new system relies on a letter identification code prefixing each classification number e.g. PA1.1 signifying the annual reports of the Department of Agriculture, PA1.2 signifying the miscellaneous publications of the Department of Agriculture and continuing in numerical order with each number indicating a different type of publication issued by that department. The agencies are shelved alphabetically by code letters and subsequent classification number, PA1.1, PA1.2, PB1.1, PC01.1, PC01.2. Following the department are the Boards and Commissions which are identified by a PY code e.g. PYA (with its identifying classification number) signifying the Anthracite Coal Commission. The new system makes retrieval and shelving a much more facile way of systematically grouping the oftentimes elusive format of Pennsylvania Government Publications.

The card catalogue has now been improved upon as well. Previously, the collection was catalogued by issuing agency, making publications almost virtually irretrievable. The old method has been replaced and the new approach to the catalogue is more comprehensive in that subject, author and title coverage has been implemented.

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What classification and catalogue schemes are recommended for Pennsylvania libraries?

Originally, it was recommended that Pennsylvania libraries integrate the Pennsylvania Government Publications with their collection with adherence to the classification scheme used in the libraries. Many libraries find this approach to be unsatisfactory for individual reasons of space and inaccessability. Currently it's suggested that should a library wish to employ the Pennsylvania classification scheme, they can adapt it to their library needs as it is not always necessary to integrate Pennsylvania Government Documents into the general collection.

The Pennsylvania State Library Classification scheme is based on the Ohio State Library's classification scheme. Copies of the current Pennsylvania classification scheme may be obtained on request from:

Mrs. Judith Weinrauch, Librarian
State Library of Pennsylvania
Government Publications Section
P. O. Box 1601
Harrisburg, Pennsylvania 17126

The main thing to remember is that whatever system is used, Pennsylvania publications should be reflected in some way in the main card catalogue with subject, author and title entries wherever possible so that the patron may be apprised of available government publications along with privately published works and periodicals. A "ready reference" file is also helpful. This is an informal card file used by the Government Publications Section which is indexed by popular name such as the "Biddle Report" or publications which have agency acronymns such as the PHEAA which are identified on the card. Specific Pennsylvania subjects are covered such as poisonous plants trout, etc., with advice on what sources to tap as a result of previous reference questions on these subjects. Classification numbers, addresses and telephone numbers and other notes are included on these cards.

What does the duplicate collection consist of at the State Library?

The duplicate collection at the State Library numbers approximately

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several thousand titles of extra copies that have accumulated over the years in the State Library of Pennsylvania. The collection consists of duplicate copies of Pennsylvania laws, archives, legislative, executive, departmental, board and commission publications. Available Lists number one and two have been sent out to in-state depository libraries. There are still a number of these items left. Anyone other than depository libraries so wishing can write for copies of these lists and we will fill your request to the best of our ability. Approximately a total of ten of these available lists will be sent out in order to clear ten ranges to be better utilized by the General Library Bureau for storage purposes. All steps will be taken in order to see that this material will be absorbed by in-state libraries for their collections as opposed to discarding some valuable materials. Many libraries are utilizing this opportunity to obtain State Library duplicate government publications to fill in collection gaps and missing issues. Regular available lists will be in effect from this point on from the Pennsylvania Section of Government Publications as there is a never-ending supply of duplicates from sources such as disbanded state offices, donations and weeded Pennsylvania publications from out-of-state library collections.

What is the Pennsylvania State Depository Program?

The Pennsylvania State Depository Program is a distribution service designed to make certain important Pennsylvania documents are available to selected in-state and out-of-state academic and public libraries. At present, there are eighty libraries (fifty-eight in state and twenty-two out-of-state). The number of depository libraries is not to exceed 100.

What is the purpose of the Pennsylvania State Depository Program?

The purpose of the Pennsylvania State Depository Program is to establish collections of Pennsylvania publications and to make these collections readily available to the citizens of Pennsylvania and to enable the designated depository libraries to provide any information found within such publications to their clientele.

What functions are involved in the Pennsylvania State Depository Program?

The Pennsylvania State Depository Program is coordinated by the Pennsylvania Publications Librarian of the Government Publications Section. The three functions involved in the Pennsylvation State Depository Program are the screening, the requesting and the distributing of Pennsylvania publications. The screening process consits of gleaning in-coming Pennsylvania publications for their content value by the Pennsylvania Publications Librarian. Publications designated as worthy subjects for distribution are noted. The requesting process follows with phone calls to the issuing agency asking for a supply of copies of publications equal in number to the participating libraries in the program. The distribution process constitutes two approaches. Either the issuing agency will send the requested number of copies to the State Library for monthly distribution, or the mailing list of libraries in the Pennsylvania State Depository Program is forwarded by the Pennsylvania publications librarian to the issuing state agency for consolidation with the agency's mailing for direct distribution.

What conditions must be met by designated libraries to fulfill their role as a Pennsylvania document depository?

Four conditions must be met by statutory authority 320 (4) of the library code of June 14, 1961, P.L. 324 as amended by Act 150, December 1, 1971. First, depository publications must be given the same cataloging for similar material purchased or given for the regular collection. Second, the depository collection library must agree to provide free public reference and information service for the Pennsylvania Publications received as a depository. It must also agree to house adequately and safely the publications until such time as disposal or return of items is authorized. Third, the publications received must be made available for the use of any citizens of the Commonwealth whether or not that individual is a resident of the municipality in which that library is located a registered user of the library, or an enrolled student in the institution. Fourth, the publications received with the exception of those items for which the state librarian authorized on short retention period. All publications due for disposal shall first be offered to the State Library for return before disposal is carried out.

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What is Act Number 150?

Along with other various library-related provisions Act Number 150 makes it possible by legal authority for the State Library of Pennsylvania to receive and to distribute Pennsylvania publications. The following is a text of the act:

No. 150

AN ACT

HB 154

An Amending the act of June 14, 1961 (P.L.324), entitled "An act relating to the establishment, operation and maintenance of the State Library and public libraries in the Commonwealth; amending, revising, consolidating and changing the laws relating thereto; imposing duties upon public officers; providing for State and local cooperation and assistance in the establishment and maintenance of libraries; prescribing penalties; and repealing existing laws," further providing for the distribution of State publications; imposing additional powers and duties on the Advisory Council on Library Development and on the Joint Committee on Documents requiring participation in a certain program as a prerequisite to State-aid; providing for a referendum in certain cases and changing mail requirements.

The General Assembly of the Commonwealth of Pennsylvania hereby enacts as follows:

Section 1. Clause (4) of section 201, act of June 14, 1961 (P.L.324), known as "The Library Code," is amended to read:

Section 201. State Library and State Librarian; Powers and Duties.—The Department of Public Instruction shall have the power, and its duty shall be—

* * *

(4) To receive [at least fifty] copies of all [Commonwealth] publications [for the documents collection and for exchange with other libraries.] *of all agencies of the Commonwealth in order to maintain a definitive, organized collection of all such publications by the State Library and to provide for the distribution of such publications to other libraries. The State Librarian shall also designate selected academic or public libraries within the Commonwealth to be State government document depository libraries under criteria and regulations approved by the Advisory Council on Library Development and, in the case of documents published pursuant to the act of July 31, 1968 (Act No. 240), known as the "Commonwealth Documents Law," by the Joint Committee on Documents.*

* * *

Section 2. Section 204 of the act is amended by adding, at the end thereof, a new clause to read:

Section 204. Powers and Duties.—The Advisory Council on Library Development shall have the power, and its duty shall be—

* * *

(6) To approve or disapprove the library district designations and alignments which are recommended by the State Librarian.

Section 3. Sections 211, 304 and 425 of the act are amended to read:

Section 211. District Library Centers.—The State Librarian, *with the approval of the Advisory Council on Library Development,* shall

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designate up to thirty libraries throughout the Commonwealth as District Library Centers which may include any local library, any State College library, the Pennsylvania State University library and any privately supported college or university library which may agree to serve as a District Library Center District. Library Centers shall have the power to contract with any city, borough, town, township, school district, county or board of trustees or managers of any local library, which wishes thereby to become part of the District Library Center system of such district. Any District Library Center shall have the power to provide direct library service to persons residing within the district, to provide supplementary library services to all local libraries within the district, and to exchange or provide services with other District Library Centers or contract for the provision of library services with other District Library Centers.

Section 304. State Librarian to Approve Plans; *District Library Center Cooperative Program; Referendum.—(a)* Each library desiring to receive State-aid under this act shall submit to the State Librarian a plan for the use of the funds and no payments of State-aid shall be made until such plan is approved by the State Librarian in accordance with rules and regulations approved by the Advisory Council on Library Development. Subsequent changes and modifications in a library plan may be submitted at any time for approval by the State Librarian. Libraries qualifying for aid shall have five years to achieve applicable standards. Further extensions of time may be permitted with the approval of the State Librarian acting under regulations made by the advisory council.

(b) No State-aid shall be given to any library unless the local library board commits the library to participation in the District Library Center Cooperative Program including attendance at district meetings and the use of interlibrary loans and interlibrary references.

(c) If the local library board does not act to participate in the District Library Center Cooperative Program, upon petition of three per cent of the total number of persons voting in the last preceding general or municipal election, the question of participation shall be submitted to the qualified electors of the municipalities in the direct service area. The petition shall be circulated within and signed by a sufficient number of electors in the direct service area. The persons circulating the petition shall present it to the municipal officers who shall forward the petition to the County Board of Elections. The County Board of Elections shall, after determining that the petition contains a sufficient number of signatures, place the question of participation in the District Library Center Cooperative Program on the ballot in the municipalities comprising the direct service area from which the petition was submitted. If a majority of the persons voting on the question vote in the affirmative, the local library board shall participate in the District Library Center Cooperative Program.

Section 425. Libraries to Receive Commonwealth Publications.—

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[Each library established and maintained under the provisions of this act shall certify by its proper officers that it comes within its provisions, which certificate shall be filed with the Department of Property and Supplies. Such certificate shall be accompanied by a statement of the publications or type of publications which the library desires to receive.] The Department of Property and Supplies shall, as soon as practicable after publication, forward to [each library such publications as it selects: Provided, however, That it] *those libraries designated by the State Librarian as State documents depository libraries, a copy of every publication of every department, board, commission or agency of the Commonwealth. The Department of Property and Supplies shall direct each such department, board, commission or agency to supply it with the number of copies, if any, of each publication remaining after regular distribution according to existing allocations, but in no case to exceed two hundred fifty copies, and upon receipt thereof shall notify the State Librarian who shall then designate the libraries to which the publication shall be forwarded. Any public library, school library, junior college or community college library, university library or historical society library in the Commonwealth shall be eligible to receive free copies of the publications. It* shall be the privilege of the state to recall any or all of the said publications in the event of the loss of their own files by fire or other casualty.

The provisions of this section shall not apply to the distribution of documents published pursuant to the Commonwealth Documents Law. The State Librarian, with the approval of the Advisory Council on Library Development, shall make recommendations from time to time to the Joint Committee on Documents concerning criteria for the distribution to libraries of documents published pursuant to the Commonwealth Documents Law.

APPROVED—The 1st day of December, A. D. 1971.

MILTON J. SHAPP

The foregoing is a true and correct copy of Act of the General Assembly No. 150.

C. DeLores Tucker

Secretary of the Commonwealth.

What are the advantages of the Pennsylvania State Depository Program?

One advantage of the Pennsylvania State Depository Program is that by sending out multiple copies of a single title each month from a centralized mailing point, there is a definite reduction in mailing cost, and manpower time and effort on the part of the requsting library as well as on the part of the responding issuing agency. Another advantage is that Pennsylvania Publications are channeled promptly to depository libraries upon verification of publication so that the library is immediately provided with current Pennsylvania literature which in most cases libraries and patrons would consequently overlook. Also, an additional advantage is that numerous issuing agencies have had to limit their supply of publications for budgetary reasons, whereby in order to afford publication access to the most number of readers at the least amount of cost, such issuing agencies as the Insurance Department and the Governor's Office have elected to utilize the State Library's depository plus academic and public library mailings, so that any library patron of Pennsylvania interested in such materials has the opportunity of reading them. In essence, the Pennsylvania State Depository Program is a useful service for the State in that libraries can provide added publicity for state literature when Pennsylvania publications are reflected along with general and periodical publications in a library's card catalogue. Finally, the cooperation of a number of state agencies has been enlisted by virtue of mandated authority and by the benefits that the state agency has derived from this program. As a result, such publications as the Pennsylvania Code, the Pennsylvania Bulletin, the Education Directory, the Department of Insurance Shopper's Guides, the Industrial Directory, the Pennsylvania Statistical Abstract and numerous other monographs and periodicals have been made available to depository libraries on a no-cost basis.

How do Pennsylvania libraries obtain the official documents (Combined History of Senate and House Bills, Pennsylvania Legislative Journal, Pennsylvania House and Senate Bills and Pennsylvania Legislative Calendars) of the Pennsylvania State Legislature?

The possibility of expediting the legislative publications to depository libraries has been under discussion at the State Library. At this point, it has not been deemed feasible to expedite these items since it would be necessary to send all of the publications at one time and then only once each month in the documents shipment.

This would mean that the calendars and the bills which are dailies would be a month late each time. It has been determined that a number of smaller depository libraries have inadequate space and small staffs which would preclude adequate maintenance and thus, the ineffective usage of these materials. Also, some of the smaller libraries have indicated that there have been a minimum number of patron requests for these publications. An added difficulty in obtaining the legislative documents is that currently there is a bill (HR535) in the Pennsylvania Senate Rules Committee of the Legislature which authorizes the Chief Clerk of the House of Representatives and the Secretary of the Senate to impose a charge on a number of these publications. The most suitable alternative to this problem seems to be to make an attempt to negotiate an arrangement with the Chief Clerk of the Senate whereby he would be supplied with the mailing list of Pennsylvania State Depository Libraries with which he could compare all incoming requests. Those requests which were from Pennsylvania State Depository Libraries could then be honored on a no-cost basis. We hope to have this negotiation accomplished by November 1, 1973. Pennsylvania State Depository Libraries will be notified by that time so that any State Depository Library who is not currently receiving these materials should await this notification. Because of the cost of these publications, other Pennsylvania libraries will have to subscribe on a regular-paying basis. Otherwise, if copies or xeroxed pages of these materials are required, inter-library loan requests should be directed to the State Library. Once arrangements are made for depository libraries on the matter of free subscriptions to these legislative materials such depository libraries as Penn State University and the Free Library of Philadelphia will also be able to honor inter-library loan requests.

What types of libraries are eligible for Pennsylvania Depository Collection status?

Generally, a library's eligibility for depository status depends upon size and geographical considerations so that maximum service to the greatest number of patrons and to surrounding libraries can best be afforded. Specifically, there are six types of libraries which have been defined in Volume 2, Number 18, Section 31-603 of the Pennsylvania Bulletin (April 22, 1972) as having eligibility status for depository designation. They are State College and University Libraries, District Center Libraries, Regional Library Resource Centers, Libraries of State Related Universities and Colleges, and U. S. Documents Depository Libraries. Also included in this definition are other academic libraries located in the county where none of the six specific types

have been designated as depositories. Finally, as an extenuation to these types of depository libraries, public libraries acting as a central library for a system of libraries and public libraries serving as an extensive regional branch reference library for a large system of libraries, also have eligibility status for depository collection.

What are some statistical facts concerning the Pennsylvania State Documents Program?

In 1971-72, 329 titles were expedited, and in 1972-73, 192 titles were expedited in the Pennsylvania State Documents Depository Library program. The total number of publications expedited showed a figure of 13,351 for 1971-72 and 17,257 for 1973-34. A comparison of both of these statistics over 2 years shows a noticeable increase. The cost of mailing the monthly shipment of Pennsylvania Government Publications comes to $22.44 for postage, cartons and tapes. Total manpower involved is approximately 4 hours per month which is devoted to assemblying, packing and mailing the Pennsylvania Documents Shipments. Personnel includes a professional librarian, a library assistant, and a mail clerk.

What other role does the Government Publications Section of the State Library assume in distributing publications?

The State Library distributes the Official Checklist of Pennsylvania Publications to a special nationwide and foreign mailing list, to the academic library mailing and to the public library mailing. The namber of Checklists sent for 1971-72 was 9,979 compared to 11,198 sent in 1972-73. In addition to mailing publications to depository libraries, extra copies, wherever available, are requested from the issuing agency in the number of 760 copies for inclusions in the academic and general library mailings. The Government Publications Section of the State Library not only distributes publications through the monthly depository mailings, but further distributes Pennsylvania publications to other libraries interested in receiving particular titles such as the Annual reports of the Pennsylvania General State Authority, Pennsylvania State Highway and Bridge Authority and the Joint

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State Government Commission. Approximately 10 titles are sent out by this method. In all cases more than 80 copies and up to 250 copies have been thus distributed. In 1971-72, 79 titles, and 5,478 publications were sent and in 1972-73, 41 titles, and 5,457 publications were sent through the Department of Property and Supplies. Another mailing to the Library of Congress constitutes an added distribution whereby 2 copies of each Pennsylvania publication are sent to the Library of Congress once every month. 3,349 publications were sent in 1971-72 and 1,999 publications were sent in 1972-73.

How does a Depository Library terminate depository collection status for Pennsylvania Government Publications?

A library is terminated from depository status by voluntary or involuntary termination. In voluntary termination, a library will address its request to relinquish its status to the State Librarian with their request signed by public library director or board member or the head librarian or college president in the case of an academic library. The State Librarian will arrange to halt the shipment of Pennsylvania publications to such libraries and will make appropriate mutual arrangements to dispose of any unwanted state publications on deposit with the library. If a library is terminated involuntarily of their depository status because of lack of compliance with conditions after adequate warning, a notice of termination by letter with reasons for termination will be sent by the State Librarian to the public library's director and president of the board or committee or to the academic library's head librarian and president. Return to the Commonwealth of publications on deposit shall be arranged between the State Librarian and the Library's head librarian.

What is being done to improve upon the Pennsylvania State Documents Depository Program?

Attempts are being made to implement the duplicating of the Official Checklist of Pennsylvania Publications each month by the Department of Education so that its reproduction will not delay the

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Pennsylvania documents shipment. An added effort will be made toward expansion of the number of pages in the Checklist to the number of starred items (starred items designating that the listed title has been expedited through the Pennsylvania State Document Depository Program) included in the Checklist. Another plan for the Checklist is the addition of classification numbers to entries for more prompt inter-library loan service, the inclusion of prices of publications where applicable and the indication by symbols for reasons publications cannot be obtained from the issuing agency. Finally, continuing efforts will be made to establish better inter-agency cooperation with the State Library so that a wider selection of Pennsylvania documents can be distributed.

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(See Forward for Explanation)

Insert the name of your library (the name may be withheld if you wish). Detach and mail to:

Mrs. Judith Weinrauch
Librarian
Government Publications Section
P.O. Box 1601
State Library of Pennsylvania
Harrisburg, Pennsylvania 17126

COMMENTS

1804

RI

B. Letters and commentaries

M. Studies, surveys and workshops

RI:B

1/2

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Office of Secretary of State
RHODE ISLAND STATE LIBRARY
State House
Providence, R.I. 02903
ROBERT F. BURNS, Secretary of State

June 11, 1974

Mrs. Margaret T. Lane
Recorder of Documents
Secretary of State
Baton Rouge, La. 70805

Dear Mrs. Lane:

I received from you this morning a letter concerning state documents management in Rhode Island.

We have no depository system, as such, in this State at the present time. We are, however, developing one. We began when I came here in 1962 setting up files of state documents received and state documents distributed. Our control and channelling of documents has resulted in an informal depository system.

Our problem, of course, like any other State Agency in this field is in acquiring documents. We do feel that we now have the basis of a formal system, at least within this State.

As of this year we have a committee on state documents including librarians representing the various institutional libraries in the State. This committee has arranged for a consultant to come to Rhode Island the latter part of July to survey the present system and make recommendations for a formal system.

Before the arrival of the consultant, we will have prepared a check-list covering the last biennial period and a report on the system as it now exists. If you so desire, I will see that you receive copies of these two items as well as a copy of the consultant's report. I will also recommend to Miss Nancy Peace, who is chairing the committee that you or some person designated by you receive any reports of this committee.

B
2/2

I would in turn like to receive copies of any available reports on state distribution of documents or surveys and I am sure Miss Nancy E. Peace, Librarian, The Rhode Island Historical Society Library, 52 Power Street, Providence, R. I. 02906, would appreciate receiving copies also. I am forwarding a copy of your letter and a copy of mine to Miss Peace.

I would say for myself your letter arrived at a very propitious time.

Sincerely yours,

Elliott E. Andrews

Elliott E. Andrews
State Librarian

EEA/aml

RI:B1

UNIVERSITY OF RHODE ISLAND
KINGSTON, R. I. 02881
University Library

Found in correspondence File - 2181 ~~14w~~

October 15, 1976

Brenda Olds
Legislative Reference Library
P.O. Box 12488
Capital Station
Austin, Texas
78711

Dear Ms. Olds:

Please forgive me for not answering your note sooner. I an pleased to forward to you the material relative to our State Projects Committee under the Consortium of Rhode Island Academic and Research Libraries.

Unfortunately our bill did not get released from committee, but we will try again this session. I thought I signed up to help with the ALA State Documents Task Force at ALA in New York, but have never heard from anyone. If I can be of any help, please do not hesitate to call on me.

Sincerely,

Anne Shaw

Anne Shaw

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AUG 76

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Office of Secretary of State
RHODE ISLAND STATE LIBRARY
State House
Providence, R.I. 02903
ROBERT F. BURNS, Secretary of State

June 24, 1976

Brenda Olds, Secretary
ALA GODORT State Documents Task Force
Legislative Reference Library
Box 12488, Cap. Sta.
Austin, Tx. 78711

Dear Miss Olds:

I am sorry I am unable to send you five copies of each item listed in your letter of June 11, 1976. Due to budgetary problems I am able to furnish one copy only.

For further information I suggest you contact:

Anne Shaw
Government Documents Librarian
University of Rhode Island
Kingston, R.I.

Miss Shaw has been recently elected chairperson of the Rhode Island Ad Hoc Committee and will have the latest information on the recommendations of the Committee and a copy of the bill to be presented to the General Assembly.

If I can be of further service please contact me.

Very truly yours,

Florence P. Bundesen
Cataloger

FB/mc

RI:M

HISTORY AND DEVELOPMENT OF THE STATE DOCUMENTS DISTRIBUTION SYSTEM OF THE RHODE ISLAND STATE LIBRARY

Edmond O'Brien

Florence Bundesen

1819

RE-H
P. 5/18

DOCUMENTS DISTRIBUTION CENTER

Part 1 - Background:

1 Copies of the laws under which documents are obtained and distributed are attached to this report. Like most they "just grew". They are in no way a code, but really do provide the necessary authority for developing a system.

2 Procedures followed prior to 1963:

A Documents of state departments and other agencies were obtained under the above laws either because they were automatically sent to the library by persons aware of the laws or by telephone calls when a request brought the document to the attention of the library staff.

B First copies received were cataloged (Dewey decimal or Rhode Island special catalog system) in the Rhode Island collection. Other copies were stored in various rooms throughout the basement and the sub-basement areas of the Statehouse, filed roughly alphabetically by departments.

C Distribution was from lists kept in looseleaf notebooks by document title with names of recipients in alphabetical order.

Part 2 - Development and operational status of the present Rhode Island State Document Distribution System.

1 There has been no change in the law under which the present system was developed. The emphasis has been upon bringing the applicable section to the attention of the proper authorities. Attached are copies of the form letters used.

2 Beginning in 1963 a review of the system was undertaken by Florence Bundesen, Edmond O'Brien and Elliott E. Andrews of the Rhode Island State Library staff.

It was obvious that because of increased usage, requests for copies and diversity of requests, including numerous ones for documents not currently being received by the State Library, the existing system was totally inadequate for present or future needs.

3 The problem was divided into two parts: the laws governing the system and the system itself with four sub-divisions: acquisition, control, storage and distribution.

A The laws: It was decided that for the time being with a broad interpretation, that the laws were adequate, if they were brought to the attention of the proper authorities.

B The system:

(1) Acquisition:

a The law was to be brought to the attention of each department or agency head by letter with a request that all substantive

documents be furnished to the State Library. This was later extended to Division, Office and Bureau heads, whatever their title.

Still later, the same notice was circulated to secretaries, stenographers and clerks in charge of publications.

b Follow-up was by telephone and personal contact.

c A separate form letter was drafted for Committee and Commission chairman principally both standing and ad hoc Committees of the General Assembly. The same phone call and personal contact procedures were used here.

d The procedure was extended to cover consultants, etc., doing contract work for the State Government.

e In 1963 (Chapter 105 of Public Laws 1963) the law was changed to provide that the annual reports should be submitted to the Director of Administration in such manner and form as he may subscribe for inclusion in a digest of annual reports.

This effectively discontinued the publication of annual reports but it presented the State Library with a dilemma as to how to get copies of the annual reports for inclusion in its collection and for distribution.

Although the distribution problem still exists, the order to furnish annual reports to the Director of Administration was a blessing. The Director of Administration simply interpreted

the law section giving him power over "manner and form" to mean that he could require two copies of each report, one for the digest and one for the State Library. He circulated an order making this standard procedure. As a result many heads of agencies who had reluctantly or not at all complied with library requests, furnished two copies and the library now has a good collection assured, with little or no effort on its's part.

f We do not obtain a supply of intra-office updated reports and data because of staff and space deficiencies. A simple system of doing this could be developped to supply the needs of individual library users having use for such items.

2 Control:

To maintain a bibliographic control of this system, three card files were developed as follows:

a A 3x5 card file for the acquisition of documents.
This card file was arranged alphabetically by document title, with each card bearing the year, the number of documents received and date received.

b A 3x5 card file for special reports of commissions and committees and called "special report file".
Three sets of cards were made up for this file, one by subject heading for reference use in the main library, one shelfcard and one numerically for use in the documents distribution office according to a sequencial number assigned when they are received.

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This file was set up for easier and better handling from a ledger book which was then in effect and was a comparably good but outdated system. The tendency is to place all individual documents which can be classified as reports in this file.

c A 3x5 car file for the distribution of documents. This file was taken from the loobseleaf books in use at that time and revised with each card bearing the document title, number of copies to be sent and the recipients name and address.

3 Storage:

a The documents that were stored in various rooms in the basement and sub-buasment were gathered together in one room in the sub-basement. Annual, serials and other publications of State agencies are filed there alphabetically according to agency title.

b Special reports were filed according to the arbitrary acquisitions number assigned when they are received, thus giving a key to their location by the number file maintained in the document distribution office, as well as the subject and shelf list files in the mail library.

c A separate file of all such documents is maintained in the document distribution office for convenience.

4 Distribution:

a After the receipt of a supply of the current years reports, a certain number of copies are set aside for mailing according to information contained in the distribution card file. This entails the typing of a receipt and label for each individual recipient taken from the documents distribution file and make ready for mailing.

b We also distribute reports that are requested by telephone, by letter and to people who request reports personally at the office.

Part 3 - Conclusions:

1 The laws under which documents are obtained and distributed are adequate although they should probably be revised to assist in the creation of a formal depository system.

2 The real problem is in obtaining copies of documents and reproduction of copies for distribution, a clerk should be assigned full time to this work.

3 The machinery for the proper administration, including reference, exists within the State Library providing it is adequately used.

4 If a more complete depository system is to be developed, at least one more clerk and one para professional working under the supervision of a professional librarian will be necessary.

R.E.H.
P-11/18

5 More space will be needed for processing and storage of the depository gifts and exchnage collection.

RI-H
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RHODE ISLAND STATE LIBRARY
State House
Providence, Rhode Island 02903

Dear

Upon the request of Mr. Burns, Secretary of State, I am writing to inform you of the State Library's responsibilities and to offer assistance to your commission.

The staff and resources of the State Library are available to you for reference and research purposes. Please feel free to contact us by telephone, letter or in person. If the information you desire is not available in the library itself, a member of the staff will endeavor to locate it for you.

The State Library has provided through its Documents Distribution Center, a mailing service for the reports of committees, commissions, etc.. This includes processing of mailing lists supplied by originating body and/or individual requests. A form letter is included in each mailing stating that upon the request of .....the State Library is supplying the enclosed material or a letter may be supplied by the group itself. Please feel free to avail yourself of this service, if you so desire.

Under Sections 29-1-1, 29-1-2, 29-1-5, 29-1-7 and 29-1-8 of the General Laws, the State Librarian is responsible for the collection and preservation of all state documents and the exchange of these documents with other libraries within the state and throughout the country.

It is very important that any interim report and the final report of your group be included in the State Library's collection. Ordinarily, two copies of such reports are desired for this purpose.

The State Library will need seventy-five copies of final reports for distribution on an exchange basis. This, of course, is dependent upon whether they are reproduced in large enough numbers.

We'll be very pleased to cooperate with you in any possible manner.

Yours sincerely,

Elliott E. Andrews,
State Librarian

1813

P.E.-H
P-13/18

Dear

This is to draw your attention to the following sections of the General Laws, concerning your obligation as a department head, to furnish publications of your agency to the State Library.

Under Sections 29-1-1, 29-1-2, 29-1-5, 29-1-7 and 29-1-8 of the General Laws, the State Librarian is responsible for the collection and preservation of all state documents and the exchange of these documents with other libraries, within the state and throughout the country.

The State Library will ordinarily need two copies of such publications for it's permanent collection, as well as seventy-five copies for distribution.

Of course, if documents are not reproduced in quantity, other arrangements will have to be made.

Please contact me if there are any questions concerning this matter. I will be more than happy to cooperate in any way possible to help solve problems which may arise.

Yours sincerely,

Elliott E. Andrews,
State Librarian

TITLE 29

LIBRARIES

CHAPTER.

1. State Library, §§ 29-1-1 to 29-1-14.
2. Historical Society Libraries, §§ 29-2-1 to 29-2-6.
3. Law Libraries, §§ 29-3-1 to 29-3-4.
4. Free Public Libraries and Library Extension Service, §§ 29-4-1 to 29-4-13.

CHAPTER 1

STATE LIBRARY

SECTION.

29-1- 1. Library established—Librarian and record commissioner—Legislative reference bureau.
29-1- 2. Care of library—Preservation of books and documents.
29-1- 3. Clerical assistance—Appropriations and disbursements.
29-1- 4. Annual report to general assembly.
29-1- 5. Exchange of publications with agencies outside state.
29-1- 6. Disposition of duplicates and surplus supplies.
29-1- 7. Supply of state publications.
29-1- 8. Distribution within state of state publications.
29-1- 9. Exchange copies of state publications.
29-1-10. Legislative reference bureau—Functions.
29-1-11. Expense of legislative reference bureau—Appropriations and disbursements.
29-1-12. Appropriations for labor.
29-1-13. Supervision of free public libraries and library extension service.
29-1-14. Armed forces book pool.

23-1-1. Library established—Librarian and record commissioner—Legislative reference bureau.—Within the department of state there shall be a state library and for the supervision of the state library the secretary of state shall appoint a state librarian qualified by training and experience who shall serve at the pleasure of the secretary of state. The state librarian shall be ex officio state record commissioner and, as state librarian and record commissioner, he shall carry out the duties required by chapters 1 to 3, inclusive, of this title, §§ 29-4-9 to 29-4-11, inclusive, § 29-4-13, and by title 38. The state librarian shall continue to maintain and supervise the legislative reference bureau.

History of Section.

P. L. 1939, ch. 660, § 31.

Compiler's Note.

The reference to the department of state has been substituted for clarity for a reference to "said department."

Cross-Reference.

Duties of secretary of state, § 42-8-1.

Comparative Legislation.

State library:
Conn. Gen. Stat. 1949, §§ 1630-1633.
Mass. Laws Ann., ch. 6, §§ 33-39.

1820

29-1-2. Care of library—Preservation of books and documents.—The secretary of state shall have the care and custody of the state library, except the law library, and shall receive and preserve all books and documents which may be sent to or purchased for the same.

History of Section.

P. L. 1901, ch. 862, § 1; G. L. 1909, ch. 38, § 1; G. L. 1923, ch. 36, § 1; P. L. 1935, ch. 2250, § 21; G. L. 1938, ch. 22, § 1.

Compiler's Note.

A clause establishing the library within the department of state has been omitted as superseded by § 29-1-1 herein.

Cross-Reference.

Exemption of purchases from fair trade act, § 6-12-7.

29-1-3. Clerical assistance—Appropriations and disbursements.—The general assembly shall annually appropriate such sum as it may deem necessary for clerical service in the state library, and the state librarian is hereby authorized and empowered to employ additional clerical assistance. The state controller shall draw his orders upon the general treasurer for the payment of all sums appropriated under the authority of this section, or so much thereof as may be from time to time required, upon the receipt by him of proper vouchers approved by the state librarian and the secretary of state.

History of Section.

G. L. 1896, ch. 28, § 2; P. L. 1905, ch. 1252, § 1; P. L. 1906, ch. 1350, § 1; G. L. 1909, ch. 38, § 2; P. L. 1909, ch. 442, § 1; P. L. 1910, ch. 592, § 1; P. L. 1914, ch. 1095, § 1; P. L. 1917, ch. 1499, § 1; P. L. 1919, ch. 1747, § 1; P. L. 1920, ch. 1915, § 1; P. L. 1922, ch. 2223, § 1; G. L. 1923, ch. 36, § 2; P. L. 1925, ch. 622, § 1; P. L. 1927, ch. 1019, § 1; P. L. 1935, ch. 2250, § 149; G. L. 1938, ch. 22, § 2; impl. am. P. L. 1939, ch. 660, § 65.

Compiler's Note.

The reference to the state controller has been substituted for a reference to the state budget director and comptroller in order to show the effect of P. L. 1939, ch. 660.

29-1-4. Annual report to general assembly.—The secretary of state shall annually at the January session make report to the general assembly of the condition of the library, and shall make such recommendations as he may deem advisable for the welfare thereof, and of the books purchased during the year preceding, and of the cost thereof.

History of Section.

P. L. 1901, ch. 862, § 3; G. L. 1909, ch. 38, § 3; G. L. 1923, ch. 36, § 3; G. L. 1938, ch. 22, § 3.

29-1-5. Exchange of publications with agencies outside state.—It shall be the duty of the state librarian to exchange with such nations, states, municipalities, institutions, and persons outside the state as may confer a corresponding benefit, copies of the laws, law

reports, reports of departments and institutions, and all other books and pamphlets published by the state, and to distribute such publications to such other nations, states, municipalities, institutions, and persons outside the state as may by law be entitled to receive them. Nothing in this section shall be construed to prevent any department from distributing its own publications. Distributions to, or exchanges with, states shall be with the state libraries or the authorized exchange agencies of said states.

History of Section.
P. L. 1902, ch. 959, §§ 1-3; G. L. 1909, ch. 38, §§ 5-7; G. L. 1923, ch. 36, §§ 7-9; G. L. 1938, ch. 22, §§ 5-7.

Cross-Reference.
Exchange of publications by secretary of state, § 43-2-9.

29-1-6. Disposition of duplicates and surplus supplies.—The state librarian, with the consent of the secretary of state, is hereby authorized and empowered to sell, exchange, or destroy all duplicate books, pamphlets, or other surplus supplies, which, in his judgment, are not available for use in the state library. All sums received from said sales shall be turned over to the general treasurer of the state.

History of Section.
P. L. 1909, ch. 462, §§ 1, 2; G. L. 1923, ch. 36, § 10; G. L. 1938, ch. 22, § 8.

29-1-7. Supply of state publications.—It shall be the duty of each state officer and director, upon the requisition of the state librarian, to supply the state library with a sufficient number of each publication issued from his department to enable him to carry into effect the provisions of chapters 1 and 2 of this title.

History of Section.
P. L. 1902, ch. 959, § 4; G. L. 1909, ch. 38, § 8; G. L. 1923, ch. 36, § 11; G. L. 1938, ch. 22, § 9.

29-1-8. Distribution within state of state publications.—The state librarian shall distribute to the several libraries of the state, as may apply for them, copies of the laws, reports of departments and institutions, and all other books and pamphlets published by the state except such as are distributed by public law.

History of Section.
P. L. 1904, ch. 1148, § 1; G. L. 1909, ch. 38, § 9; G. L. 1923, ch. 36, § 12; G. L. 1938, ch. 22, § 10.

Cross-References.
Distribution of state publications by secretary of state, § 42-8-12.
Statutes, publication and distribution, §§ 43-2-1 to 43-2-9.

29-1-9. Exchange copies of state publications.—Copies of every volume published through the aid of the state shall upon requisition

vided by sec. 1 of article IV of chapter 121 of the 1960 public laws of the state of Rhode Island.

Act effective, when.

Sec. 2. This act shall take effect upon its passage and all acts and parts of acts inconsistent herewith are hereby repealed.

CHAPTER 105.

H 1404
Approved May 6, 1963.

AN ACT Relating to Annual Reports of State Agencies, and in Amendment of and in Addition to Title 42 of the General Laws, Entitled "State Affairs and Government".

It is enacted by the General Assembly as follows:

Section 1. Title 42 of the general laws, entitled "State affairs and government" is hereby amended by adding thereto the following chapter:

"CHAPTER 36

"ANNUAL REPORTS

Compilation of annual reports of all state departments, agencies and commissions, by director of administration.

"42-36-1. Compilation of annual reports.—All departments, agencies, boards, commissions or councils in the government of the state of Rhode Island, required by law to submit annual reports, shall do so on the basis of the state fiscal year commencing July 1, 1963. Such reports shall be submitted to the director of administration in such manner and form and at such time as he may prescribe, and said director shall compile a single annual report comprised of digests

of the annual reports of the state's departments, agencies, boards, commissions or councils.

No other department, agency, board, commission or council shall, unless otherwise directed by the director of administration have printed its annual report.

"42-36-2. Entitlement and distribution of annual reports.—The report shall be entitled 'Digest of annual reports of state agencies'. It shall be published and distributed by the director of administration to the governor and to members of the general assembly annually in the month of January, and thereafter be made available for public distribution as long as the supply shall last." Entitlement and distribution.

Sec. 2. This act shall take effect upon its passage. Act effective, when.

CHAPTER 106.

AN ACT in Amendment of Chapter 1898 of the 1947 Public Laws Authorizing a One Million Five Hundred Thousand ($1,500,000) Dollar Bond Issue by the City of Providence for School Athletic Fields, as Amended.

H 1460
Approved May 6, 1963

It is enacted by the General Assembly as follows:

Section 1. Section 1 of chapter 1898 of the 1947 public laws entitled "An act authorizing the city of Providence to issue bonds in the amount of $1,500,000 for the acquisition and/or improvement of school ath-

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Office of Secretary of State
RHODE ISLAND STATE LIBRARY
State House
Providence, R.I. 02903
ROBERT F. BURNS, Secretary of State

July 24, 1974

Dear

Enclosed you will find a copy of the promised checklist (supplement) and the report outlining the history, present proceedures and conclusions, drawn by the library staff concerning the state documents distribution system.

A copy of these items has been forwarded to each member of the group (CRIARL), the Secretary of State and Mr. McDonough who will be here the last week in July.

Yours sincerely,

Elliott E. Andrews

Elliott E. Andrews
State Librarian

RI-H
p.2/2

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Office of Secretary of State
RHODE ISLAND STATE LIBRARY
State House
Providence, R.I. 02903
ROBERT F. BURNS, Secretary of State

July 24, 1974

Mr. Roger McDonough
Director
New Jersey State Library

Dear Sir:

Enclosed you will find a copy of the promised report and a attached sample checklist plus a letter of transmittal to the Secretary of State and the members of the group.

I am looking forward to seeing you next week.

Yours sincerely,

Elliott E. Andrews

Elliott E. Andrews
State Librarian

MEMO

RE-N
P. 3/18

From: Elliott E. Andrews,
State Librarian

To: Robert F. Burns,
Secretary of State

Subject: State Documents Distribution System

Four weeks ago when we were discussing the state documents distribution system in view of the interest expressed by the documents committee, chaired by Nancy Peace, in the development of a more formal depository arrangement, you requested a report as the only sound basis on which the interested parties, including yourself, could proceed.

Attached is a copy of that report encompassing the evolution and present operational details of the system.

I have forwarded copies of the report to the members of the committee and the consultant they have engaged, Mr. Robert H. McDonough, Director, New Jersey State Library.

One other comment, this report is primarily the work of Mr. Edmond O'Brien and Mrs. Florence Bundesen with only minor revisions by me. I felt that, as both of them have lived with the system and were primarily responsible for its development since 1963, they could best outline it with its strengths and weaknesses.

Considering that they started almost from scratch and now have a workable and very useful system developed on a part time schedule, while their main attention was concentrated on other areas of the State Library's operation, I think they have done remarkably well.

Elliott E. Andrews

Elliott E. Andrews

R9-M, RI:M1

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REPORT TO THE AD HOC COMMITTEE TO STUDY THE DOCUMENTS DEPOSITORY AND DISTRIBUTION SYSTEM FOR RHODE ISLAND LIBRARIES

By

Roger H. McDonough, Consultant

Princeton, New Jersey
October 19, 1974

1823

The creation of a committee to study the Rhode Island documents depository and distribution system resulted from a clear recognition on the part of Rhode Island's professional library community that the citizens of the State were being denied access to a great many official public documents and action was needed if early improvement was to be made. An ad hoc committee, broadly representative of the Rhode Island library community, was established to study and report on the problem. The employment of an outside consultant was authorized and it is a measure of the seriousness of the professional concern of the individuals involved that funds for this purpose were subscribed by their respective institutions. The writer agreed to serve as consultant and spent three days in Rhode Island, July 31-August 2, 1974, meeting and talking with the State Librarian and his staff; the chairman and other members of the documents sub-committee, and a number of state officials including the Secretary of State, under whose authority the State Library functions, and the State Budget Director. The consultant also visited the Department of Library Services, the Rhode Island Historical Society, The State Archives, the State Records Center in the Veterans Memorial Auditorium Building, the John D. Rockefeller, Jr. Library and the Providence Public Library. The three-day visit was climaxed by a meeting with the Documents Study Committee at the University of Rhode Island in Kingston, which resulted in a useful discussion of the practical problems that stand in the way of a quick solution to the problem of improving the documents distribution and depository system.

State Documents Depository Functions

Before describing briefly the current documents situation in Rhode Island, it is useful to recall what the accepted national standards call for in this area of activity. In the case of state documents depository library services, that standard is clearly set forth in Chapter 5 of Standards for Library Functions at the State Level[1], which reads as follows:

> Relevant information and recorded knowledge must be continually brought to bear on the affairs of government. Lacking such resources, everyone from the chief executive to the individual state employee acts in at least partial ignorance. With these resources the legislator can know the facts in the case, the judge can trace the law that applies, and the department chief can be informed on the issues before him.
>
> The general and the legal collections at the state level form the basis of library service to government. Indeed, reference and research resources over the state are called on as needed to meet state problems. In addition, the work of state government may require specialized collections and staff to support the functions of the judicial, legislative, executive, and administrative branches and of the special study commissions set up from time to time.
>
> Each state should maintain a complete collection of the documents of its own government and of current documents of comparable states, plus a strong collection of both local and federal documents.
>
> Collections of government documents are of prime importance for historical research, public affairs, and for meeting particular informational needs. The full collection for each state would normally be maintained by the state library agency, and a checklist of state documents should be published periodically by the state. Regional centers for

1. American Library Association, American Association of State Libraries, Standards for Library Functions at the State Level. American Library Association, Chicago, 1970, pp. 16-17.

> state documents should also be developed within the state in existing libraries, and the agencies administering them should be encouraged to collect local publications and official reports for their areas as well....

The validity of the 1970 standard cited above has been reinforced and reaffirmed by the recent activities of the Government Documents Roudtable (GODORT) of the American Library Association, whose own Minimum Standards[2] won complete acceptance at the documents meeting held during the ALA Conference in New York City in July 1974.

Current Situation in Rhode Island

Rhode Island's failure to meet the above-cited standards is all too apparent. The libraries which traditionally serve in a middleman or brokerage role between the agencies which produce official reports and the public which wants and needs them, frequently cannot find out what reports are being issued. If they do become aware of the fact that a given commission has completed a study on an important public question and has issued a report, the library may be completely frustrated in not being able to obtain even one copy for reference purposes. It would be interesting, in this connection, to poll the ten largest libraries in Rhode Island--public and academic--and see which of them, if any, has all the nine documentary items listed in the May 1974 Library of Congress Checklist of State Publications. Granted that some of these reports appear to be only a few pages

2. American Library Association, Government Documents Roundtable, Minimum Standards for State Servicing of State Documents.

in length, the reports of such bodies as The Commission to Study and Revise the Motor Vehicle Code would appear to be of immediate interest to a broad segment of the State's population and would deserve wide circulation.

Of paramount importance, naturally, is whether the State Library received the reports listed by the Library of Congress as well as all reports that were produced by official state agencies. It would appear, from discussions with the State Librarian and his staff, that although the State Library has the statutory authority to obtain and distribute up to 75 copies of official Rhode Island reports, it lacks the staff to carry out this mandated responsibility in a proper manner, much less perform the time-consuming chore of tracking down and obtaining copies of ephemeral reports issued by temporary commissions.

The State Librarian's difficulties are compounded by the fact that the reports of executive departments are no longer printed as separate reports but are condensed for popular consumption in a publication called, appropriately enough, the Digest of Annual Reports[3]. This Digest is a definite inhibiting factor in the development of a well-rounded statewide depository network because it replaces the former, separately printed annual reports which the State Library had hitherto been able to acquire and distribute to designated libraries. While the purpose of the Digest

3. Rhode Island, Department of Administration, Div. of Methods, Data Processing and Central Services, Digest of Annual Reports of State Agencies 1972-1973, Volume X.

appears to be a laudable one, in that it seeks to prevent the proliferation of expensively printed, public relations type annual reports which apparently were becoming increasingly costly to the State, the Digest leaves much to be desired: it does not present a complete picture of the operations of the various agencies represented. Instead, their reports are so truncated that they represent little more than press-releases or the kind of background material developed for budget presentation purposes. Admittedly, the Digest is useful in providing a quick overview of state government activities, but it is of little use to serious students of state government who want to make in-depth studies of various state functions.

The synopses themselves are prepared from typed copy transmitted to the Division of Methods, Data Processing and Central Services of the Department of Administration, which forwards one copy of each report to the State Library for permanent file. It has been suggested that if the State Library had the proper reproduction equipment, together with the modest funds needed to make 25 copies for distribution to Rhode Island's depository libraries and for exchange with other state libraries, it would be an important first-step in improving Rhode Island's documents depository picture.

Findings and Recommendations

What strikes the uninvolved observer rather forcibly in looking at this situation from the outside is that the basic problem is one of modest dimensions and should be capable of early solution. This optimism appears

justified by the very positive desire on the part of the professional library community of Rhode Island to strengthen and improve the statewide documents distribution system and the equally clear commitment on the part of the State Librarian and his staff to carry out their assigned mission if staff and other needed facilities can be obtained to do the job.

A further positive factor is the support that can be expected from such progressive newspapers as the Providence Journal and from such groups as the League of Women Voters, Common Cause, and other similar organizations. In addition, there are individuals who are interested in measures designed to preserve and protect the "Public's Right to Know". Support should also be forthcoming from the education community, inasmuch as students at both college and secondary level are among the greatest users of documents.

With these assumptions in mind, it is recommended that:

1. As the agency charged with the responsibility of acquiring, processing, and distributing official Rhode Island documents, the State Library should be strengthened to enable it to carry out the statutory function of operating a state document depository system in an effective and efficient manner. As a minimum requirement, a professional librarian and a clerk-typist should be added to the State Library staff and given clear authority to carry out this assignment.
2. A system of full, partial and limited (i.e. selective) documents depositories should be established to insure that every prospective

user anywhere in the state will have ready access to the full range of Rhode Island's official documents. The proposal submitted by R. J. Waters of the Department of Library Services (see appendix) appears to be a useful one in this connection, except for the suggestion that the Rhode Island Historical Society be designated a full State Depository. With the State Library so close at hand, it is questionable whether the Historical Society should also be involved to this extent.

3. Since the Digest of Annual Reports does not provide sufficient detail about the operations of the various state agencies it now covers in condensed fashion, serious consideration should be given to:

   a) abolishing the Digest and permitting the various state agencies to publish their own reports under ground-rules established and administered by a state agency or officer designated by the Chief Executive. This arrangement would make it possible for the State Library to obtain the 75 copies authorized by statute for distribution and exchange.

   b) An alternative suggestion is to continue the Digest for the present but provide the State Library with the modest sum that would be required to enable it to reproduce in limited quantities such reports as the State Librarian determines are needed to meet public requirements. From a practical (i.e. political) standpoint, this latter approach is probably the wiser course to take in that it avoids a possible direct confrontation with the office which now publishes the Digest. The

State Librarian estimates that it will cost approximately $6,500. annually to lease the printer-collator needed for this purpose.

4. To assist the State Librarian in carrying out his responsibilities under this program, an advisory committee of librarians should be appointed to advise and consult on the state documents publication and distribution programs. Since the documents study committee already exists, one solution might be for the State Librarian to invite members of this committee to accept appointment to the recommended advisory body.

An attempt should then be made to schedule an early meeting of the committee with the proper State authorities, including the Secretary of State, the Head of the Department of Administration, the State Budget Director, and legislative representatives, to discuss the proposals for improving the documents depository system. A frank discussion at such a meeting between key State officials and a representative group of librarians might prove extremely important in laying the groundwork for a continuing dialogue on library matters of statewide concern. It would be useful in such a meeting to point out that attempts of Rhode Island librarians to improve the documents depostiroy system is not unique, but is part of a general thrust that is taking place in many states across the country. Only this past year, for example, South Dakota devised a new and improved documents depository distribution system and budgeted funds for a professional librarian and two clerical assistants to carry out the statutory mandate. In Wisconsin, which has had a good

depository system for better than half a century, new and improved methods to expand and improve existing services have just been initiated. Minnesota has also recently undertaken a study of ways to improve its existing system.

Conclusion -- The State Library-Archives Situation

The present division of responsibility for library and archival functions at state level is worthy of special attention. The State Records Center, which has a close, functional relationship to the State Archives, is under the Department of Administration. The State Archives as well as the State Library are both under the Secretary of State, an elected State official who has the power to appoint the State Librarian and the State Archivist and to exercise broad control over their activities. Both agencies appear to reflect a political atmosphere which might account for a certain insecurity on the part of some staff members in effecting change and in developing innovative library practices. Thus, while the State Library appears to be rendering a useful and much appreciated service to members of the Legislature, its services and influence have not been extended to the wider audience it should be reaching. The Library clearly needs additional highly-qualified professional staff to assist the State Librarian to fully exploit the valuable collections of legislative reference materials which now appear to receive only a fraction of the use they could, if fully utilized.

The State Archives are worse off and badly need drastice improvement. At the moment, major collections representing important, irreplaceable

documents of the State's history are located on a sub-level of the State House, where they are under the care of a dedicated, acting archivist who is obviously concerned about the neglect from which the archives have suffered for many years. For example, the records, which include a splendid copy of the Federal Bill of Rights signed by John Adams, then Vice President of the United States, and other tremendously valuable papers are buried away where the public cannot see and use them in safe, attractive reference rooms and exhibit areas. Apparently some thought is being given to converting a restored 18th Century Court House in Providence to an archives facility. While the idea appears attractive on the surface, a cautionary note must be sounded against proceeding too swiftly with this kind of solution. There appears to be a question in the minds of a number of individuals as to whether the building is really suited to be the repository of the State's most important records. It is recommended that a thorough investigation be made to determine whether it would not be more feasible and practical to erect a building specifically designed to provide the proper kind of closed storage space, proper humidity control, and long-term protection for these valuable materials.

The need for a well-conceived, coordinated archival program may be noted in the manner in which the papers of former governors of the state are now handled. Apparently it is becoming the practice for former Chief Executives, like U.S. Presidents in modern times, to place their papers in a library of their choosing. If the practice is continued, anyone wishing to

research these materials will have to go to several places. Unlike presidential papers, the papers of most governors are not voluminous enough to require housing in separate libraries or even separate rooms in existing libraries. It is recommended that gubernatorial papers be placed in the official State Archives, maintained, and made available under professional supervision and control. It is further recommended that the relationship of the State Records Center to the official State Archives be carefully reviewed with a view to placing the Records Center operations under the State Archives.

The Department of State Library Services, operating as an independent library unit reporting directly to the Governor, illustrates clearly what can be done when operations are conducted in a highly professional manner, with zeal and enthusiasm, and a well-thought-out sense of mission in developing a strong library system to serve the needs of all citizens of the state.

What strikes the outside observer forcibly is the thought that these separate agencies--the State Library, the Department of Library Services, the State Archives and the State Records Center--could be combined into one strong, centralized agency whose combined staff and resources would make it truly outstanding. A proposal to build a cultural center to house these agencies and to make this project the State's major permanent memorial to the Bicentennial celebration might well attract wide popular support. It would be difficult to think of a more fitting and proper Bicentennial project and it is therefore strongly recommended that Rhode Island librarians and trustees join together and work vigorously toward this end. Other states,

like Maine and New Jersey, have gone this route, and any recent visitor to Augusta or Trenton can testify that these new Cultural Centers, housing the State Library, the State Archives and the State Museum, have added an important new dimension to the educational and cultural life of their respective states.

Ideally, all the existing library/archival agencies should be combined into one, single administrative unit. If this is politically impractical, it may be noted that other states have worked out useful compromise solutions to their respective problems. In Maine, for example, three separate units of State Government--the State Library, the State Archives and the State Museum--while housed in one single new building, each retain their administrative identities. Similarly, in Trenton, New Jersey, the Cultural Center was planned to provide adequate, attractive quarters for the State Museum and the State Library/Archives, but plans for one large building to house all these units were abandoned in favor of the plan which placed the Museum buildings on one side of the mall and the State Library/Archives on the other. In Raleigh, North Carolina, the State Library and the State Archives are housed in one building but are administered separately. It is emphasized that, in each instance, the various agencies involved now operate in buildings of grace, distinction, and high visibility that add new lustre to the library/archival image, but, more importantly, are so placed as to reinforce services and share resources for the benefit of all citizens of the state.

APPENDIX

- 6879 -

LIQUOR CONTROL BOARD. Supplementary list of retail liquor and retail and distributor malt beverage licenses, district no. 3. Six-month supplement. Apr. 30/Nov. 1, 1973. Harrisburg. 11 p. illus.

PUERTO RICO

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DEPT. OF EDUCATION. School Administration Advisory Program. For educational administrators. Book 2; 1970/71. [San Juan] xx, 312 p.

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COMMISSION STUDYING THE FEASIBILITY OF CREATING A FOREIGN TRADE ZONE. Final report. [Providence] 1971. 13 l.
Commission created by H-1467, 1970 session of the General Assembly. 74-621588

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Commission created by Resolution H-1631, January 1969 session of the General Assembly. 74-621672

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PUBLIC TRANSIT AUTHORITY. Report. 1972/73. [Providence] unpaged. illus. annual.

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Commission created by Resolution No. 764, January 1969 session of the General Assembly.

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SUPREME COURT. Reports of cases heard and determined in the Supreme Court of Rhode Island. Vol. 110. Providence, Oxford Press, 1973. xliv, 1049 p. 5-41359

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567. Inspection and analysis of commercial fertilizers in South Carolina. 1972/73. [By H. V. Rogers] ii, 54 p. illus. annual.
Report year ends June 30.

AGRICULTURAL EXPERIMENT STATION, Clemson. Station bulletin. Clemson.

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567. Artificial rearing of baby pigs. [by D. L. Handlin and others] 1973. 11 p.

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476. Fertilizer recommendations for South Carolina. 1974. [By C. N. Nolan and others] 21 p. annual.

- 6896 -

541. Organic gardening in South Carolina [by D. O. Ezell and E. V. Jones] 1973. 24 p. illus.

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COMPTROLLER GENERAL'S OFFICE. Classification and codes (1972-1973): Office of the Comptroller General, Office of the State Treasurer, Office of the State Auditor. [Columbia, n.d.] 38 l.
Issued in cooperation with the State Treasurer and the State Auditor.

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DEPT. OF EDUCATION. Standards for accredited high schools of South Carolina. Columbia, 1971. 68 p. illus. 74-521670

Depository System for R. I. Documents

Each and every item that could be called a state document should not be preserved in every depository. Three places should be considered for full depositories - the State Library and the U.R.I. Library Documents Section, plus the R. I. Historical Society. There should be two other types of depositories - partial and select. A partial depository would receive most state documents, excluding such items as memos, notes, drafts, etc. A select depository would receive only those items which they would select as most beneficial to the clients they serve.

FULL DEPOSITORIES

State Library
U.R.I. Library
R. I. Historical Society

PARTIAL DEPOSITORIES

Rhode Island College Library
Bryant College Library
Providence Public Library
Pawtucket Public Library
Warwick Public Library
Westerly Public Library
Barrington Public Library

SELECTIVE DEPOSITORIES

Brown University Library
R. I. College Library
Barrington College Library
Salve Regina College Library
Roger Williams College Library

Idea submitted by R. J. Waters
Chief, Div. of Planning and
Development
Department of State Library Services

1843

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RHODE ISLAND RECORDS AND THE RHODE ISLAND DOCUMENTS DEPOSITORY SYSTEM: STUDY AND RECOMMENDATIONS

A Study Undertaken by the State Documents Project Committee, for the Consortium of Rhode Island Academic and Research Libraries

Providence, 1975

1844

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Introduction

Formed in October 1973, the State Documents Project Committee has examined the state documents distribution program and the organization of agencies charged with care of state records. This report is a summary of the Committee's findings and recommendations.

The State Documents Project is not the first attempt to analyze and recommend improvements in Rhode Island's records and documents programs. In the 1960s two studies of Rhode Island's library services were published: Library Cooperation: The Brown University Study of University - School - Community Coordination in the State of Rhode Island by John A. Humphry (Providence, Brown University Press, 1963) and Report of the Legislative Commission on Libraries to the General Assembly of the State of Rhode Island and Providence Plantations (Providence, 1964).

While these previous studies examined all types of library services in the state, they did include recommendations that the State Library and State Archives be reorganized to provide better service to Rhode Island citizens and better care of the state's records. None of the changes recommended in these two reports were implemented, because the funds appropriated were not allocated.

Although the recommendations in this report are not as far reaching as those suggested by Humphry or the Legislative Committee on Libraries, the State Documents Project Committee believes that its recommendations are both realistic and feasible. If implemented

they will insure proper care of those documents and records important to the functioning of state government and the preservation of Rhode Island's heritage.

Committee's Objectives

This report is the result of seven months study conducted by the State Documents Project Committee. The committee's initial objective was to analyze the effectiveness of the documents distribution program at the State Library and to suggest improvements. In the course of the study, however, the committee also became concerned about the inadequate attention currently given to unpublished records generated by the state. The committee, therefore, broadened its interests to include unpublished records as well as published documents. The State Documents Project Committee hopes that this report will provide the basis for more effective organization of the agencies responsible for the state's records and documents -- The Rhode Island State Library, the State Records Center and the State Archives.

FOR PURPOSES OF CLARITY, THE TERM "DOCUMENT" WHEN USED IN THIS REPORT WILL REFER TO PUBLISHED MATERIAL SUCH AS ANNUAL REPORTS, WHILE "RECORD" WILL REFER TO UNPUBLISHED MATERIAL SUCH AS OFFICE CORRESPONDENCE, VITAL RECORDS AND COURT DOCKETS.

History and Methodology

At the September 27, 1973 meeting of the Consortium of Rhode Island Academic and Research Libraries, members discussed the difficulty many Rhode Island librarians and citizens experience in obtaining state documents. Richard A. Olsen, Chairman of the Consortium agreed to talk with Elliott E. Andrews, State Librarian, who is in charge of the documents distribution program. Mr. Olsen and Mr. Andrews concluded that a committee ought to be formed to study the current distribution system and to suggest improvements.

The State Documents Project Committee was formed in October 1973 with Nancy E. Peace, Librarian of The Rhode Island Historical Society, as chairman. Since the Consortium of Rhode Island Academic and Research Libraries does not include public libraries, and since Consortium members believed that the matter under investigation was of concern to all librarians, the Director of the Department of State Library Services, and the directors of the five Rhode Island regional libraries were asked to serve on the Committee. Mr. Andrews was also asked to be a member. All who were invited agreed to serve.

After several planning sessions, the committee decided to employ a consultant to study the existing documents distribution program and to suggest improvements. While there were members of the committee who, given the time, could have developed such a program, the committee decided that none of the institutions involved could afford to bear either the financial burden or the loss of staff time required to undertake the research necessary

to develop an adequate program. It seemed, therefore, that the task could be accomplished most quickly and economically, and the burden of the project distributed more fairly, if a consultant were engaged. Since Secretary of State Robert F. Burns indicated that there were no state funds available for such a study, most of the institutions represented on the committee donated $100.00 each to cover the costs of the consultant's study. (see Appendix II)

The committee chose as its consultant Roger H. McDonough, Director of The New Jersey State Library. A past president of the American Library Association, Mr. McDonough has had wide experience in the field of librarianship. As Direcor of The New Jersey State Library, he was instrumental in establishing a successful documents distribution program for that state. The committee was very fortunate in obtaining his services.

Mr. McDonough spent three days in Rhode Island from July 31 to August 2, 1974. During his stay here he visited the State Library, State Archives, State Records Center, Department of State Library Services, Brown University, The Rhode Island Historical Society, Providence Public Library and the University of Rhode Island. He also met with Secretary of State Robert F. Burns; Budget Officer John C. Murray; Director of Administration James M. Jerue; and the State Documents Project Committee.

In October Mr. McDonough submitted his findings and recommendations (see Appendix III). The committee found Mr. McDonough's report extremely helpful, using it as the basis for its final recommendations.

Findings

The State Documents Project Committee found that the present organizational structure of state agencies responsible for state records and documents causes fragmentation of responsibility and programs. At present, the State Records Center is part of the Department of Administration, while the State Archives is within the Secretary of State's office. The State Library is also within the office of the Secretary of State, but is administratively separate from the State Archives. The State Librarian, as Records Commissioner, is responsible for the disposition and preservation of city and town records but has no jurisdiction over state records. The State Librarian is responsible, however, for collecting and distributing published state documents and for maintaining a permanent collection of such documents at the State Library.

State records and documents are, therefore, divided among three different agencies within two different departments. Failure to define areas of responsibility and to coordinate activities has resulted in unnecessary duplication of some tasks and total neglect of others. Inadequate staffing and insufficient funding have further hindered the development of satisfactory state documents and records programs.

Recommendations

Having examined and discussed Mr. McDonough's report, the State Documents Project Committee makes the following recommendations:

1. That at least one more professional librarian and a clerk are needed at the State Library if a satisfactory documents collection, processing and distribution program is to develop. Clear job descriptions for existing and future staff positions within the State Library are also needed.

2. That there be two types of repositories -- full and partial -- which receive state documents. Those designated as full repositories would receive and retain a copy of every document published by or for the State of Rhode Island. Those designated as partial repositories would receive only such documents as the librarian deemed useful to the library's clientele. McDonough's list

3. That the Digest of Annual Reports be continued but that the State Library be provided with the modest sum needed to reproduce complete reports in those cases the State Librarian determines necessary. The leasing of a printer-collator to enable such copying is recommended. The committee further recommends that the reports of those state agencies which are not currently included in the Digest be added, as the primary value of the Digest is in its usefulness as an index to state agencies and their reports.

4. That a committee be established to advise the State Librarian on policies and programs concerning the acquisition, storage, retrieval, and distribution of state documents and related reports. designate future libs.

5. That the State Records Center, the State Archives and the State Library be joined into a single administrative agency. This agency could be either within the Office of the Secretary of State, or the Department of State Library Services, or it could be established as an independent department.

6. That an appropriate facility for state records is needed and that the Old State House in Providence which has been suggested is not an appropriate facility.

7. That future governors' papers be considered state papers and be placed in the proposed state Archives and Records Center.

8. That the State provide a building where appropriate library functions at the state level could be performed. This building should include the Department of State Library Services, the proposed State Archives and Records Center, and some parts of the State Library, such as the documents distribution program.

AGREEMENT

In accordance with section 29-6-1 of the General Laws of Rhode Island, as amended, the Consortium identified as CRIARL (Consortium of Rhode Island Academic and Research Libraries) consisting of institutions listed here as signatories, joins in mutual agreement as follows:

To strengthen the capability of the Rhode Island State Library to fulfill its role stipulated by State law for the acquisition, the organization, the public listing, and the appropriate distribution of State documents.

To determine, for the Statewide Library Network, what additional library agencies should serve as depositories, and to what extent.

To institute a professional study, adequately funded, that will provide a method to achieve a program that will give Rhode Island the necessary, available resource in State documents.

To initiate the CRIARL State Documents Project, funded by signatories, dedicated to the purposes aforesaid.

Attested to as follows on the 24th of May 1974.

Nancy E. Peace ..... Nancy E. Peace, Chairman
Rhode Island Historical Society

Elliott E. Andrews ..... Elliott E. Andrews
Rhode Island State Library

Joseph H. Doherty ..... Joseph H. Doherty
Providence College

Ethel M. Lee ..... Ethel M. Lee
Brown University

Anne Shaw ..... Anne Shaw
University of Rhode Island

Richard A. Olsen ..... Richard A. Olsen
Rhode Island College

Elizabeth S. Burns ..... Elizabeth Burns
Roger Williams College

R.W. Robbins ..... Richard W. Robbins
Warwick Public Library

Curt Bohling ..... Curt Bohling
Pawtucket Public Library

Mildred I. Giusti ..... Mildred Giusti
Providence Public Library

Roberta A. E. Cairns ..... Roberta A. E. Cairns
Barrington Public Library

Elizabeth G. Myer ..... Elizabeth G. Myer
R. I. Department of State Library Services

Agreement - page 2

Paul L. Bazin ..... Paul Bazin
Rhode Island Library Association

Ardis A. Moorhead ..... Ardis Moorhead
Westerly Public Library

M. Jane Allaire ..... M. Jane Allaire
Rhode Island Junior College

Sister Mary Giles ..... Sister Mary Giles
Salve Regina College

Explanation

The Agreement has been reached in concert, with the understanding that funding will come from the Consortium; that the Secretary of State avers that he is not in a position to contribute to funding, but will cooperate and will make personnel and resources of the State Library available in the study; that the Consortium will effect a contract with Mr. Roger McDonough, State Librarian of New Jersey, to perform this study, and will finance this by pledged shares from each signatory; that the Consortium designates Miss Nancy E. Peace as agent to establish a checking account under the title of CRIARL State Documents Project, to receive and disburse funds devoted to the purpose stipulated.

Appendix II

Financial Statement as of January 1, 1975

Institutions which contributed financial support for consultant's study:

Brown University	$ 100.00
Pawtucket Public Library	100.00
Providence College	100.00
Providence Public Library	100.00
Rhode Island Department of State Library Services	100.00
Rhode Island Historical Society	100.00
Rhode Island Junior College	100.00
Rhode Island Library Association	200.00
Roger Williams College	100.00
Salve Regina College	100.00
University of Rhode Island	100.00
Warwick Public Library	100.00
Westerly Public Library	100.00
	$1400.00

Expenditures for Consultant's Report

Consultant's fee - 5 days @ $150.00	$ 750.00
Consultant's expenses	154.04
Total	$ 904.04
Rhode Island Historical Society phone expenses	25.00
Total	$ 929.04
Balance in Account	$ 470.96

Rhode Island F-
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STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

DEPARTMENT OF STATE LIBRARY SERVICES
95 Davis Street
Providence, R. I. 02908
(401) 277-2726

July 27, 1978

F-2-RQ

Ms. Margaret T. Lane
P.O. Box 3335
Baton Rouge, LA 70821

Dear Margaret:

Enclosed are copies of how the Consotium of Rhode Island Academic & Research Libraries State Documents Project would like to see Rhode Island documents distributed. Unfortunately we are a long way from any implementation. The CRIARL State Documents Project will address the problem at our forthcoming Governor's Conference.

The distribution of state documents is a terrible problem and hopefully we will see some positive changes soon.

Hope all is well!

Sincerely,

Anne Shaw

Anne Shaw
Deputy Director

AS:kma
cc: Brenda Olds

Rhode Island

Suggested Regulations for the Rhode Island

Documents Distribution Center

1. Libraries shall be admitted to the system at the discretion of the State Librarian.

2. The State Librarian shall write and distribute to all departments, bureaus, boards, and commissions procedures for instituting a well-defined policy for the procurement of their documents for distribution by the Rhode Island Documents Distribution Center.

3. The name, mailing address and phone number of the Documents Officer of each department must be submitted to the State Librarian each December 1 together with a list of the year's publications.

4. Published reports of each commission or committee Task Force or other group appointed by the Governor and/or General Assembly be available to all depository libraries.

5. Two copies of each state document shall be transmitted to the library of Congress.

Margaret Draft

SUGGESTED LIBRARIES FOR INCLUSION INTO THE DEPOSITORY SYSTEM

A. Full Depositories

State Library
University of Rhode Island Library
Brown University Library
Rhode Island College Library
Rhode Island Historical Society Library

B. Selective Depositories

Barrington College Library
Barrington Public Library
~~Brown University~~ Library
Bryant College Library
Pawtucket Public Library
Providence College Library
Providence Public Library
~~Rhode Island College Library~~
~~Rhode Island Historical Society~~
Rhode Island Junior College
Rhode Island Law Library
Roger Williams College Library
Salve Regina College Library
Warwick Public Library
Westerly Public Library

SUGGESTED RULES AND REGULATIONS

FOR

PARTICIPATING LIBRARIES

A. RESPONSIBILITIES:

1. Each library accepting depository status shall agree to receive, organize, preserve and retain State publications and to provide service to patrons wishing to use State documents.

2. Rhode Island documents received under the depository program may not be disposed of without written authorization from the State Library, with the exception of the following which may be discarded at the discretion of the depository library:

   a. Ephemeral publications such as press releases, bibliographies, catalogs, and similar material when no longer of use;

   b. Public hearings after five years;

   c. Mimeographed serials after two years.

   b. Public hearings after two years

   Authorization for disposal does not mean that a library must dispose of State publications if it wishes to retain them.

B. ORGANIZATION OF STATE DOCUMENTS:

1. All State documents received under the depository program must be arranged for use in an orderly manner, including some system of cataloging.

2. Each library is free to choose its own classification system for bibliographic control.

C. SHIPMENTS:

1. The State Library will mail depository shipments of all documents received on a monthly basis. Should sufficient copies of an item not be immediately available, the State Library will be responsible for producing additional copies. The State Library will have a complete set of State documents and will circulate any item if a duplicate exists.

2. Shipping lists will be provided by the Rhode Island Documents Distribution Center.

DISTRIBUTION OF STATE PUBLICATIONS (29-1-8) Draft

A. Definition of public document
Public documents shall include all multiply-produced media, regardless of format or purpose, supported wholly or in part by public funds, for distribution by any state agency, with the exception of correspondence, interoffice and intra-office memoranda. "Media" is defined as printed or audiovisual forms of communication, ~~and their accompanying technology.~~

B. Definition of state agency
A state agency includes, but is not limited to, the legislature, constitutional officers, and any department, division, bureau, board, commission or committee, or agency of the state of Rhode Island.

C. Under the direction of the State Librarian establish a Rhode Island Documents Distribution Center for the collection and distribution of state documents.

D. Every state agency head or his appointed records officer shall notify the Rhode Island Documents Distribution Center of his identity. The state agency head or his appointed records officer shall upon release of a state publication deposit sufficient copies to meet the needs of the State Library and its Documents Distribution Center.

E. The Rhode Island Documents Distribution Center may enter into depository contracts with any municipal library, public library, state college or state university library, private college or university library, research library and out-of state research libraries. The requirements for eligibility to contract as a depository library shall be established by the Rhode Island Documents Distribution Center. The standards shall include and take into consideration the type of library, ability to preserve such publications and to make them available for public use, and also such geographical locations as will make the publications conveniently accessible to residents in all areas of the state.

F. The Rhode Island Documents Distribution Center shall publish and distribute regularly to contracting depository libraries, other libraries, state agencies and legislators, an official list of state publications with an annual cumulation.

following ALA guidelines.

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Rhode Island

DOCUMENTS DISTRIBUTION CENTER

Recommendations

1862

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C. SHIPMENTS:

1. The State Library will mail depository shipments of all documents received primarily on a monthly basis, but as bulk requires. Should sufficient copies of an item not be available, the supply will be apportioned among the depository libraries as fairly as possible. The State Library will have a complete set of State documents and will circulate any item if a duplicate exists.

2. The size of the monthly shipment of State documents will depend upon the amount of material received by the State Library for distribution.

3. Shipping lists will be provided.

Suggested Internal Regulations

1. All libraries be admitted to the system at the discretion of the State Librarian.

2. The State agencies shall write and distribute to all departments, bureaus, boards, and commissions suggested procedures for instituting well defined internal library distribution policy.

3. The name, mailing address and phone number of the record officer of each department must be submitted to the State Librarian each Dec. 1 together with a list of the year's publications.

4. Published reports of each temporary commission or committee appointed by the Governor and/or General Assembly be available to all depository libraries.

5. Two copies of each state document must be transmitted to the Library of Congress.

SUGGESTED LIBRARIES FOR INCLUSION INTO THE DEPOSITORY SYSTEM

A. Full depositories

State Library
University of Rhode Island Library

B. Selective depositories

Barrington College Library
Barrington Public Library
Brown University Library
Bryant College Library
Pawtucket Public Library
Providence College Library
Providence Public Library
Rhode Island College Library
Rhode Island Historical Society
Rhode Island Junior College
Rhode Island Law Library
Roger Williams College Library
Salve Regina College Library
Warwick Public Library
Westerly Public Library

SAMPLE PUBLICATIONS REPRESENTATIVE LIST

Publications representatives (Dec. 1, 1975)

Department	Representative	Telephone no.
Administration	Mr. Henry Smith	277-2271
Arts Council	Mrs. Jane Boyd	884-6410
Attorney General	Mr. Robert Johnston	831-6850
Business Regulation	Miss Susan Jones	277-2562
Civil Defense	Mr. James Carter	421-7333
Community Affairs	Mr. Philip Morgan	277-2852
Consumers Council	Miss Grace Campbell	277-2764
Corrections	Mr. Clinton Weber	464-2618
Courts	Mrs. Helen Chandler	331-1603

ADDENDUM - FINANCE

If implemented, the additional cost to the State Library would be:

A. STAFF

1. Professional Librarian - approximate salary range $10,000 - $14,000.

2. Clerk/Typist - approximate salary range - $7,500 - $8,600.

3. Clerk (half-time) - approximate salary range - $3,000 - $3,900.

B. SUPPLIES

Additional miscellaneous funds should be appropriated to cover the additional supplies, stationery, postage, etc.

C. PHOTOCOPY/EQUIPMENT

Recommend the immediate purchase of a photocopying machine for the State Library. Funds made available for its operation.

PUBLICATIONS CURRENTLY BEING DISTRIBUTED

Rhode Island
Digest of annual reports of state agencies

Rhode Island--Banking Division
Report ... showing the condition of state banks, saving banks, trust companies and loan and investment companies

Rhode Island--Board of Elections
Official count of the ballots cast

Rhode Island--Dept. of Administation--Division of the Budget
State budget

Rhode Island--Dept of Business Regulations--Insurance Division
Annual report

Rhode Island--Dept. of Education
Statistical tables

Rhode Island--Dept. of Employment Security
Statistical & fiscal digest

Rhode Island--Dept. of Labor
Digest of labor laws

Rhode Island--Dept of Labor
Employment bulletin

Rhode Island--Dept. of State
Manual, with rules and orders

Rhode Island--Division of Vital Statistics
Vital statistics

Rhode Island--Economic Research Division
Rhode Island basic economic statistics

Rhode Island--Family Court
Legislative report

Rhode Island--General Assembly--House of Representatives
Journal

Rhode Island--General Assembly--Senate
Journal

Rhode Island--Governor's Council on Mental Health
Report

Rhode Island--Laws, statutes, etc.
Acts and resolves

Rhode Island--Laws, statutes, etc.
Election laws of the state of Rhode Island

PUBLICATIONS CURRENTLY BEING DISTRIBUTED

Rhode Island--Laws, statutes, etc.
Laws of the State of Rhode Island pertaining to corporations and partnerships

Rhode Island--Laws, statutes, etc
Motor vehicle code act

Rhode Island--Laws, statutes, etc
Public laws passed at the ... sessions

Rhode Island--Laws, statutes, etc.
Rhode Island temporary disability insurance act and employment security act

Rhode Island--Office of State Controller
Annual financial report

Rhode Island--Public Utilities Commission
Report

Rhode Island--State Library, Providence
Checklist of departmental publications of the State of Rhode Island. Supplements (Checklist of publications of state agencies)

Rhode Island--Supreme Court
Reports of cases heard and determined in the Supreme Court

Rhode Island--Treasury Dept.
Report

SC

A. Bibliographies

B. Letters and commentaries

D. Forms and form letters

F. Legislation and legal materials

1871

Compiled for a reference workshop

SC:A

South Carolina State Library
1500 Senate Street
Post Office Box 11469
Columbia, South Carolina 29211
November 21, 1975

NOTABLE SOUTH CAROLINA STATE PUBLICATIONS

Aeronautics Commission, Box 1769, Columbia, S.C. 29202

South Carolina airport directory. (Current edition o.p.; next edition within 1 year.)

Commission on Aging, 915 Main Street, Columbia, S.C. 29201

Retiring in South Carolina. 1975. 1st ed.

Directory of services for older South Carolinians. 1974.

Agricultural Experiment Station, Clemson, S.C.

South Carolina Agricultural Experiment Station publications: an index, 1888-1973. 1974.

_____. Supplement, 1974. 1975.

Commission on Alcohol and Drug Abuse, Box 4616, Columbia, S.C. 29240

Alcohol and drug abuse films. 1975.

Alcohol and drug-related arrests in South Carolina. 1973. (1974 and 1975 should be out within one year.)

Lifelines; a bimonthly journal on alcohol and drug abuse.

State Board of Architectural Examiners, Box 5325, Columbia, S.C. 29250

Roster of registered architects, State of South Carolina, 1974/75.

Department of Archives and History, Box 11669, Columbia, S.C. 29211

Colonial and State records in the South Carolina Archives. 1973.

~~The historical museums of South Carolina. 1974.~~

Directory, South Carolina historical and bicentennial organizations. 1974. (1975 edition at printers.)

Arts Commission, Boylston House, 829 Richland Street, Columbia, S.C. 29201

Eye on the arts.

State Budget and Control Board, Division of Research and Statistical Services, Box 11038, Columbia, S.C. 29211

Economic report, the State of South Carolina. 1975. 3rd ed. $2.75.

Inventory of statistical series of South Carolina; key to State government statistics. 1974 (1975 at the printers.) $2.00.

South Carolina statistical reporter, Jan.-Dec. 1974. 1975.

South Carolina statistical abstract. Aug. 1974. (1975 at the printers.) $2.50.

Licensing Board for Contractors, Box 5737, Columbia, S.C. 29250

Roster of licensed contractors in the State of South Carolina. Apr. 1975.

Department of Corrections, Box 766, Columbia, S.C. 29202

Resolution of correctional problems and issues. quarterly.

State Board of Dentistry, 1315 Blanding Street, Columbia, S.C. 29201

Laws for the practice of dentistry, dental hygiene and the performance of dental technological work in South Carolina. Dentists licensed and re-registered in South Carolina. Dental hygienists licensed and re-registered in So. Car. Dental technicians re-registered in So. Car. 1975.

State Development Board, Box 927, Columbia, S.C. 29202

South Carolina economic trends. quarterly.

South Carolina international trade directory. 1975. 1st ed. $5.00.

State Development Board, Agricultural Division, Box 927, Columbia, S.C. 29202

Directory of agricultural industries in South Carolina. 1974.

State Development Board, Division of Geology, Harbison Forest Road, Columbia, S.C. 29210

Circular #1: Catalog of geologic publications. 1974. 2nd ed.

South Carolina mineral producers directory. 1972. (1976 due in two months.) $.50.

State Development Board, Industrial Services Division, Box 927, Columbia, S.C. 29202

South Carolina metal working directory, 1974/75. 1974. 3rd ed. $5.00.

State Development Board, Planning and Research Division, Box 927, Columbia, S.C. 29202

South Carolina statistics. 1975. 4th ed.

South Carolina industrial atlas. 1973. 3rd ed. (o.p.)

Industrial directory of South Carolina. 1975. $10.00.

Department of Education, 1429 Senate Street, Columbia, S.C. 29201

South Carolina school directory, 1975/76. 1975. $2.00.

Department of Education, Audio-Visual Library, 1531 Gervais Street, Columbia, S.C. 29201

Catalog of educational films, 1972-74.

Department of Education, Office of Research, 1429 Senate Street, Columbia, S.C. 29201

Rankings of the counties and school districts of South Carolina, 1973/74. May 1975.

Employment Security Commission, Research & Statistics Section, Box 995, Columbia, S.C. 29202

Manpower requirements and resources in South Carolina, industry & occupations, 1972 (with projections to 1977). June 1974.

S.C. State Board of Engineering Examiners, 710 Palmetto State Life Building, Columbia, S.C. 29201

Directory of engineers and land surveyors registered in South Carolina, 1974-1975. $5.00.

State Board of Registration for Foresters, Box 21707, Columbia, S.C. 29221

Roster of registered foresters, 1974.

State Commission of Forestry, Box 287, Columbia, S.C. 29202

Forestry films available for loan from the South Carolina State Commission of Forestry. 1973.

Governor's Office, Box 11450, Columbia, S.C. 29211

State of the State message.

Department of Health & Environmental Control, Office of Comprehensive Health Planning, 2600 Bull Street, Columbia, S.C. 29201

Directory of environmental services in South Carolina. 1975.

Directory of personal health services in South Carolina. 1975.

Department of Health and Environmental Control, Division of Vital Records, 2600 Bull Street, Columbia, S.C. 29201

South Carolina vital and morbidity statistics, 1973. 1975.

Commission on Higher Education, Continuing Education and Community Service, 1429 Senate Street, Columbia, S.C. 29201

Directory of continuing education and community service resources; institutions of higher education in South Carolina. 1973.

State Highway Department, Box 191, Columbia, S.C. 29202

South Carolina traffic accidents, 1974.

Driver's handbook for South Carolina, 1974/75.

State Human Affairs Commission, P.O. Drawer 11528, Columbia, S.C. 29211

S.C. Black graduates resources directory, 1974.

Department of Labor, Box 11329, Columbia, S.C. 29211

Labor laws. 1975.

State Land Resources Conservation Commission, Box 11708, Columbia, S.C. 29211

South Carolina public land ownership inventory; state and federal owned land. 1973.

State Law Enforcement Division, Uniform Crime Reports Section, Box 1166, Columbia, S.C. 29202

State of South Carolina uniform crime reports. 1974.

S.C. State Library, Box 11469, Columbia, S.C. 29211

Checklist of South Carolina State publications, 1974/75. 1975.

Francis Marion College, Florence, S.C. James A Rogers Library, Box 7500, Florence, S.C. 29501

Serial holdings in the James A. Rogers Library, In The Axis, no. 4. Oct. 1974.

State Board of Medical Examiners, 1345 Blanding Street, Columbia, S.C. 29201

Medical practice laws of South Carolina. Physicians registered in South Carolina, 1975.

Medical University, 80 Barre Street, Charleston, S.C. 29401

Health Affairs Library; current serials list, June 1973.

State Department of Mental Health, Box 485, Columbia, S.C. 29202

Film catalogue, 1975-76.

State Board of Nursing, 1777 St. Julian Place, Suite 102, Columbia, S.C. 29204

Schools of practical nursing accredited by the State Board of Nursing for South Carolina. 1974.

Board of Pharmaceutical Examiners, 1 Albemarle Point, Charleston, S.C. 29407

Laws, rules and regulations governing the practice of pharmacy in South Carolina. Oct. 1, 1975.

State Board of Examination and Registration of Physical Therapists, c/o Mrs. Martha Redick, Secretary-Treasurer, Conway, S.C. 29526

Directory. Jan. 1975.

State Ports Authority, Box 817, Charleston, S.C. 29402

South Carolina ports directory, 1974.

Real Estate Commission, 900 Elmwood Avenue, Columbia, S.C. 29201

South Carolina real estate manual. 1975. 5th ed. $3.00.

Department of Social Services, Box 1520, Columbia, S.C. 29202

Statistics. monthly.

Tax Commission, Box 125, Columbia, S.C. 29214

Decisions. $15.00, plus $7.50 each year for supplements.

Comparative revenue statement. monthly.

Manual of the rules and regulations, S.C. Tax Commission. $15.00, plus $7.50 each year for supplements.

University of South Carolina, Bureau of Business & Economic Research, Columbia, S.C. 29208

Business and economic review. monthly, Oct-June.

Essays in economics. irregular.

Occasional studies. irregular.

South Carolina economic indicators. monthly.

University of South Carolina, Bureau of Governmental Research and Service, Columbia, S.C. 29208

Governmental review. quarterly.

Wildlife and Marine Resources Department, Box 167, Columbia, S. C. 29202

South Carolina wildlife. bimonthly.

South Car SC:B
B

The South Carolina State Library

1500 Senate Street
P. O. Box 11469
Columbia, South Carolina 29211

PHONE 758-3181

September 5, 1973

Ms. Beverly Railsback
Documents Librarian
New Jersey State Library
P.O. Box 1898
Trenton, New Jersey 08625

Dear Ms. Railsback:

We have none of the forms that you requested for the Documents on Documents Committee. We have not been successful in getting documents legislation passed, therefore we are not distributing the documents to select depository libraries in the state although we intend to do so at a later date.

I am sending copies of proposed legislation and of our initial request to state agencies for their publications.

Sincerely yours,

Estellene P. Walker
Librarian

Mary Bostick

Mary O. Bostick
Documents Librarian

MOB:ss

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June 11, 1976

Dear Librarian,

In 1974, the American Library Association Government Document Task Force Committee on Documents on Documents wrote to you requesting any documents on your state documents program. The responses were gratifying. This information was compiled into a three-volume set entitled "Documents on Documents (5 sets were compiled). The sets are available on interlibrary loan to any librarian or teacher of library science in the nation. So far, over 100 persons have borrowed the sets to pick up new ideas, to plan workshops, to prepare teaching units on state documents (little is available in book form) and to study prior to revising their state documents program. The Task Force Committee has updated the sets as materials come our way. Now, we are launching a formal attempt to update our collection as much has happened in the state document area since 1974.

We are asking for 5 copies of each item, as the compiling library is forced to bear the cost of duplicating copies to update all five sets. The list of materials needed in each state section is as follows:

Bibliographies of bibliographies. none exists
Commentaries on the state's document program no legislation - no program
Depository contracts, rules, list of depository libraries. none exists
Forms and form letters used. NA
Labels. NA
Legislation (also, legislation which did not pass, with comments). enclosed
Mailing Lists. NA
Manuals on the handling, acquisition, and use of state documents. none exists
Procedural guidelines. NA
Promotional brochures. NA
Selection lists. NA
Checklists (and a sample of annual cummulation, if applicable) enclosed
Shipping lists. NA
Studies, surveys, and, especially workshop materials. enclosed

We would appreciate your special cooperation in this endeavor. If you would like to use the sets, send an interlibrary loan request to me. Another set of documents on classification schemes with annotations will be available soon.

Thank you for your cooperation.

Sincerely,
Brenda Olds

Brenda Olds, Secretary
ALA GODORT State Documents Task Force
Legislative Reference Library
Box 12488, Cap. Sta.
Austin, Tx 78711

SC:D

The South Carolina State Library

1500 Senate Street

Columbia, South Carolina 29201

PHONE 758-3181

MEMORANDUM

TO: Heads of State Agencies

FROM: Estellene P. Walker, Librarian

SUBJECT: State Agency Publications

DATE: August 4, 1970

The South Carolina State Library is establishing a collection of State documents as a part of its reference service to State government and to State agencies.

For the purposes of identifying all State publications and of effectively organizing them for use, we ask that you:

1) fill in the attached chart and return it by August 31, 1970, to:
   Miss Mary Bostick, Documents Librarian
   South Carolina State Library
   Post Office Box 11469, Capitol Station
   Columbia, South Carolina 29211
   If certain publications are issued in the name of a division rather than the department as a whole, please list them on a separate form.

2) begin sending to the State Library three copies of all agency publications indicated in the chart.

3) deposit with the State Library up to three copies of agency publications from past years.

The documents collection will provide a useful service to all agencies, but its success depends on agency cooperation.

1881

MOB - 8-7-70 - 150

SC-P
1-2/3

Approval number: 04403 - 1
State Budget & Control Board
Approval expires: 12-31-71

South Carolina State Library
1500 Senate Street
Columbia, South Carolina 29201

STATE AGENCY PUBLICATIONS QUESTIONNAIRE

Department, division, etc: S. C. Aeronautics Commission
Address: Columbia Metropolitan Airport - Box 88 - West Columbia, S. C. 29169
Telephone number: 758-2766
Questionnaire answered by: Mrs. Gladys Tyler, Secretary
Title: Secretary to the Commission
Date completed: August 10, 1970

Type of publication	Name of publication	Frequency of publication	Date of first issue (approx.)	Date of latest issue
1)fiscal report	S. C. Aeronautics Commission Annual Report	Yearly	1936	1968-69 1969-70 now at the printers.
2) periodicals, serials, etc.				
3)folders, circulars, descriptive materials issued on recurring basis				
4)compilation of laws from S. C. Code affecting the agency	S. C. Aviation Law		1942	1962
5)regulations, rules, instructions of the agency				
6)newsletter: a)for employees				
or general public	Newsletter	Monthly	1952	8-7-70
7)handbooks, manuals, guides, directories	S. C. Aeronautical Chart S. C. Airport Directory Aircraft registration	5 years. Annual	1968 1967	
8) yearbook				
9)miscellaneous				

Please complete and return to the South Carolina State Library by August 31, 1970.
MOB - 8-7-70 - 150

1882

South Carolina State Library
1500 Senate Street
P. O. Box 11469
Columbia, South Carolina 29211

F SC:F

PROPOSED
STATE DOCUMENTS DEPOSITORY LEGISLATION

A BILL

TO AMEND THE CODE OF LAWS OF SOUTH CAROLINA, 1962, BY ADDING SECTION 42-200.1, SO AS TO PROVIDE CERTAIN DEFINITIONS RELATING TO THE SOUTH CAROLINA STATE LIBRARY; TO AMEND THE 1962 CODE BY ADDING SECTION 42-201.1, SO AS TO PROVIDE FOR CERTAIN FUNCTIONS OF THE SOUTH CAROLINA STATE LIBRARY AND TO PROVIDE THAT SUCH LIBRARY SHALL BE THE OFFICIAL STATE DEPOSITORY OF STATE PUBLICATIONS; TO AMEND SECTION 42-204, AS AMENDED, OF THE 1962 CODE, RELATING TO THE POWERS OF THE BOARD OF DIRECTORS OF THE SOUTH CAROLINA STATE LIBRARY, SO AS TO PROVIDE ADDITIONAL POWERS; AND TO AMEND THE 1962 CODE BY ADDING SECTION 42-206, SO AS TO REQUIRE ALL STATE AGENCIES, DEPARTMENTS AND STATE-SUPPORTED COLLEGES AND UNIVERSITIES TO FORWARD TO THE SOUTH CAROLINA STATE LIBRARY TWENTY-FIVE COPIES OF EVERY STATE PUBLICATION THAT SUCH AGENCY, DEPARTMENT, COLLEGE OR UNIVERSITY PRINTS WITHIN FIFTEEN DAYS AFTER SUCH PRINTING.

Be it enacted by the General Assembly of the State of South Carolina:

SECTION 1. The 1962 Code is amended by adding Section 42-200.1 which shall read as follows:

"Section 42-200.1. The following words and phrases when used in this chapter shall, for the purpose of this chapter, have, unless the context indicates otherwise, the following meanings:

(a) 'Complete depository' is a place, usually a library, that requests and receives at least one copy of all State publications;

(b) 'Selective depository' is a place, usually a library, that requests and receives one copy of selected State publications;

(c) 'Depository system' is a system in which copies of all State publications are deposited in one central depository or library and copies are sent to other designated depositories or libraries;

(d) 'State publication' means any document, compilation, register, book, pamphlet, report, map, leaflet, order, regulation, directory, periodical,

magazine or other similar written material excluding interoffice and intraoffice communications issued in print by the State, any State agency or department or any State-supported college or university for the use or regulation of any person; and

(e) 'Print' means all forms of duplicating other than the use of carbon paper."

SECTION 2. The 1962 Code is amended by adding Section 42-201.1 which shall read as follows:

"Section 42-201.1. Notwithstanding any other provision of law, the South Carolina State Library shall be the official State depository of all State publications, with the responsibility for organizing such publications and for providing bibliographic control over them and shall distribute State publications to all libraries participating in a depository system established by it.

The South Carolina State Library shall also forward such publications to and receive such publications from out-of-state libraries, departments and agencies with whom the South Carolina State Library has implemented an agreement to exchange such publications; provided, however, that the provisions of this section shall not affect the duties of either the Legislative Council or the Code Commissioner as provided for by law."

SECTION 3. Section 42-204 of the 1962 Code, as last amended by Act 464 of 1969, is further amended by adding the following new items:

"(9) Organize a system of complete and selective depository libraries in South Carolina for State publications to ensure that such publications are readily accessible to the citizens of the State."

"(10) Implement agreements to exchange State publications with out-of-state libraries, departments and agencies."

SECTION 4. The 1962 Code is amended by adding Section 42-206 which shall read as follows:

"Section 42-206. All State agencies, departments and State-supported colleges and universities shall forward to the South Carolina State Library at least twenty-five copies of every State publication that such agency, department, college or university prints or causes to be printed within fifteen days after such printing. The State Librarian may waiver the deposition of any agency publication if:

(1) The publication is of ephemeral value;

(2) Less than ten copies are to be printed or;

(3) The issuing agency requests a waiver."

SECTION 5. This act shall take effect upon approval by the Governor.

Senate: Harris, H. Smith, Gordon H. Garrett, Garrison
Attorney: Draffin
Stenographer: Boozer
Date: 6-21-72
No.: 14

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S. 2 · 203 P. 113
(1972)

A BILL

TO AMEND THE CODE OF LAWS OF SOUTH CAROLINA, 1962, BY ADDING SECTION 42-200.1, SO AS TO PROVIDE CERTAIN DEFINITIONS RELATING TO THE SOUTH CAROLINA STATE LIBRARY; TO AMEND THE 1962 CODE BY ADDING SECTION 42-201.1, SO AS TO PROVIDE FOR CERTAIN FUNCTIONS OF THE SOUTH CAROLINA STATE LIBRARY AND TO PROVIDE THAT SUCH LIBRARY SHALL BE THE OFFICIAL STATE DEPOSITORY OF STATE PUBLICATIONS; TO AMEND SECTION 42-204, AS AMENDED, OF THE 1962 CODE, RELATING TO THE POWERS OF THE BOARD OF DIRECTORS OF THE SOUTH CAROLINA STATE LIBRARY, SO AS TO PROVIDE ADDITIONAL POWERS; AND TO AMEND THE 1962 CODE BY ADDING SECTION 42-206, SO AS TO REQUIRE ALL STATE AGENCIES, DEPARTMENTS AND STATE-SUPPORTED COLLEGES AND UNIVERSITIES TO FORWARD TO THE SOUTH CAROLINA STATE LIBRARY TWENTY-FIVE COPIES OF EVERY STATE PUBLICATION THAT SUCH AGENCY, DEPARTMENT, COLLEGE OR UNIVERSITY PRINTS WITHIN FIFTEEN DAYS AFTER SUCH PRINTING.

Be it enacted by the General Assembly of the State of South Carolina:

SECTION 1. The 1962 Code is amended by adding Section 42-200.1 which shall read as follows:

"Section 42-200.1. The following words and phrases when used in this chapter shall, for the purpose of this chapter, have, unless the context indicates otherwise, the following meanings:

(a) 'Complete depository' is a place, usually a library, that receives at least one copy of all State publications;

(b) 'Selective depository' is a place, usually a library, that from time to time requests and receives copies of State publications;

(c) 'Depository system' is a system in which copies of all State publications are deposited in one central depository or library and copies are sent to other designated depositories or libraries;

(d) 'State publication' means any document, compilation, journal, resolution, statute, register, book, act, pamphlet, report, map, leaflet,

S-203
Introduced 6-29-72 by Sens. H.D. Smith, G.H. Garrett, & Garrison; referred to Committee on Education where it died.

order, regulation, directory, periodical, magazine or other similar written material excluding interoffice and intraoffice communications issued in print by the State, any State agency or department or any State-supported college or university for the use or regulation of any person; and

(e) 'Print' means all forms of duplicating other than the use of carbon paper."

SECTION 2. The 1962 Code is amended by adding Section 42-201.1 which shall read as follows:

"Section 42-201.1. Notwithstanding any other provision of law, the South Carolina State Library shall be the official State depository of all State publications, with the responsibility for organizing such publications and for providing bibliographic control over them and shall distribute State publications to all libraries participating in a depository system established by it.

The South Carolina State Library shall also forward such publications to and receive such publications from out-of-state libraries, departments and agencies with whom the South Carolina State Library has implemented an agreement to exchange such publications; provided, however, that the provisions of this section shall not affect the duties of either the Legislative Council or the Code Commissioner as provided for by law."

SECTION 3. Section 42-204 of the 1962 Code, as last amended by Act 464 of 1969, is further amended by adding the following new items:

S.C. - F
P 313

"(9) Organize a system of complete and selective depository libraries in South Carolina for State publications to ensure that such publications are readily accessible to the citizens of the State."

"(10) Implement agreements to exchange State publications with out-of-state libraries, departments and agencies."

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"Section 42-206. All State agencies, departments and State-supported colleges and universities shall forward to the South Carolina State Library at least twenty-five copies of every State publication that such agency, department, college or university prints or causes to be printed within fifteen days after such printing."

SECTION 5. This act shall take effect upon approval by the Governor.

Compiled for legislative committee hearing

South Carolina State Library SC:F2
1500 Senate Street
Post Office Box 11469
Columbia, South Carolina 29211
December 2, 1975

STATE DOCUMENTS DEPOSITORY LEGISLATION

I. Need

A. To establish a central depository of State publications.

B. To make State publications available to legislators, researchers, students, and the public.

C. To enable the central depository to distribute some or all State publications to public or college libraries in South Carolina which agree to serve as information centers for their service areas; because of this they need to have access to all State publications.

D. To meet the standards established by the American Library Association for the collection, servicing, and distribution of State publications.

II. Reason

A. State documents contain economic, demographic, social, and political information about the State, its political subdivisions, and its people.

B. Current political opinion and judicial rulings emphasize the need for openness in government and availability of government-generated information.

C. Major libraries in South Carolina and in other states have expressed the desire to receive some or all State publications on a systematic basis to ensure receipt of publications.

III. Means

A. Designate the South Carolina State Library as the central depository of State publications.

B. Enable the State Library to contract with one library in each of the sixteen judicial districts to receive some or all State publications.

IV. Details

A. Each State agency, the executive branch, and the legislative branch shall deliver to the State Library at least twenty and no more than thirty of each of its publications.

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B. Empower the State Librarian to waiver the deposition of a publication if the publication is of ephemeral value, if less than twenty copies are to be printed, or if the issuing agency requests a waiver.

C. Libraries contracting to become depository libraries must meet the following rules and regulations which will be set forth as a result of depository legislation:

1. Have a professional librarian with a masters degree in library science available to provide reference service.

2. Be open a reasonable amount of hours per week (suggest thirty-five to forty).

3. Agree to process the documents within two weeks after receipt.

4. Agree to retain documents received on depository for at least five years and to discard such documents only after offering them to the central depository. Exceptions are publications superseded by subsequent editions or accumulated in later editions.

5. Make documents available to all who wish to consult them.

SD

B. Letters and commentaries

C. Depository contracts

F. Legislation and legal materials

G. Mailing lists

M. Studies, surveys and workshops

1891

S.7 SD:B

SOUTH DAKOTA
STATE LIBRARY COMMISSION
322 SOUTH FORT STREET

PIERRE, SOUTH DAKOTA 57501

June 7, 1973

Mrs. Jaia Heymann
Reference Department
Rose Memorial Library
Drew University
Madison, New Jersey 07940

Dear Mrs. Heymann:

Please excuse the South Dakota State Library's delay in answering your letter of last March. I do not have it on record. The State Library has been undergoing a change in administration during the last several months and therein is the problem.

I am sending you a copy of our Report of the Interim Public Documents Study Commission under separate cover and hope you receive it soon. Other than that, state documents in South Dakota are under very poor bibliographic control but both the South Dakota Library Association and the South Dakota State Library are working to a solution of the problem.

Sincerely yours,

Herschel V. Anderson
Director

HVA:ed

SD:B1

SOUTH DAKOTA Department of Education and Cultural Affairs

SOUTH DAKOTA STATE LIBRARY
322 S. Fort
Pierre, SD. 57501
(605) 224-3131
1-800-592-1841

December 2, 1976

Brenda Olds, Documents Librarian
Legislative Reference Library
Box 12488, Capitol Station
Austin, Texas 78711

Dear Brenda:

I'm responding rather tardily to your June 11th request for materials to update the Documents on Documents collection. In any case, here is what we have at present. I'm hoping to put together a two year cumulation of our checklist (1975-76) next spring, and if I am successful I'll send you copies of the results.

With regard to the recent workshop in Albuquerque, thank you for your organizational efforts. I'm becoming rather desperate for a receipt of some sort for the twenty dollar registration fee, however. I'd appreciate it if you would send me something official-looking (just about anything would suffice) as soon as possible.

Thanks again for putting the workshop together.

Sincerely,

Robert Newby

Robert Newby
Documents Librarian

Dep contract, rules list of libraries
Legislation
Checklists samples

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CONTRACT

WHEREAS, the laws of the State of South Dakota provide for the South Dakota State Library to promote the establishment of an orderly depository library system for the distribution of state publications (SDCL 14-1A-2), and;

WHEREAS, to that end, the South Dakota State Library Commission is enabled to enter into depository contracts with any municipal or county free library, state college or state university library, the Library of Congress and the Center for Research Libraries, and other state libraries (SDCL 14-1A-6), be it hereby agreed that:

The South Dakota State Library Commission contract with the Library of _____ _____ to serve as a depository library for South Dakota state publications.

Be it further agreed that:

1. The South Dakota State Library Commission will:
   a. Provide the Library of _____ with depository copies of every state publication received for distribution, and
   b. Provide the Library of _____ with regular checklists/shipping lists of state publications distributed to depository libraries, and
   c. Coordinate the state documents depository system among contracting depository libraries, and
   d. Monitor and evaluate the development of the state documents depository system.

2. The Library of _____

will, unless it is one of those specifically exempted in section 24:30:06:02 of the rules for the documents depository library system adopted by the Commission on April 25, 1975, meet all the standards and requirements in section 24:30:06:01 and section 24:30:06:03 of the aforementioned rules, to wit:

a. Be administered by a librarian who possesses a master's degree in library science from a library school accredited by the American Library Association or have such a librarian on its staff to administer the depository program,

b. Be open at least fifty hours a week, including three nights and eight hours on a Saturday or a Sunday or a combination of both in each normal week,

c. Designate an individual person by name as administrator of of the depository program for purposes of direct contact from the state publications library distribution center,

d. Make any depository item available to any citizen of South Dakota requesting such services,

e. Assure accessibility of state documents to library users through establishment of a system or systems approved by the state publications library distribution center,

f. Retain all state documents for a minimum period of five years with the exception of those publications which are clearly superseded by subsequent editions or which are issued at a later date in cumulated form, and

g. Allow the state librarian, or his representative, reasonable access to the depository program for purposes of evaluation.

This contract is entered into this ___day of _____, 1975, by the South Dakota State Library Commission and by the Library of _____

_____.

_____
Director

_____
Library

_____
Director
South Dakota State Library

'74/76 SD SD:F
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1974
ADMINISTRATIVE RULES
of
SOUTH DAKOTA

1976
CUMULATIVE SUPPLEMENT

Comprised of administrative rules of a general and permanent nature filed with the Secretary of State between August 1, 1974 and January 1, 1976.

Cite as 1974 ARSD ————.

PUBLISHED BY THE
SOUTH DAKOTA CODE COMMISSION

1897

ARTICLE 24:30

STATE LIBRARY COMMISSION

Chapter
24:30:01 Public access to state library.
24:30:02 Restrictions on Library Materials.
24:30:03 Bibliographical Center.
24:30:04 Funding of Public Libraries.
24:30:05 Funding of Special Institutions.
24:30:06 Documents depository library system.

CHAPTER 24:30:06

DOCUMENTS DEPOSITORY LIBRARY SYSTEM

Section
24:30:06:01 Standards to be met by depository libraries.
24:30:06:02 Exceptions to standards.
24:30:06:03 Additional requirements.
24:30:06:04 Selection of documents depository libraries.
24:30:06:05 Termination of contracts.
24:30:06:06 Termination by contracting library.
24:30:06:07 Termination by commission.

24:30:06:01. Standards to be met by depository libraries. The following standards shall be met by all libraries applying to the state library commission for designation as documents depository libraries under the depository library system:

(1) The library shall be administered by a librarian who possesses a master's degree in library science from a library school accredited by the American Library Association or have such a librarian on its staff to administer the depository program;

(2) The library shall be open at least fifty hours a week, including three nights and eight hours on a Saturday or a Sunday or a combination of both in each normal week.

General Authority: SDCL 14-1A-2.
Law Implemented: SDCL 14-1A-6.

24:30:06:02. Exceptions to standards. The only exemptions from the standards required by § 24:30:06:01 are:

(1) National research institutions where deposits of South Dakota state documents may increase the national dissemination of knowledge of the state of South Dakota; and

(2) State library agencies of this or other states or libraries maintained by this or other states for purposes of collecting and preserving the history of the state of South Dakota.

General Authority: SDCL 14-1A-2.
Law Implemented: SDCL 14-1A-6.

24:30:06:03. Additional requirements. In addition to meeting the standards of § 24:30:06:01, libraries, not exempted by § 24:30:06:02, shall agree to:

(1) Designate an individual person by name as administrator of the depository program for purposes of direct contact from the state publications library distribution center;

(2) Make any depository item available to any citizen of South Dakota requesting such services;

(3) Assure accessibliity of state documents to library users through establishment of a system or systems approved by the state publications library distribution center;

(4) Retain all state documents for a minimum period of five years with the exception of those publications which are clearly superseded by subsequent editions or which are issued at a later date in cumulated form; and

(5) Allow the state librarian, or his representative, reasonable access to the depository program for purposes of evaluation.

General Authority: SDCL 14-1A-2.
Law Implemented: SDCL 14-1A-6.

24:30:06:04. Selection of documents depository libraries. The state library commission shall contract for documents depository libraries from applications received from municipal or county free libraries or state college or state university libraries; provided, that no more than one contract shall be made in a model planning and development district with the exception of the district in which the state library itself shall serve as the documents depository library. If two or more libraries in a single model planning and development district apply for a documents depository library contract, the library open to the public the greatest number of hours shall be awarded the contract. If competing applications are equal in hours of opening, the library having the greatest number of the population resident in counties touched by the circumference of a circle drawn on a radius of fifty miles from the city in which the library is located shall be awarded the contract. If both conditions above are equal among competing applicants, the municipal or county free library shall be

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a hearing shall
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(3) Only af
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General Author

awarded the contract. The state library commission may allow exceptions to this rule upon a finding that a geographical imbalance will result from the application of this rule. Application for such exception may be made by a municipal or county free library board of trustees or by the administration of a state college or state university.

General Authority: SDCL 14-1A-2.
Law Implemented: SDCL 14-1A-6.

24:30:06:05. Termination of contracts. Depository contracts with libraries shall remain in effect until the library ceases to exist, terminates the contract at its own request, or has the contract revoked by the state library commission.

General Authority: SDCL 14-1A-2.
Law Implemented: SDCL 14-1A-6.

24:30:06:06. Termination by contracting library. A library may terminate its contract by informing the state library commission in writing at least thirty days prior to any regularly scheduled quarterly meeting of the commission.

General Authority: SDCL 14-1A-2.
Law Implemented: SDCL 14-1A-6.

24:30:06:07. Termination by commission. The state library commission may only revoke a contract by using the following procedure:

(1) The state librarian shall present a recommendation for revocation of a depository contract based only on written documentation that the library concerned was not meeting the standards or requirements prescribed by §§ 24:30:06:01 or 24:30:06:03. This recommendation may be made at any regular quarterly meeting of the commission;

(2) The state library commission shall act upon the recommendation of the state librarian by rejecting his recommendation or by appointing a hearing officer as provided in SDCL 1-32-6.1 and shall enter into its minutes and issue to the library involved that a recommendation for revocation of the documents depository contract has been received and that a hearing officer has been appointed and that a hearing shall be scheduled at such time as is convenient to all parties involved;

(3) Only after such hearing or forfeiture by the library in question through nonappearance after due notice may the commission revoke a depository library contract.

General Authority: SDCL 14-1A-2. **Law Implemented:** SDCL 14-1A-6.

12/76 SDG

SOUTH Dakota
Department of Education and Cultural Affairs

SOUTH DAKOTA STATE LIBRARY SD:G
322 S. Fort
Pierre, SD. 57501
(605) 224-3131
1-800-592-1841

December 2, 1976

List of Depository Libraries for South Dakota State Publications:

Library of Congress
Exchange and Gift Division
Washington, D.C. 20540

The Center for Research Libraries
5721 Cottage Grove Avenue
Chicago, Illinois 60637

I.D. Weeks Library
University of South Dakota
Vermillion, South Dakota 57069

Historical Resource Center Library
Soldiers Memorial Building
Pierre, South Dakota 57501

Lincoln Memorial Library
South Dakota State University
Brookings, South Dakota 57006

Sioux Falls Public Library
201 North Main
Sioux Falls, South DAkota 57101

Yankton Community Library
515 Walnut
Yankton, South Dakota 57078

Beulah Williams Library
Northern State College
Aberdeen, South DAkota 57401

Huron Public Library
521 Dakota Avenue South
Huron, South DAkota 57350

Rapid City Public Library
Box 872
Rapid City, South Dakota 57701

South Dakota State Library
State Library Building
Pierre, South Dakota 57501

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S.D-M
2/19

report

of the

INTERIM PUBLIC DOCUMENTS STUDY COMMISSION

Bob Carmack (Director, University of South Dakota libraries)
Chairman

to the

48th session of the

South Dakota Legislative Assembly

authorization for this report:
Senate Bill 246, Chapter 118, 1972 Session Laws

Pierre, South Dakota 57501
Interim Public Documents Study Commission
November 1972

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MEMBERS OF COMMISSION
official designate and title

University of SD, Vermillion
Bob Carmack, Director of Libraries

SD State Library Commission
Jan Olsen, Asst. to the Director
Dorothy Liegl, Cataloger*

Supreme Court Reporter
Gordon Feldhaus, Reporter & Administrative Asst.

Legislative Research Council
J.I. Milton Schwartz, Asst. Director
William Young*

Division of Purchasing & Printing
A.M. Schultz, Director

Secretary of State
Unrepresented

Records Management
Edward Hoagland, Supervisor

Office of Policy Information
Ted Kneebone, Director

Central Data Processing
George Theis, Director

Central Printing Facility
Unrepresented

Superintendent of Public Instruction
Phyllis Nelson, Library
Larry Tennyson, Communications Director

School Libraries (Appointed by Superintendent of Public Instruction)
Velva Sterrett, Coordinator of Library Services, Rapid City Public Schools
Robert Townsend, Librarian, Riggs High School, Pierre, SD

Commissioner of Higher Education
Unrepresented

Department of History (State Historical Society)
Bonnie Gardner, Research Associate

SD State University, Brookings
Al Trump, Librarian
Leon Raney, Director of Libraries*
John Zarins, Asst. Cataloger*

Northern State College, Aberdeen
Keith Warne, Associate Librarian

SD School of Mines & Tech., Rapid City
Estella Helgeson, Associate Librarian

Augustana College
Raymond Dunmire, Director of the Library

Black Hills State College, Spearfish
Dora Ann Jones, Acq. Librarian

Yankton College
Patricia McDonald, Head Librarian

Rapid City Public Library
Cynthia Harksen, Interlibrary Loan Librarian

Sioux Falls Public Library
Patricia Johnson, Reference Librarian

*Served as alternate(s) to principal designate

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Guidelines for printing & publishing South Dakota public documents

(This has been published as a separate unit but is intended to complement the report.)

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INTRODUCTION

Senate Bill 246 of the 47th Legislative Assembly of the State of South Dakota established an Interim Public Documents Study Commission (Appendix I). The Commission was charged with the task of initiating and completing a comprehensive study of all phases of publication and distribution of public documents at all levels of state government and including the legislative, executive, and judicial branches.

As used in this report, "public documents" shall include all multiply-produced media, regardless of format or purpose, supported wholly or in part by public funds, for distribution by any state agency, with the exception of correspondence, interoffice and intra-office memoranda. "Media" is defined as printed or audiovisual forms of communication and their accompanying technology.

"State public funds," according to SDCL 4-4-2, include "cash, checks, bills, notes, drafts, stocks, bonds, and all similar mediums of exchange which are received or disbursed under law by a department, institution, commission, or any other agency of state government."

A "state agency" includes, but is not limited to, the legislature, constitutional officers, and any department, division, bureau, board, commission, committee, or agency of the State of South Dakota.

The definition of public documents includes non-print as well as print materials. More and more, non-print methods of communication (for example: films, filmstrips, slides) are being used as effective disseminators of information in and about state government. Such information, as with traditional print material, is of importance to the citizens of the state and thus must be accessible to the public. The Commission, however, recognizes that these public documents cannot be distributed in the same manner as conventional printed materials. Costs of duplication, reproduction, and storage present problems which require special consideration. Suggestions for deposit and disposition of these non-print documents have been included in the Proposals for Action (Chapter 4) recommendation No. 5 which outlines the clearinghouse/depository system.

The problem of publication and distribution of the documents of local governments is not dealt with in this report. The Commission recognizes the importance of these documents and urges that further study be given to the problem. The Commission is also concerned about the extent of information duplication in the publications of state agencies. However, time and the complexities involved in determining whether or not such duplication actually exists precluded pursuing this problem. This, too, should be the subject of further study.

The Study Commission also recognized the need for a state archive to act as a depository for archival records. The Commission both by concept and by the definition given in SDCL 1-27-9 did not consider "records" to be "public documents" and thus did not consider them in the deliberations. However, the nature of the discussions was such that frequent references were made to record preservation programs and ensuring availability. The Department of History is now performing this service on a limited basis, but it lacks sufficient funds, staff, and space to carry on a really effective program. The establishment of a permanent state archive should be considered by the appropriate legislative committees.

The printing of public documents, on the one hand, and their distribution, on the other,

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suggested a perfect division of labor for the Study Commission. Early in the deliberations of the Commission, a Task Force on Printing and Bibliographic Control and a Task Force on Distribution was formed. At the conclusion of this report, recommendations based upon information compiled by each Task Force are included. The narrative report was written by Bob Carmack, Chairman of the Commission.

Miss Dora Ann Jones, in addition to her contributions as a member of the Commission, served admirably and capably in the capacity of Secretary.

The Commission wishes to express appreciation to John Hagemann, Law Librarian at the University of South Dakota, Vermillion, and his staff for their help in providing background information for the study. The members of the Commission gratefully acknowledge the financial and moral support of their respective administrations.

The bill creating the Commission was signed into law by Governor Richard Kneip on February 9, 1972. Meetings were held in Pierre at the State Capitol on these dates:

May 5, 1972	Oct. 26-27, 1972
June 16, 1972	Nov. 13, 1972
Sept. 15, 1972	Dec. 14-15-16, 1972
Oct. 6, 1972	

The meeting of December 15 was a public hearing. A transcript of the hearing is being prepared by the Chairman.

Bob Carmack, Chairman
(Director of Libraries, University of South Dakota, Vermillion)

December 1972

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CHAPTER 1: Philosophy

More and more, legislators, librarians, and other concerned citizens are becoming aware of and interested in the publications of state government. Legislators are concerned for fiscal as well as political reasons, while librarians are finding their ability to serve their clientele impaired by incomplete files of documents and faulty systems of collecting, disseminating, and making known the availability of state publications. Citizens are becoming interested in government and are exercising a basic right to know.

This resurgence of interest in the publishing and distribution of state publications has been evidenced by a number of studies, on the state level, of the problem. Recent studies have been completed in the states of Indiana and Nebraska. The Nebraska study has resulted in the establishment of a clearinghouse system for the collection and dissemination of Nebraska public documents. In addition, the state of Florida has just completed a study of the cost of printing public documents in Florida. A resulting Florida law now requires that each document printed with public funds display a statement indicating the cost of producing and distributing the document. Further interest in the problem of public documents, both on the state and federal levels, was evidenced at the 1972 annual summer conference of the American Library Association in Chicago when programs sponsored by the Government Documents Round Table were given to overflow crowds of interested librarians. The program theme, "Documents to the people," somewhat underscores the approach this Commission has taken in its deliberations.

Free and ready access to public documents produced at public expense is ideally one of the rights of citizenship. To effect this ideal, public documents must be promptly printed, widely disseminated, systematically collected and preserved, and made available to the public. The state of South Dakota, at present, prints and distributes a wide variety of publications. However, no central record of what has been published has ever been maintained. No one library or division of the government has complete files of what has been or is now being published. Libraries, to say nothing of individual citizens, have great difficulty in learning what has been and what is being published. Variations of title, format, frequency, numbering, and the absence of publisher and date of publication are frequent defects which complicate the orderly collection and preservation of these publications. Frequent changes of personnel, reversals of policy, and insufficient funding within the agencies combine to impair both continuity of publication and effectiveness of dissemination and preservation. The Interim Public Documents Study Commission feels that these deficiencies can be corrected through some degree of standardization in the publication of state documents and in the establishment of a system of depository libraries.

Creation of a clearinghouse/depository system would provide an invaluable service to the State and its citizens. Such a system would permit the collection of public documents at a central point and make possible statewide distribution via a network of strategically-located information centers. The central collection would provide a permanent record of the publications of state government. A periodic checklist or bibliography of state publications would keep librarians and the general public informed of new titles. This checklist coupled with the actual distribution of documents through a system of depository libraries would make "free access" to South Dakota state documents a reality.

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CHAPTER 2: Public Documents in Other States

Concern about the printing and distribution of public documents is by no means unique to South Dakota. A survey of the library literature reveals a continuing interest on the part of librarians in finding an effective resolution to the problem of collecting, preserving, and disseminating public documents. Further, a search of the statutes of all the states shows a wide variation in regulations regarding the control and distribution of these documents. Laws regarding printing and distribution of public documents are scattered throughout these statutes. The indexes to these state codes of law have not been designed to lead the searcher to all sources of information on printing and distribution.

South Dakota Compiled Laws can be used as an example. References to printing and/or distribution of public documents can be found in sections 1-26-9, 1-26-12, 1-28, 2-13, 5-23, and 14-1, to name a few. Regulations concerning reports can be found in the enabling legislation of at least forty-one individual agencies in addition to the general rules found in 1-28. Authorization to publish documents other than reports is also expressly given to some agencies. In addition, many departments, boards, and commissions have special regulations concerning the printing and distribution of their publications.[1]

The statutory regulations for deposit and distribution of public documents vary from state to state. According to the study of public documents conducted by the State of Indiana, the State Library plays a most important role in the deposit and distribution of public documents (Apperdix II). In thirty-five of the states, the State Library is responsible for maintaining an official file of public documents, while in thirty of the states, this same agency is wholly or jointly responsible for their distribution. This survey further found that in thirty-nine of the states the issuing agency has primary responsibility for supply copies of their publications to the appropriate distributing agency (Appendix II).[2] While only five of the states, according to the Indiana report, are required by law to publish a checklist of public documents, a recent publication of the Council of State Governments revealed that South Dakota is one of only four states which does not publish a checklist.[3]

The distribution of public documents in other states, as reported in the Indiana study, is shown in Appendix III. It is interesting to note that only two states indicate that they supply documents solely upon request.

The organization of document collections in other states is detailed in Appendix IV. A more limited survey of the handling of public documents in South Dakota and neighboring state institutions of higher learning done by a subcommittee of the Commission revealed an interesting departure from the classification systems employed by the state libraries cited in Appendix IV. In the subcommittee survey, sixteen of the thirty-eight reporting college and university libraries classified their publications using the Library of Congress system and nine used the Dewey Decimal System. This compares with the state library classification practice which showed that only two of the state libraries used the Library of Congress Classification system, while fifteen used the Dewey Decimal Classification system or a modification thereof.

Footnotes

1. South Dakota, *South Dakota Compiled Laws*, 1967 and 1972 pocket supplement (Indianapolis, Allen Smith Company, 1969).

2. Genevieve M. Casey and Edith Phillips, *Management and the Use of State Documents* ("Indiana Library Studies," Report No. 17; Indianapolis, 1970).

3. Council of State Governments, *Current Checklists of State Publications* (Lexington, Ky.: Council of State Governments, 1972).

CHAPTER 3: Printing and Distribution of Public Documents in South Dakota[1]

The Director of Purchasing and Printing in SDCL 5-23-22 is specifically charged with the general supervision and direction of all printing in the State of South Dakota. All materials to be printed are to be submitted to the Director who then advertises and awards the bids. SDCL 5-23-22 also authorizes the Director to determine the makeup and physical format unless otherwise prescribed by law. The editing and contents of documents, with the exception of official reports is determined by the originating department in compliance with existing laws. In the case of official reports, SDCL 1-28-10 gives the Director authority to consolidate and condense the contents as well as to determine the manner of reproduction and binding.

Not all printing, however, is placed on bid. The Central Printing Facility prints public documents, but is generally restricted to publications of 20,000 impressions or less. The printing of public documents constitutes about 50 per cent of the output of this facility. Additional printing of public documents done without bid and over which the Director has little, if any, control is that which is produced by copiers, mimeographs, and spirit duplicators which abound throughout the state government offices.

Prior to the establishment of the Office of Purchasing and Printing, the number of copies of publications was largely determined by law. With the establishment of the Office, the Director was given the authority to modify department estimates.[2] This made it possible to control the number of copies printed. In 1971, the legislature amended the laws concerning the specific number of state agency reports to be printed. SDCL 1-28-11 now authorizes the Director to determine the number to be printed.

Control and estimates of quantity of public printing is difficult. In an attempt to determine the quantity of printing, as well as the distribution, the Commission conducted a survey of all 169 agencies of South Dakota state government. Eighty-six responses were received. From this survey, it was impossible to determine the number of publications originating in the responding agencies, the number printed for distribution either through statutory requirement or by individual request, or the frequency of publication. The Office of Director of Purchasing and Printing estimated that some $1,302,929 was expended for all forms of public printing during the fiscal year 1971-72 by the State of South Dakota (Appendix V)

The Commission feels that the quantity and quality control of public documents is one of the serious problems of state publishing and printing. Some of the problems of quality control are these: use of all possible methods of printing, from spirit duplicators and copiers to letterpress; inconsistency in providing bibliographic information; and poor layout and general publications design (the latter because of lack of professional expertise in most agencies). Overprinting is the major concern in quantity control.

The magnitude of publishing and printing is now such that fuller implementation of the existing statutes by the Director of Purchasing and Printing is necessary. Consideration should be given to the appointment of at least one additional staff member to the Division of Purchasing and Printing. This person would serve not only to implement laws but also in an advisory capacity to all state agencies in matters pertaining to printing. Such a person should have requisite experience in both the design and commercial aspects of the printing industry. The Commission feels that funding of such a position would be a significant step forward in the publication of documents by the State of South Dakota.

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It should be made clear, however, that the Commission is not advocating censorship in any form by the Division of Purchasing and Printing, nor is it attempting to stifle creativity. The intent is to bring about product coordination with resulting economies of printing and distribution as prescribed by law.

The distribution of public documents in South Dakota, while primarily prescribed by law, is somewhat confusing. Section 5-23-27 of SDCL says that the Director of Purchasing and Printing shall supervise and control the distribution of publications of all kinds issued by the state and the departments and agencies thereof, unless otherwise prescribed by law. In the case of agency reports, section 1-28-14 directs the Secretary of State to transmit one copy of each report to the state library of each state, one copy to each public and institutional library in South Dakota, and one copy to the Library of Congress. Further, Section 14-1-17 states that the various departments and boards shall provide copies of their reports and publications to the Legislative Division of the State Library Commission, and two copies for the University of South Dakota library, and two copies to the Library of Congress. In the same statute, the Secretary of State is directed to supply the State Library Commission and the University of South Dakota Law Library with a complete set of the statutes and session laws of the state and the reports of the Supreme Court. In addition, some of the boards, agencies, and departments have specific regulations written into law governing the distribution of their publications. Many of the publications of departments which are not required by law are disseminated through departmental mailing lists. Individual requests are handled by the department issuing the publications.

There is no effective clearinghouse or depository system for the collection, preservation, and dissemination of public documents in the state. As mentioned earlier, SDCL requires that two copies of all state publications be deposited with the Legislative Division of the State Library Commission, the University of South Dakota library, and the Library of Congress, and that the Secretary of State forward copies of documents to all public and institutional libraries in the state. Adherence to these laws should, in effect, create a depository system, but in actual practice this is not the case. Unawareness of the law, staff turnover, policy changes, and a lack of understanding of what constitutes a public document, to name a few, have led to incomplete files of documents in these libraries. Though a prerequisite for efficient management of state publications, there is no current, accurate checklist of public documents. Despite the fact that the Secretary of State distributes public documents and that the State Historical Society/Department of History and the State Library Commission have extensive collections of public documents, accurate and complete records are not available. Many of the departments which issue publications do not have records of their own documents.

The most complete listing of state publications in South Dakota is that compiled by Ruth Krueger published in 1936 as a Master's thesis.[3] However, it covers material only to 1935. This bibliography has been updated to 1968 by Mrs. Estella Helgeson, a member of the Commission.[4] Mrs. Helgeson is currently merging her bibliography with the Krueger one and bringing both up to date. Consideration should be given to funding this forthcoming publication with state monies. This would be a valuable base for the beginning of a state publications checklist.

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Footnotes

1. See Estella Helgeson, "South Dakota State Documents," *South Dakota Library Bulletin,* LV (April-June, 1969), pp. 51-108 for full discussion of documents in South Dakota.
2. South Dakota, *Session Laws of South Dakota,* 1925, c. 115, art. 5.
3. Ruth Caroline Krueger, "South Dakota State Publications" (unpublished M.A. thesis, University of Illinois, 1936).
4. Helgeson, *op. cit.*

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CHAPTER 4: Proposals for Action

1. The Commission endorses the basic right of citizens to have free and unfettered access to public documents and urges that principles be established and adopted guaranteeing this "right to know."

2. The Commission recommends the adoption of minimum bibliographic standards to be used on all public documents. The Commission has written a manual of guidelines for printing and publishing, and urges that it be adopted on a statewide basis.

3. The Commission urges the use of microforms where practical, both in the distribution and in the preservation of public documents.

4. The Commission recommends that the Legislative Research Council review all laws in SDCL pertaining to printing and distribution of public documents for the purposes of:

a. Incorporating these laws into one chapter of SDCL

b. Providing and guaranteeing accessibility to public documents for all citizens.

5. The Commission recommends that the State Library Commission be designated as a clearinghouse for public documents and that a system of depositories be established as follows:

a. Two complete depositories should be established in the state of South Dakota: one in the State Library Commission in Pierre, and one in the University of South Dakota library in Vermillion.

b. Partial depositories also should be established as designated by the Director-Secretary of the State Library Commission:
   (1) Libraries of state institutions of higher education, private college libraries, public libraries, school libraries, special libraries, and libraries of the departments of state government may apply for partial depository status.
   (2) Depository libraries must provide necessary equipment and facilities for use. Such libraries must offer all citizens free access to public documents.

c. The Director-Secretary of the State Library Commission is authorized to designate partial depository libraries and to establish regulations, and to grant or refuse such status on the basis of public convenience or necessity.

d. The State Library Commission will maintain a record of all designated partial depository libraries. It will maintain mailing lists for each type of publication and will distribute these publications regularly to the depository libraries.

e. With the exception of non-print materials, the State Library Commission will deliver two copies of each publication to the University of South Dakota library in Vermillion, and two copies to the Library of Congress in Washington, D.C. One copy will be sent to Records Management in Pierre to be reproduced in microform.
   (1) Records Management will prepare and deliver the microform master copy to the State Library Commission.
   (2) The State Library Commission will duplicate and distribute to depository libraries one micro-

form copy of each publication requested. Publications of less than ten pages will not be prepared in microform.

(3) Complete volumes of periodicals will be prepared in microform in lieu of binding, and distribution to depository libraries will be made annually.

f. The Director-Secretary will maintain and disseminate a record of all non-print (i.e.: audiovisual) public documents.

(1) At the time of publication of a non-print public document, the issuing agency will forward to the State Library Commission a description of the document, including format, and its location.

(2) The State Library Commission will disseminate information concerning the location, description and availability of non-print documents in the periodic checklist published by the State Library Commission. Each document will have a document identification number.

(3) Libraries, agencies, or interested parties requesting permanent copies of non-print public documents must pay the cost of reproduction.

(4) Regulations concerning the lending and reproduction of non-print documents shall be determined by the Director-Secretary in consultation with the issuing agencies.

(5) The Director-Secretary may promulgate such rules and regulations as are necessary and appropriate for handling non-print public documents.

g. The State Library Commission will prepare, publish, and distribute a monthly checklist of South Dakota publications with annual cumulations.

h. Immediately upon publication, each state agency will deliver to the State Library Commission the number of copies of its public documents necessary for distribution to the depositories.

i. It is estimated that, at a minimum, one professional librarian and two classified personnel be added to the staff of the State Library Commission. Administration of the public documents clearinghouse would be the prime responsibility of these new staff members.

j. The Director-Secretary of the State Library Commission will be responsible for promulgating the necessary rules and regulations for the total operation of the clearinghouse/depository system.

6. The Commission recommends that appropriate funding be provided to implement the clearinghouse/depository system. This funding would be in addition to existing appropriations and would be expended for new staff and operating costs.

7. The Commission recommends and urges the Director of Purchasing and Printing to implement more fully the statutes governing the printing and distribution of public documents, including standards of quality and quantity as prescribed by law.

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Appendix I: Senate bill 246

LIBRARIES

CHAPTER 118

(S.B. 246)

ESTABLISHING PUBLIC DOCUMENTS STUDY COMMISSION

AN ACT Entitled, An Act to establish an interim public documents study commission.

Be It Enacted by the Legislature of the State of South Dakota:

Section 1. Since free access to public documents of the state of South Dakota and its political subdivisions produced at tax expense is one of the rights of citizenship, and since no uniform system of distribution of these documents to libraries in the state is either mandated by law or practiced without legal authority, and since such a system of public document depository libraries is beneficial and essential to the right of every citizen to free access to public information, there is hereby created an interim public documents study commission.

Section 2. The commission shall be composed of the following public officials or their designates: director, university of South Dakota library, who shall be its chairman; director-secretary, state library commission; Supreme Court reporter; director, legislative research council; director, division of purchasing and printing; secretary of state; director, records management; director of policy information (crime and juvenile delinquency information center); director, central data processing division; supervisor, central printing facility; superintendent of public instruction; two school librarians to be selected by the superintendent of public instruction; commissioner of higher education; director, state historical society and representatives of the federal document depository libraries being directors thereof at: South Dakota state university, northern state college, South Dakota school of mines and technology, augustana college, black hills state college, yankton college, Rapid City public library and Sioux Falls public library.

Section 3. The commission shall initiate and complete a comprehensive study of all phases of publication and distribution of public documents on all levels of state government and including the legislative, executive and judicial branches. Such study and recommendations shall be submitted to the appropriate standing committees of the state legislature before the forty-eighth session convenes.

Approved February 9, 1972.

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Appendix II: Legal structure for deposit & distribution of state documents

State	Agency Respon - sible for Distribution	Agency Respon- sible for Official File	Number of Copies Specified	Who Specifies Number of Copies?	Agency Respon- sible for Supplying	Does Law Require Checklist?	Does Law Provide Ap- propriation?
Alabama	Dept. of Archives & History	Dept. of Archives & History	250	Statute	State Printer & Issuing Agency	no	no
Alaska	Legislative Council for Laws	State Historical Library & Museum	---	---	Dept. of Administration	no	no
Arizona	State Library	State Library	Those Needed for Exchange	State Library	Secy of State & Issuing Agencies	no	no
Arkansas	State Hist. Comm. & Univ. of Ark. (Secy. of State - laws)	University of Arkansas	60 to Historical Comm. 20 to Univ. of Arkansas	Statute	Issuing	no	Secy. State directed budget for dist. of Laws
California	State Printer and State Library	(State Lib. does without authority)	50 to State Lib, 200 to Depository Libs.	State	State Printer & Issuing Agency	no	no
Colorado	Supreme Court Library - Laws	State Archives	300 to Supreme Court Library	Statute	Issuing Agency	no	no
Connecticut	State Library	State Library	125 Legislative Journals 500 Statutes 1 Committee Hearings	Statute	Issuing Agency	no	no
Delaware	Legis. Refer. Bureau, Secy. of State for Session Laws	Public Archives Commission	---	Legis. Reference Bureau	---	no	no
Florida	State Library	State Library	2 - 25	Statute and State Library	Issuing Agency	no	no

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This Appendix taken from Genevieve M. Cas[illegible] and Edith Phillips, Management and the Use of State Documents("Indiana L[illegible]rary Studies," Report No. 17; Indianapolis, 1970).

State	Agency Responsible for Distribution	Agency Responsible for Official File	Number of Copies Specified	Who Specifies Number of Copies?	Agency Responsible for Supplying	Does Law Require Checklist?	Does Law Provide Appropriation?
Ceorgia	State Library	State Library	65 minimum	Statute & State Library	Issuing Agency	no	no
Hawaii	Not Given	State Library	50	Statute	Issuing Agency	no	no
Idaho	State Lib. (State Law Lib. for Supreme Court Reports)	State Historical Society	---	Issuing Agency	Issuing Agency	no	no
Illinois	State Library	(State Lib. without authority)	25 of non-priced 2 of priced and more as needed	State Library	Issuing Agency	yes	$20,000 to Secy. of State for Administration
Indiana	State Library	State Library	300	Statute	Bd. of Public Printing Secy. of State for Court Reports	no	no
Iowa	Superintendent of Printing	State Law Library	1 - 100 according to document	Statute	Superintendent of Printing	no	no
Kansas	State Library & State Historical Soc. (State Printer to Univs.)	Public Records	35 Maximum to State Lib. 30 to State Historical Society	State	State Printer	no	no
Kentucky	Archives and Records	Archives & Records	---	Archives & Records	Issuing Agency	no	no
Louisiana	Recorder of Documents	State Library	2 for each Depository	Recorder	Issuing Agency	yes	no

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State	Agency Responsible for Distribution	Agency Responsible for Official File	Number of Copies Specified	Who Specifies Number of Copies?	Agency Responsible for Supplying	Does Law Require Checklist?	Does Law Provide Appropriation?
Maine	State Library	State Library	80 State Dept. Reports, 10 of all others	Statute	State Printer	no	no
Maryland	State Library	State Library	1 copy, more on request	Statute plus State Library	Issuing Agency	no	State pays contract price for Md. Reports
Massachusetts	State Library	State Library	100 of Laws, 10 of reports & Journals	Statute plus Issuing Agency	Issuing Agency	no	no
Michigan	State Library	State Library	---	State Librarian	Issuing Agency	no	no
Minnesota	State Law Library	State Historical Society	2 plus additional copies for exchange	Statute & State Librarian	Issuing Agency	no	no
Mississippi	Secy. of State	State Historical Society	60	Statute	Issuing Agency	no	no
Missouri	Secy. of State for Laws	State Library	2	Statute	Issuing Agency	no	no
Montana	State Historical Lib. (Senate & House Journals & Session Laws)	State Library	60	Statute	Issuing Agency	no	no
* Nebraska	State Library	State Library	100	Statute	Issuing Agency	no	No, Statute states "Donate to State Lib.
Nevada	State Historical Society	State Library	60	Statute	Issuing Agency	no	no

* Nebraska Publications Clearinghouse (a division of Nebr. Library Commission) established by 1972 law.

State	Agency Responsible for Distribution	Agency Responsible for Official File	Number of Copies Specified	Who Specifies Number of Copies?	Agency Responsible for Supplying	Does Law Require Checklist?	Does Law Provide Appropriation?
New Hampshire	Issuing Agency	State Library	3	Statute	Issuing Agency	no	no
New Jersey	State Library	State Library	75 mechanically produced 1 of others	Statute	Issuing Agency	no	no
New Mexico	Supreme Court Law Library - laws	Supreme Court Law Library	3	Statute	Issuing Agency	no	no
New York	State Library	State Library	200 journals 100 documents 5 bills	Statute	Issuing Agency	no	no
North Carolina	Secy. of State and Issuing Agency	State Library	5	Statute	Issuing	no	"at the State's expense"
North Dakota	Secy. of State	State Library	1	Statute	Secy. of State	no	no
Ohio	State Library	State Library	150	Statute	Issuing Agency	no	no
Oklahoma	State Library	State Library	100, 10 laws 3 rules and regulations	Statute	Issuing Agency	no	no
Oregon	State Library	State Library	25 Technical Pubs. 75 All others, 50 bills, 125 Legislative Committee Reports	Statute State Librarian and Issuing Agency	Bureau of Publications	no	For distribution laws and journals

Appendix II (continued)

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State	Agency Responsible for Distribution	Agency Responsible for Official File	Number of Copies Specified	Who Specified Number of Copies?	Agency Responsible for Supplying	Does Law Require Checklist?	Does Law Provide Appropriation?
Pennsylvania	State Library	State Library	At least 50	Statute	Bureau of Publications	no	no
Rhode Island	State Library	State Library	Sufficient number to Exchange	State Librarian	Issuing Agency	no	no
South Carolina	State Library	State Library	Sufficient Copies	Statute	Clerks of Senate & House	no	no
*South Dakota	Secretary of State	State Department of History	---	Governor	Issuing Agency	no	no
Tennessee	State Library	State Library	60	Statute	Issuing Agency	yes	Depository copies, expense of State
Texas	State Library	State Library	150 Annual & Biennial, special reports, 75 Legislative Journs. 150 all other	Statute	State Printer & Issuing Agency	yes	no
Utah	State Library	State Library	Sufficient Copies	State Librarian	Issuing Agency	no	no
Vermont	State Library	State Library	100 - unless State Librarian specifies differently	Statute and State Library	State Printer and Issuing Agency	no	no
Virginia	State Library and Director of Dept. of Purchases	State Library	2 to 10 and additional if necessary	Statute and State Library	State Printer and Issuing Agency	no	no

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* South Dakota entry misleading. There is no system of depositories at present.

Appendix II (continued)

State	Agency Responsible for Distribution	Agency Responsible for Official File	Number of Copies Specified	Who Specifies Number of Copies?	Agency Responsible for Supplying	Does Law Require Checklist?	Does Law Provide Appropriation?
Washington	State Library (State Law Library for law, legislative Journs.)	State Library	125 of Printed Documents 3 of Others	Statute and State Library	Public Printer	no	no
West Virginia	Dept. of Archives & History	Dept. of Archives & History	Sufficient Copies	Dept. of Archives and History	Issuing Agency	no	no
Wisconsin	Division for Library Services	State Historical Society	3 Historical Society 1 Divn. for Lib. Services & copies needed for depository libraries	Division for Library Services	Issuing Agency	yes	"published at expense of State"
Wyoming	State Library (Secy. of State for statutes & digests)	State Library	100 Statutes & Digests 150 reports, 4 others	Statute	State Printer Secy. of State, Issuing Agency	no	no

1926

1927

Appendix III: Distribution of state documents

State	To Other States		To All Public Libraries		To Key Public Libraries		To All Academic Libraries		To Key Academic Libraries		On Request Only	Who Makes Selection
	S[1]	A[2]	S	A	S	A	S	A	S	A		
Arizona	X				X				X			Documents Librarian
California		X		X		X				X		
Connecticut	X		X				X					Receiving Library
Delaware											X	
Florida					X				X			Statute
Georgia	X		X				X					Issuing Agency
Idaho					X				X			Issuing Agency
Illinois	X					X				X		Documents Librarian
Indiana	X		X			X			X	X		
Kansas	X										X To Other Libraries	Receiving Library

[1]Selection of Documents Produced

[2]All Documents Produced

This Appendix taken from Genevieve M. Casey and Edith Phillips, Management and the Use of State Documents("Indiana Library Studies," Report No. 17; Indianapolis, 1970).

Appendix III (continued)

State	To Other States		To All Public Libraries		To Key Public Libraries		To All Academic Libraries		To Key Academic Libraries		On Request Only	Who Makes Selection
	S	A	S	A	S	A	S	A	S	A		
Kentucky					X							Reference Librarian
Louisiana					X	X			X	X		Receiving Library
Maryland			X				X					
Massachusetts	X				X				X			Receiving Library
Michigan	X		X				X			X		Receiving Library
Minnesota	X					X				X		Documents Librarian
* Nebraska	X											Receiving Library
Nevada		X	X			X		X				Issuing Agency
New Jersey	X					X		X				Documents Librarian
New York	X				X		X				X To Other Libraries	Receiving Library
Ohio	X		X				X				X To Other Libraries	
Oregon	X					X		X				Receiving Library

* Distribution by Nebraska Publications Clearinghouse as per 1972 law.

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1931

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	To Other States		To All Public Libraries		To Key Public Libraries		To All Academic Libraries		To Key Academic Libraries		On Request Only	Who Makes Selection
	S	A	S	A	S	A	S	A	S	A		
Pennsylvania	X		X		X						X Gift and Exchange Libraries	
Rhode Island	X		X			X	X			X		Receiving Library
Texas	X		X			X	X			X		Documents Librarian & Receiving Lib.
Utah		X	X			X		X				Documents Librarian
Virginia	X									X		Receiving Library
Washington	X				X	X				X	X To Other Libraries	Documents Librarian
West Virginia										X		
Wisconsin					X				X			Reference Librarian
Wyoming											X	Receiving Library

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Appendix IV: Organization of documents within state libraries

	Classification Scheme	Catalog Code	Subject Headings	Cards for Documents in Public Catalog	Separate Documents Catalog
Arizona	DDC	ALA/LC	L.C.	yes - all	card
California	special	special key-word in agency name	L.C.	no	card checklist
Connecticut	---	ALA/LC	L.C.	selected ones	card
Delaware	---	ALA/LC	L.C.	no	quarterly bibliography
Florida	DDC	ALA/LC	---	selected ones	card
Georgia	DDC modified	ALA/LC	L.C.	yes - all	card
Idaho	DDC	ALA/LC	L.C.	selected ones	no
Illinois	DDC	ALA/LC	L.C.	yes - all	card
Indiana	DDC modified	ALA/LC	L.C.	yes - all	no
Iowa	DDC	ALA/LC	L.C.	selected ones	no
Kansas	DDC	ALA/LC	L.C.	yes - all	card
Kentucky	Reader's Guide headings	---	---	no	no
Louisiana	DDC	ALA/LC	L.C.	selected ones	no

This Appendix taken from Genevieve M. Casey and Edith Phillips, Management and the Use of State Documents("Indiana Library Studies," Report No. 17; Indianapolis, 1970).

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Appendix IV (continued)

State	Classification Scheme	Catalog Code	Subject Headings	Cards for Documents in Public Catalog	Separate Documents Catalog
Maryland	special code	---	---	yes - all	card
Massachusetts	DDC	---	L.C.	yes - all	---
Michigan	special scheme	ALA/LC	L.C.	selected ones	book
Minnesota	L.C.	ALA/LC	L.C.	yes - all	card
Mississippi	special scheme	ALA/LC	L.C.	no	no
Missouri	special scheme	ALA/LC	L.C.	no	no
Nebraska	---	special alphabet by Dept.	Sears	selected ones	book & card
Nevada	special scheme	ALA/LC	L.C.	not yet in practice	book & card
New Hampshire	DDC	ALA/LC	L.C.	yes - all	no
New Jersey	special scheme	ALA/LC	L.C.	yes - all	no
New York	not classified arr. by agency	AAC/LC	L.C.	yes - all	no
North Carolina	special scheme	ALA/LC	L.C.	yes - all	card
Ohio	special scheme	special code	L.C.	no	no
Oregon	DDC	ALA/LC	L.C.	yes - all	no
Pennsylvania	special scheme	ALA/LC	L.C.	yes - all	card

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Appendix IV (continued)

State	Classification Scheme	Catalog Code	Subject Headings	Cards for Documents in Public Catalog	Separate Documents Catalog
Rhode Island	special scheme	Dewey (?)	Sears	yes - all	card selected ones
South Dakota	DDC	ALA/LC	Sears	selected ones	no
Texas	DDC	ALA/LC	---	selected ones	card
Virginia	L.C.	ALA/LC	L.C.	yes - all	no
Washington	DDC modified	ALA/LC	L.C.	yes - all	no
West Virginia	special location scheme	ALA/LC	---	selected ones	no
Wisconsin	special scheme	ALA/LC	L.C.	selected ones	no
Wyoming	special scheme	ALA/LC	special	selected ones	card

Appendix V

STATE OF SOUTH DAKOTA

DEPARTMENT OF ADMINISTRATION

RICHARD F. KNEIP
GOVERNOR

STATE CAPITOL
PIERRE 57501

DIVISION OF PURCHASING & PRINTING

PUBLIC PRINTING IN SOUTH DAKOTA

September 1971 - August 1972

Division of Purchasing and Printing			
Scheduled Letting		130,154	
Emergency Letting		102,619	
Contracts		351,744	
Sub-Total		584,517	
Out-of-State--Highway brochures-maps Inspection-Game, Fish, and Parks Stickers		(141,036)	584,517
In House Plants			
Central Duplicating (income)		141,725	726,242
Less Xerox		32,400	
South Dakota State University Print Lab Income		237,266	963,508
University of South Dakota Media Center Income		100,130	1,063,638
Less Copiers		30,000	
Black Hills State College	(cost)	35,000	1,098,638
Northern State College	(cost)	35,000	1,133,638
Less copier		10,000	
University of South Dakota at Springfield	(Est. cost)	7,500	1,141,138
Dakota State College	(Est. cost)	12,000	1,153,138
Geological Survey	(Cost)	16,371	1,169,509
Crop Reporting Service	(Cost)	10,295	1,179,804
Military Affairs	(Cost)	9,480	1,189,284
Employment Security	(Cost)	33,400	1,222,684
Less Copier		15,200	
South Dakota School of Mines and Technology	(Income)	17,500	1,240,184
Less Copier		10,000	

1937

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Appendix V (continued)

Department of Highways	(Cost)	115,000	1,355,184
	Less Copier	45,000	
Penitentiary	(Est. Cost)	2,000	1,357,184
Redfield State Hospital	(Est. Cost)	12,500	1,369,684
	Less Copiers	10,000	
Yankton State Hospital	(Copier)	1,500	1,371,184
Department of Public Instruction			
	(Cost)	60,670	1,431,854
	Less Copier	10,320	
Welfare	(Est. Cost)	26,500	1,458,354
	Less Copier	16,500	
Department of Health	(Copier)	9,600	1,467,954
Game, Fish and Parks	(Copier)	2,700	1,470,654
Library	(Cost)	20,000	1,490,654
	Less Copier	18,000	1,508,654
School for the Deaf	(Educ. Est. Cost	11,500	1,520,154
Vocational Rehabilitation Located at Yankton State Hospital			
	Cost	11,995	1,514,149
Miscellaneous: All other copiers, mimeos spirit duplicators Etc.			100,000
Total Duplicating Cost All Methods			1,614,149
	Less Copiers		311,220
			$ 1,302,929

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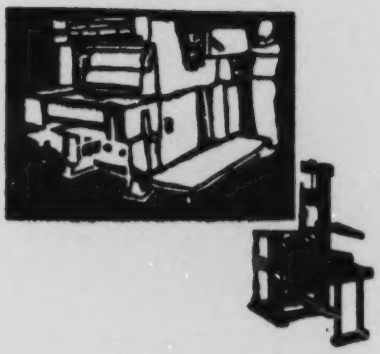
guidelines for

PRINTING & PUBLISHING



South Dakota

PUBLIC DOCUMENTS

public documents study commission pierre, south dakota 1972

pdsc

1940

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			Text:	Summary	unpaged
			Text		unpaged
	B:	Book:	With footnotes		unpaged
			Bibliography		unpaged
	C:	Periodical or journal:		Cover	unpaged
				Table of Contents	unpaged
	D:	Newsletter:	Front page		unpaged
			Masthead		unpaged

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1941

PREFACE

The basic reason for publishing this manual is the recognition that some degree of standardization in the publication of state documents is essential.

Guidelines for Printing and Publishing South Dakota Public Documents establishes *minimum* guidelines for the preparation of material for publication. The manual itself is a teaching tool: it attempts to show by example some of the features of a well-edited publication.

We offer the *Guidelines* as a handbook of *minimum* standards only. Authors and editors of state publications are encouraged to go beyond the minimums in order to create documents that are of utmost value and utility to the citizens of our state.

Though the entire Public Documents Study Commission had a hand in the preparation of this manual, the list below denotes the members basically responsible for the writing of each chapter:

Chapter 1: Public documents: Ted Kneebone
Chapter 2: Books and pamphlets: Dora Ann Jones & Larry Tennyson
Chapter 3: Serials: Ted Kneebone
Chapter 4: Use of photographs: Larry Tennyson
Chapter 5: Document identification number: Ted Kneebone. Classification system adaptation: Mrs. Estella Helgeson

–Bob Carmack, Director of Libraries
University of South Dakota:
Chairman of Commission
November 1972

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CHAPTER 1
PUBLIC DOCUMENTS: General Comments

Public documents of the state of South Dakota are produced for a variety of reasons, but basic to most of them is the need to communicate with the public. It is clearly evident that the record of state government in producing usable and truly communicative publications is indeed spotty. This manual will provide the producers of these publications with guidelines for improving their output.

Before activating the process of publishing, several basic considerations need rational answers, for instance:

1. The prospective public document should contribute to the process of communication between state government and the public.

2. The potential audience should be considered. Are you aiming at the general public or have you some special segment in mind? The level of word usage should be determined by the specific audience for which the document is intended.

3. Print only the number of copies you will reasonably need for distribution and retention.

4. A sufficient number of copies of your publication must be provided to the State Library Commission for depository purposes.

5. A copy of the original manuscript or composition should be retained by the originator until the printing is completed.

6. In order to provide some consistency and continuity in your publication efforts, one staff member in your department should be designated as a coordinator of publications.

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1943

CHAPTER 2
BOOKS AND PAMPHLETS (MONOGRAPHS)

The list below shows the *potential* parts of a book or pamphlet (monograph). The items preceded by an asterisk (*) are considered essential for virtually all publications. The rest are optional, but the list shows at what point in the book the item should come:

Parts of a Monograph:

1. **False title or half-title.** A brief title printed on a separate leaf preceding the main title page. Frontispiece is on back of this page.

2. **Frontispiece.** Any pictorial representation at the front of a book usually facing the title page, and as a rule unnumbered and unpaged.

3. **Title page.** This is the right-hand side (recto) of the second leaf. It should contain:

a. **Title.** This is the name of the work, exclusive of any alternative title, subtitle or other associated descriptive matter on the title page.

1) Optional: Subtitle, which is a secondary title, often used to amplify or state the limitations of the main title.

2) Optional: Alternative title, which is a secondary title following the word "or."

b. **Author.** The person or corporate body chiefly responsible for the creation of the intellectual or artistic content of a work (e.g., the writer of a book, the compiler of a bibliography, the composer of a musical work, the artist who paints a picture, the photographer who takes a photograph). OR

1) **Compiler.** One who produces a work by collecting and putting together written or printed matter from the works of various authors. Also, one who chooses and combines into one work selections of quotations from one author. OR

2) **Editor.** A person who prepares someone else's work for publication. The editorial work may be limited to mere preparation of the matter for printing, or may involve considerable revision or clarification, including such things as introduction, notes, or other critical matter. Or, a person who is responsible for, and supervises, the publication of a newsletter, journal, periodical, newspaper or book.

c. **Edition.** All the impressions of a work printed at any time or times from one setting of type.

d. **Place of publication.** This is the name of the city in which the office of the publisher or issuing body that issues the book is situated.

e. **Publisher.** A person, firm or corporate body responsible for placing a book on the market or making it available for distribution, as distinguished from the printer. Publisher and printer may be the same, but in modern books usually is not. Relates also to publication of music, reproduction of works of art and of maps and photographs.

f. **Date of publication.** This is the year in which a book was published. Or, it is the day, month, and year of publication of a newsletter or other periodical.

g. **Series.** This is a number of separate works issued in succession and related to one another by the fact that each bears a collective title generally appearing at the head of the title page, on the half-title, or on the cover. These are normally given a title and a serial number (e.g., Wetlands Inventory Series, no. 34).

h. **Document number.** This is an identification number assigned by each agency based upon the instructions

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provided in Chapter 5 of this manual.

4. **Back (verso) of title page.** This may be blank, but frequently carries information such as: list of board or commission members; legislative resolution (session law, or citation from the *South Dakota Compiled Laws*) authorizing publication; note showing edition history, if any, and printing history; price, if any; Library of Congress printed catalog card number; printer's name and address; binder's name and address; details of type and paper used; owner of copyright and copyright date or dates.

5. **Letter of transmittal.** This starts on a new odd-numbered page (always a right-hand page). Use lower-case Roman numerals. This is an optional item in the form of a letter written by the author or corporate body responsible for the publication, addressed to the person, official or other corporate body which requested the publication, or to whom it is directed.

6. **Foreword.** Starts on new odd-numbered page. Use lower-case Roman numerals. This differs from the preface in that it is an introductory note of endorsement by someone other than the author.

7. **Preface.** This starts on a new odd-numbered page. Use lower-case Roman numerals. A section in which the author explains to the reader his intent, his plan, the development of his subject, or his acknowledgment for assistance received.

*8. **Table of contents.** Starts on new odd-numbered page. Use lower-case Roman numerals. This is a list of the preliminaries and chapter headings of a book in the order in which they appear in the book. Or, this may be a list of articles in a periodical. In either case, this includes the numbers of the pages on which the chapters or articles begin. The table of contents is followed immediately by a list of illustrations, appendices, tables and/or maps as a part of the contents.

*9. **Text or body of the work.** This is the main body of the work. It begins on page 1 (Arabic numeral). The number itself may be omitted, but succeeding pages should all be numbered.

The following are optional but desirable parts of the text:

a. **Introduction.** If included this may be the first chapter of the text, or it may be the last section of the preliminary paging preceding the first chapter. It is an essay or statement, usually being a survey of the subject preparing the reader for the treatment to follow. It is written either by the author as the first chapter of the book, or by another person, an authority in the field.

b. **Running title or running head.** The title of the book printed at the top of each page of the text; or it may be put at the top of the left-hand page. In case the book title is printed at the top of the left-hand page, the chapter or section title may be printed at the top of the right-hand page. The book title, or the chapter title, or both, may be shortened to fit space requirements.

c. **Footnote.** This is an entry at the bottom of a page, at the end of a chapter, or at the end of the book, usually in smaller type than the text, giving a reference, an authority, or a clarification of matter in the text. An Arabic numeral should mark the place in the text at which the footnote is introduced. This number should be placed slightly above the line, without period or other punctuation. The footnote number should follow the passage it refers to. If the passage is an exact quotation, the footnote number comes at the end of the quotation, not after the author's name or at the end of the textual matter introducing the quotation. Footnote numbers should follow each other in order serially. The numbers may begain with "1" on each page, or with "1" at the beginning of each chapter or section, or may run consecutively throughout the entire work.

If the footnote is typed on the bottom of the page, but is too long to fit on the same page with the reference, the

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continuation may be carried over to the foot of the following page and be placed preceding the footnotes belonging to that page. Care should be taken to make the break come within a sentence in order to suggest to the reader that the note runs on to the following page. If there are many short footnotes, they may be set as double columns.

If the footnotes are placed at the end of each chapter, it is preferable that the numbering begin with "1" at the beginning of each chapter.

If the footnotes are placed at the end of the book, it is preferable that the numbering run consecutively throughout the entire work.

*10. **Bibliography.** Starts on a new odd-numbered page. Continue Arabic numerals. This is a list of books, periodical articles, audiovisual materials, etc., arranged in some consistent and useful manner (e.g., by author alphabetically, by subject, etc.).

11. **Appendix.** Starts on new odd-numbered page. Continue Arabic numerals. This is material which comes at the end of the text of a book and contains notes which are too long for footnotes, tables on statistics, or other items for which there is no room in the body of the book, or which, from the nature of the information, is more suitably placed at the end of the text.

*12. **Index.** Starts on a new odd-numbered page. Continue Arabic numerals. This is a detailed alphatetical list or table of topics, names of persons, places, etc., treated or mentioned in a book or series of books, pamphlet, report, newsletter, journal, or other periodical, pointing out their exact position in the volume, usually by page number. The page number is sometimes augmented by a symbol indicating a portion of a page. Also usable are section numbers or entry numbers.

Except for the briefest of publications, all public documents should have an index.

Here is one way to prepare an index: first read over each page, underlining in blue pencil all words to be indexed, whether as general entries or as subentries. Then, enter these items with page numbers on 3x5 cards or slips. Next, sort the cards into stacks in alphabetical order and arrange them in a card file or box. General entries should be in alphabetical order, with subentries in alphabetical order under each general entry. Whenever there are a number of page references for a single item, they should be arranged in serial or numerical order. The entire sequence is typed and then verified for accuracy.

BRIEF PUBLICATIONS: Folders, Brochures, Pamphlets

Among various types of publications, the short pamphlet is unique in that few of the previous recommendations can be applied. The impermanence, the limited space, and the specialized purposes of this type of publication are but a few of these characteristics.

However, a few basic items of information should appear:

(1) The origin of the piece must be identified (i.e. Department of Public Instruction, Board of Finance, etc.).

(2) Location of the place of origin should be listed (i.e. Pierre, S. Dak., Brookings, S. Dak., or at least South Dakota).

(3) Date of publication should be indicated in some way (i.e. 1-73, January 1973, or by some other mark of identification, such as consecutive numbering, etc.).

(4) The document identification number explained in Chapter 5 should be included.

CHAPTER 3
SERIALS: Newsletters, Periodicals, and Similar Publications

Most agencies of state government publish newsletters or some form of periodical that are mailed regularly to their publics. Some publish "in-house" newsletters to their staffs. These serve as a kind of personal bulletin board for each staff member.

The principles that make for a good monograph or book are basically the same as those for a good periodical. The differences are chiefly in brevity and makeup. The front page of a newsletter, for example, is like a merchant's display window. It attracts the reader to the publication and urges him to read on. A newsletter is really a miniature newspaper issued to a specific clientele. For a really good look at periodicals and newsletters, *we urge* that you consult a good book on newspaper and magazine journalism.

The masthead is a sort of miniaturized form of title page. It includes:

1. Name of periodical/newsletter
2. Author or agency publishing it
3. Editor
4. Place of publication, address
5. Publisher, if different from author
6. Date of publication
7. Volume number and issue number
8. Frequency of publication
9. Subscription information and price, if any

This masthead is usually printed on the last page or the editorial page or a newsletter, or on the editorial or contents page of magazine or journal. Some prefer to call it a "flag" or "logo."

A periodical becomes more valuable if an annual index is published either as a separate or as part of the last issue in the volume. This also encourages some libraries and agencies to bind each volume and retain for future reference.

If the title or size of a periodical is changed, it should be done at the beginning of a new volume number. Notice of change of title should appear in the last issue of the old title. The former title should be noted in the first issue of the new title so that all subscribers may be aware that it is the same publication.

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CHAPTER 4
Use of Photographs

Just as science has yet to discover how to make silk purses from sows' ears, your printer has yet to develop ways to perform miracles on bad photography. A good photograph is *made*, not *taken*.

Some of the more common defects include over- and underexposure, improper focus, and poor composition. However, scratches, fingerprints, and other marks due to poor handling also may spoil an otherwise usable photograph.

Actually, obtaining a satisfactory photograph of an event is more difficult, in many ways, than writing an account of that same event. A photographer must be present and in position at the right time, and unlike the writer, he seldom has a second chance to record the most interesting feature. Perhaps the best recommendation that can be given to persons requiring photographs is to obtain the services of a competent photographer. And several of these persons are employed in state government. If, however, it is impossible to obtain such service, you are offered the following guidelines:

(1) Use a camera with which you are familiar. Using too complicated a camera often is a waste of time, film, and processing costs.

(2) Choose the proper film, and when in doubt, ask a person who knows. Remember that printing a color photograph in your publication is expensive indeed. Black and white usually will serve your purpose just as well. Use color transparency film for public-service television spots, black and white for news photos, and furnish both color print and negative to your printer when using color photography in a publication.

(3) Do not attempt photography in lighting conditions which are beyond the capability of your camera, film, and flash. Flash cubes, for example, are not adequate in situations when the subject is extremely far from the camera during indoor shots. Consult the directions included with your film for further information.

(4) Avoid clutter. Simple composition often is best and can be achieved by placing subjects before a plain background, limiting the number of persons, and taking the photo from relatively close range. Much of this clutter also can be eliminated by having the photo cropped (i.e. printing only a portion of the total photograph).

Inexpensive manuals which expand on these recommendations are available in most camera shops.

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1948

CHAPTER 5
Document Identification Number

Beginning July 1, 1973, the Director of the Division of Purchasing and Printing will require that all publications have a document stock number.

This number is essential for several reasons:

1. To allow agencies that keep a stock of publications for sale or distribution to maintain efficient inventory control.
2. To allow the Division of Purchasing and Printing to maintain records on the quality and quantity of printing done.
3. To provide libraries and offices with a simple method of shelving state publications by agency and date.

The number will be made up of a four-unit prefix, a two-digit number, and a four-digit serial number, for example:
H 275 73 0001.

The letter "H" and 275 represent the designation for the Division of Sanitary Engineering of the Department of Health. This part of the system was devised by Mrs. Estella Helgeson, Associate Librarian at South Dakota School of Mines & Technology library. A complete list of agency prefixes follows this chapter.

The 73 stands for the year: 1973. The 0001 is merely a serial number assigned to the title in question. Thus, the entire number means that the item is the first publication in the year 1973 by the Division of Sanitary Engineering. The next title to be published would bear the number H 275 73 0002 and so on.

The system of prefixes will be kept up to date as new agencies are created and old ones abolished or merged into other departments.

pdse
1949

LIST OF PREFIXES FOR DOCUMENT IDENTIFICATION NUMBER

The agencies enclosed in brackets [ ] are no longer functioning units of state government. They are included for the information of libraries and agencies that own documents published by these defunct units. This classification schedule was devised by Mrs. Estella Helgeson, Associate Librarian, South Dakota School of Mines and Technology Library, Rapid City.

A

[A1	Collected Documents. Public Documents]
A115	Abstractors' Board of Examiners
A125	Board of Accountancy
A150	Adjutant General
A200	Dept. of Administration
A225	Division of Central Administrative Services
A275	Division of Buildings and Ground Maintenance
A300	Division of Central Data Processing
A315	Division of Investments
A325	Division of Personnel
A350	Division of Purchasing and Printing
A355	Board of Records Management
A360	Governor's Administrative Council
A375	Aeronautics Commission
A380	Advisory Commission on Aging
A390	Governor's Committee for the White House Conference on Aging
A400	Agricultural Experiment Station
A425	Agricultural Engineering Dept.
A500	Dept. of Agriculture
A525	Division of Inspections
A550	Division of Markets

pdsc 1950

A575	Division of Plant Industry
A600	Division of Production and Marketing Cooperation
A625	Air Pollution Control Commission
A675	Animal Disease Research and Diagnostic Laboratory
A700	Archaeological Commission
A725	Athletic Commission
A750	Attorney General
A775	Auditor
A800	Dept. of Audits & Accounts

B

B125	Dept. of Banking and Finance
[B150	Small Loan Division]
B175	Board of Barber Examiners
B200	Board of Examiners in the Basic Sciences
B215	Inspector of Bees
B225	Bicentennial Commission
B250	Black Hills State College
B275	Advisory Committee on Services to the Blind
B285	Advisory Committee on State Purchases from the Department of Services to the Blind
[B300	State Bonding Dept.]
B312	South Dakota Boundary Commission (Iowa)
B313	South Dakota Boundary Commission (Minnesota waters)
B315	South Dakota Boundary Commission (Nebraska)
B325	State Brand Board
B350	Office of the Budget
[B375	Temporary State Building and Planning Commission]

B385	South Dakota Building Authority

C

C115	Board of Canvassers
[C125	State Capitol Commission]
C150	Capitol Ground Enlargement and Beautification Commission
[C175	Superintendent of State Capitol]
C200	Cement Commission
C225	Board of Charities and Corrections
C235	State Chemist
C250	Governor's Committee on Children and Youth
C265	Board of Chiropractic Examiners
C270	Dept. of Civil Air Patrol
[C300	Coal Mining Commission]
C325	Code Commission
C335	Communicable Disease Advisory Council
C350	State Conservation Commission
C375	State Modified for Surface Mining Regulation Conservation Commission
[C400	Constitution, 1883]
[C425	Consitution, 1885]
[C450	Constitution, 1889]
[C475	Preliminary Constitutional Convention, 1883]
[C500	Constitutional Convention, 1883]
[C525	Constitutional Convention, 1885]
[C550	Constitutional Convention, 1885,1889]
[C575	Constitutional Convention, 1887]
[C600	Constitututional Convention, 1889]

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1952

C625	Constitutional Revision Committee
C650	Board of Directors of South Dakota Conservancy District
[C675	Consumer Affairs Advisory Council]
C700	Board of Cosmetology
[C725	Committee of County Superintendents]
[C750	Committee Appointed by the County Superintendents to Prepare a Course of Study for the Common Schools]
[C775	Court Study Commission]
C785	Criminal Justice Planning and Advisory Commission
C800	Crop and Livestock Reporting Service
C825	Custer State Park Board
C850	Custer State Park Museum

D

D125	American Dairy Association of South Dakota
[D150	Dairy Expert]
D165	Dairy Products Marketing Commission
D175	Dakota State College
D190	Data Processing Advisory Council
D200	School for the Deaf
[D225	Council of Defense]
D250	Board of Dentistry
D265	Development Disabilities Advisory Council
D275	Advisory Board of Drugs and Substances Control
D280	Commissioner of Drugs and Substances Control

E

E115	Office of Economic Opportunity

pdsc

1953

E120 Economic Stabilization Board

[E125 Committee for Education]

[E150 Education Policies and Goals Commission]

E160 State Commission on Elementary and Secondary Education

E165 State Board of Directors for Educational Television

E175 South Dakota Electric Mediation Board

E185 Electrical Board

[E200 Board of Embalmers]

[E225 Emergency Relief Administration]

E240 Board of Employee Relations

E250 Employment Security Department

E300 State Employment Service Division

E315 Unemployment Compensation Division

E325 State Engineer

E375 Board of Engineering and Architectural Examiners

E400 Engineering Experiment Station

[E425 State Entomologist]

E450 Board of Equalization

[E500 Executive Accountant]

E525 Citizens Commission on Executive Reorganization

E550 Cooperative Extension Service

F

F125 State Fair Board

[F150 Dept. of Finance

[F175 Small Loan Division]

[F200 Division of Purchasing and Printing]

pdsc

1954

[F225 Division of Taxation]

F250 Fine Arts Council

F275 Fire Marshal

F285 State Fire Marshal's Advisory Council

[F300 Food and Drug Dept]

F315 Food Service Advisory Council

F325 State Board of Funeral Service

G

G125 Dept. of Game, Fish and Parks

G150 Geological Survey

G175 State Geologist

G200 Governors

[G301 1861-63 (Jayne)]

[G302 1863-66 (Edmunds)]

[G303 1866-69 (Faulk)]

[G304 1869-74 (Burbank)]

[G305 1874-78 (Pennington)]

[G306 1878-80 (Howard)]

[G307 1880-84 (Ordway)]

[G308 1884-87 (Pierce)]

[G309 1887-89 (Church)]

[G310 1889-93 (Mellette)]

[G311 1893-97 (Sheldon)]

[G312 1897-1901 (Lee)]

[G313 1901-05 (Herreid)]

[G314 1905-07 (Elrod)]

[G315 1907-09 (Crawford)]

[G316 1909-13 (Vessey)]

[G317 1913-17 (Byrne)]

[G318 1917-21 (Norbeck)]

[G319 1921-25 (McMaster)]

[G320 1925-27 (Gunderson)]

[G321 1927-31 (Bulow)]

[G322 1932-33 (Green)]

[G323 1933-37 (Berry)]

[G324 1937-39 (Jensen)]

[G325 1939-43 (Bushfield)]

[G326 1943-47 (Sharpe)]

[G327 1947-51 (Mickelson)]

[G328 1951-55 (Anderson)]

[G329 1955-59 (Foss)]

[G330 1959-61 (Herseth)]

[G331 1961-65 (Gubbrud)]

[G332 1965-69 (Boe)]

[G333 1969-71 (Farrar)]

G334 1971- (Kneip)

H

H125 Dept. of Health

H150 Division of Dental Health

H175 Mental Health Section

H185 Division of Alcoholism

H200 Mental Retardation Planning Office

pdse

1956

H225 Division of Public Health Statistics

H275 Division of Sanitary Engineering

H300 Division of Tuberculosis and Communicable Disease.

H325 Regional Medical Program Comprehensive Health Planning Advisory Group

H350 Advisory Committee on Health Profession Loan Fund

H360 Health and Education Facilities Authority

H370 South Dakota Board of Hearing Aid Dispensers

[H375 High School Education Commission]

H400 Commission on Higher Education Facilities

H475 South Dakota Highway Beautification Commission

H480 Interim Committee on Highways

H500 Dept. of Highways

H525 Division of Communications

H550 Division of Motor Patrol

H575 Safety Department

H600 Highway Planning Survey

H625 Research and Planning Division

H650 Right of Way Division

H675 State Board of Historical Preservation

H700 Historical Society

H725 Dept. of History

[H750 Superintendent of the Census]

[H775 Division of Legislative Reference]

H785 Home Health Agency Advisory Council

H800 Horticultural Society

H825 Dept. of Horticulture

H835 Hospital and Medical Facilities Advisory Council

pdsc

1957

[H850 Hotel Inspector]

H855 State Commission on Human Relations

[H875 Hydro-Electric Commission]

I

[I125 Dept. of Immigration]

[I150 Dept. of Immigration and Statistics]

I175 Commission of Indian Affairs

[I200 Industrial Commissioner]

I225 Industrial Development Expansion Agency

[I250 Hospital for Insane (Jamestown and Yankton)]

I300 Dept. of Insurance

[I325 Hail Insurance Dept.]

I350 Commission on Inter-Governmental Cooperation

[I375 Commission of Interstate Cooperation]

[I400 Engineer of Irrigation]

J

J125 James and Big Sioux Valley Drainage Commission

[J150 Dept. of Justice and Public Safety]

L

L115 Labor and Management Relations Department

L125 Bureau of Labor Statistics

[L150 Land Settlement Board]

L170 Law Enforcement Standards Commission

L175 Laws, Statutes, etc.

pdse

1958

[L185	International Committee on Legislation]
L190	Commission on Uniform Legislation
L200	Legislative Research Council
L225	Committee on Agriculture and Conservation
L250	Committee on Assessment and Taxation
L275	Economy and Efficiency Committee
L300	Committee on Education, Health and Welfare
L325	Interim Investigating Committee
L350	Interim Committee on Legislative Rules Review
[L375	Little Hoover Committee]
L400	Local Government Study Commission
L425	Minimum Foundation Committee
[L450	Senile Survey Committee]
L475	Special Committee on State and Local Government
L500	Citizens' Tax Study Committee
L525	Special Tax Study Committee
L550	Committee on Transportation
L600	Legislature
L625	House of Representatives
L650	Senate
L700	State Library Commission
L710	State Library Commission Advisory Council
L715	License Plate Board
L720	Lieutenant Governor
[L725	Liquor Control Commission]
L750	Livestock Sanitary Board
L775	Local Government Study Commission

M

M115	State Manpower Planning Council
[M125	Dept. of Marketing]
M135	Midwestern Board for Medical and Allied Health Education
M150	Board of Medical and Osteopathic Examiners
M165	Medical Panel
M175	Commission of Mental Health and Mental Retardation
M200	Commission for the Mentally Retarded
M225	Mental Retardation Facility and Mental Health Advisory Council
M240	Merit System Council
M250	Dept. of Military Affairs
M260	Civil Defense Agency
M275	Inspector of Mines
M300	Motor Vehicle Reciprocity Commission
M325	Dept. of Motor Vehicles

N

N125	National Guard
N150	Northern State College
N175	Board of Nursing
N200	State Board of Examiners for Nursing Home Administrators

O

O110	Governor's Task Force on Occupational Safety and Health
O115	State Oil and Gas Board
[O125	Oil Inspector]
[O150	Oil Inspector (Black Hills District)]
[O175	Oil Inspector (Northern District)]

pdsc
1960

[O200	Oil Inspector (Southern District)]
O225	Board of Examiners in Optometry
[O250	Board of Osteopathic Examiners]
O265	Governor's Advisory Council on Outdoor Recreation

P

P125	Board of Pardons and Paroles
P150	Parole Officer
P175	Penitentiary (Sioux Falls)
P200	Board of Pharmacy
P215	Planning Agency
P220	Academic Resources Council
[P225	State Planning Board]
P230	State Planning Commission
P235	State Board of Podiatry
P240	State Plumbing Board
P250	State Police Civil Service Commission
P265	Governor's Task Force on Policy Data and Information
P275	State Potato Inspector
P285	Professional Practices Commission
P290	Public Documents Study Commission
P295	Public Health Advisory Committee
P300	Dept. of Public Instruction
P325	Division of Curriculum Services
P350	Elementary Education Division
P375	Division of Health Education
P400	State High School Supervisor

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1961

P425 Division of Indian Education

P450 Division of Pupil Personnel Services

P475 Division of Research and Public Information

P525 Division of Vocational Rehabilitation

P550 Public Lands Advisory Committee

[P600 Commission of Public Printing]

P625 Public Utilities Commission

P650 Dept. of Public Welfare

[P660 Advisory Council on Aid to Dependent Chidren Programs]

P665 Medical Advisory Committee

P675 Division of Research and Statistical Service

Q

Q125 Quartermaster General

R

R125 Racing Commission

R150 Real Estate Commission

R175 Redfield State Hospital and School

R200 Board of Regents

R205 South Dakota Law Enforcement Officer Retirement Board

R210 Board of Trustees of the South Dakota Municipal Employees' Retirement System

R213 Board of Trustees of the South Dakota Public Employees' Retirement System

[R215 Teachers' Retirement System]

R217 Board of Trustees of the South Dakota Teachers' Retirement System

R220 Board of Trustees of the Teachers' Retirement System Liquidation Fund

R225	Dept. of Revenue
R250	Motor Fuel Tax and Refund Division
[R275	Rural Credit Board]
[R300	Russian Famine Relief Commission]

S

S125	Commission on Salaries for Elective State Officials
S150	Board of Sanitarian Registration
S175	South Dakota State Sanitarium, Sanator
[S200	Sanitarium and Soldiers' Home Board]
S210	Savings and Loan Board
S225	Dept. of School and Public Lands
S235	School and Public Lands Appraisal Board
S250	South Dakota School of Mines and Technology
S300	Secretary of State
S325	Dept. of Securities
S335	Seed Certification Board
[S350	Seed Department]
[S375	Service Administration]
[S400	State Sheriff]
[S450	Soldiers' Compensation Board]
S475	Solid Waste Advisory Committee
S500	South Dakota State University
S525	Engineering Experiment Station
S550	Cooperative Extension Division
S575	Lincoln Memorial Library
S600	Student Intern Coordinating Council
S625	Supreme Court

T

T125	Tax Commission
T135	Council for Tax Decision
T140	Technical Services Advisory Council
T150	Traffic Safety Coordinating Committee
T200	South Dakota State Training School, Plankinton
T215	Governor's Task Force for Transportation Needs Study
T225	Treasurer

U

U125	Unemployment Insurance Advisory Council
U200	University of South Dakota, Vermillion
U225	Business Research Bureau
U250	Driver Behavior Laboratory
U275	State-wide Educational Services
U300	Extension Division
U325	Governmental Research Bureau
U350	Institute of Indian Studies
U375	W. H. Over Dakota Museum
U380	South Dakota Historic Preservation Program
U400	University of South Dakota at Springfield

V

V125	Verendrye Memorial Commission
V150	Veterans' Bonus Board
V175	Veterans' Department
V200	State Veterinarian
V215	Board of Veterinary Medical Examiners

pdsc
1964

[V225	Veterinary Surgeon]
V250	School for the Visually Handicapped
V275	Service to the Visually Impaired
V300	Division of Vocational & Technical Education

W

W125	Committee on Water Pollution
W130	State Water Projects Formulation and Finance Committee
W150	Water Resources Commission
W155	State Board of Certification of Public Water Supply and Wastewater Systems Operator
W165	Weather Control Commission
W170	Weed Control Commission
W175	Wheat Utilization Research and Market Development Commission
W200	Governor's Committee on the Status of Women
[W215	Women's Committee of Investigation]
[W225	World War II History Commission]
[W250	World's Fair Commission]

Y

Y125	Yankton State Hospital

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1966

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1967

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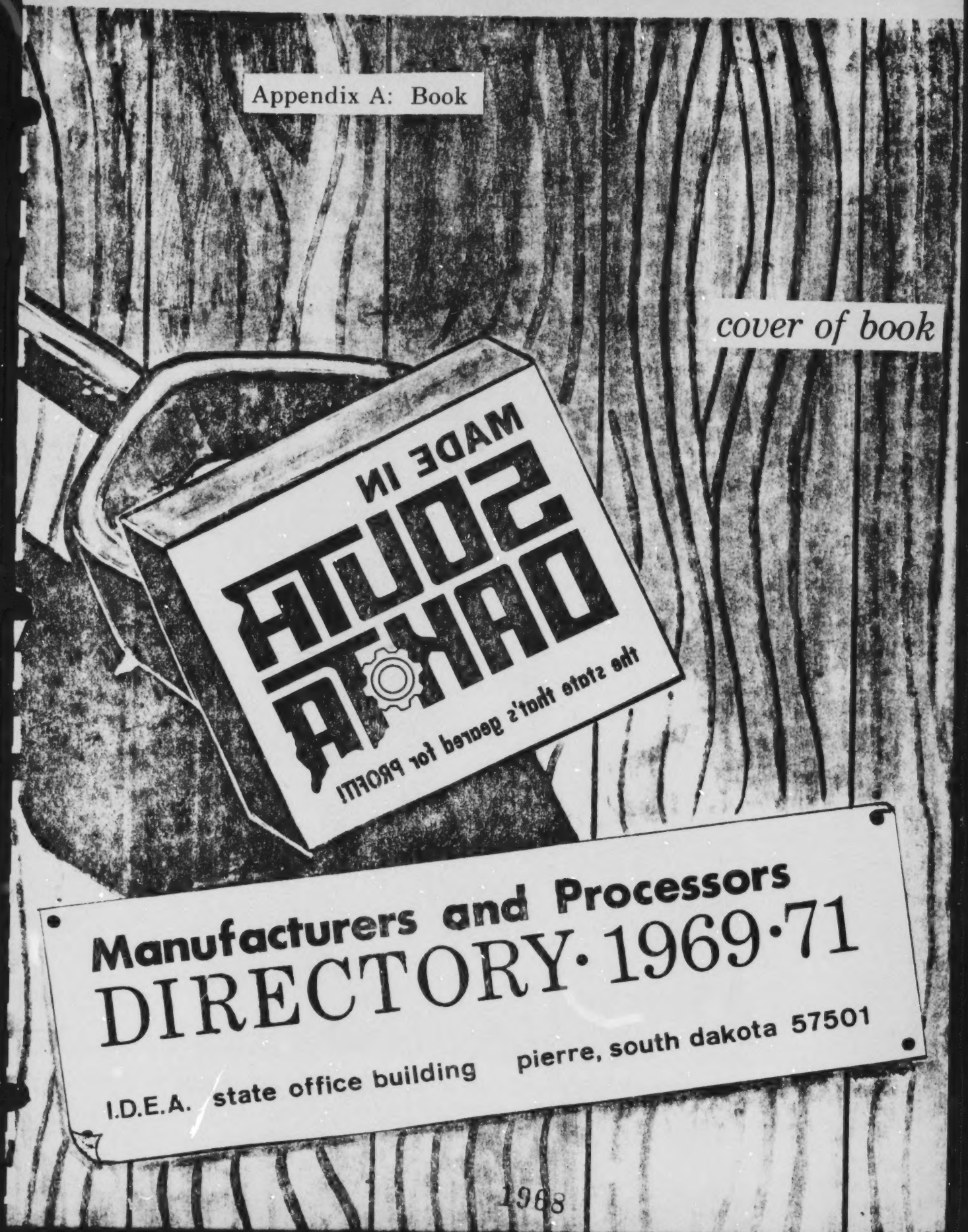
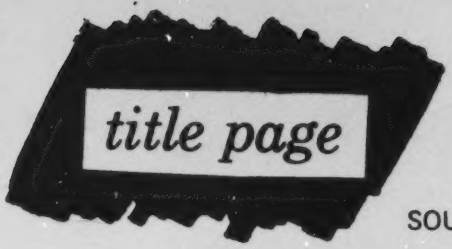


cover of book

Manufacturers and Processors DIRECTORY · 1969 · 71

I.D.E.A. state office building pierre, south dakota 57501

1968



FACILITIES

AND

SOUTH DAKOTA HIGHER EDUCATION

STATEWIDE COMPREHENSIVE PLAN OF HIGHER EDUCATION IN SOUTH DAKOTA

An Inventory of Facilities Higher Education Data

Directed by

Alpha Braunesreither and Robert S. Morrissey

SOUTH DAKOTA COMMISSION
ON
HIGHER EDUCATION FACILITIES

State Capitol, Pierre 57501

September, 1969

A report issued by the South Dakota Commission on Higher Education Facilities as the State Agency administering the Higher Education Facilities Comprehensive Planning Grant made through the United States Office of Education under Title I, Higher Education Facilities Act of 1963.

1969

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text-- summary

FACILITIES SUMMARY

Public and private South Dakota higher education anticipates a need for the next ten years of a total of 532.97 acres of land with an estimated cost of $4,409,159.00 at present land market values.

Higher Education in South Dakota anticipates a need for the next ten years of a total of 532.97 acres of which 457.47 is public and 75.5 acres private. The total estimated cost of this anticipated need is $4,409,159.00 at present land market values. Approximately one third of the total cos will be incurred by Private Education.

The fifteen institutions of higher educatior South Dakota have a total of 566 buildings with total gross area of 7,005,502 square feet.

Of the 566 public and private higher education buildings in South Dakota, approximately 269 buildings were surveyed to determine present structural condition. This survey recommended that 187 buildings were in such a condition that they would warrant razing. Most of the buildings recommended to be razed were frame and farm buildings, however, the total gross area of these buildings is 380,382 square feet. All other buildings are in good condition or capable of being rehabilitated.

There is a total of 340,053 square feet of classrooms and classroom service space at South Dakota public and private colleges and universities.

Public institutions have 215,623 square feet of classrooms and classroom service space or 63% of the total of 340,053 square feet at all South Dakota institutions. Private institutions have 124,430 square feet of classrooms and classroom service space or 37% of the state total. The full-time equivalent enrollment in public institutions divided into the square feet of available classroom and related space produces an average of 11.4 square feet per enrolled FTE student; in private institutions the comparable statistic is 23 square feet per enrolled FTE student.

There is a total of 509,206 square feet of class laboratories and related space at South Dakota public and private colleges and universities. There is a total of 202,841 square feet of research laboratories and related space at South Dakota institutions of higher education.

Public institutions have 392,157 square feet of class laboratories and related space or 77% of the total of 509,206 square feet at all South Dakota institutions: South Dakota State University, University of South Dakota, and South Dakota School of Mines and Technology.

Make this good.

Some readers won't get past it!

Office space and office facilities represent a total of 425,503 assignable square feet of space at South Dakota public and private higher education institutions.

The 425,503 assignable square feet of office space and office facilities at South Dakota colleges and universities represents a comparatively small percentage of total net assignable space at the campuses: 7.9% for public institutions and 6.7% for private institutions.

Study facilities in libraries at South Dakota institutions of higher education have a total of 225,819 square feet.

Of the 225,819 square feet of study facilities in South Dakota campus libraries, 157,351 square feet and 68,468 square feet are at the public and private colleges and universities, respectively. The public figure represents 70% and the private 30% of total study facilities.

There is a total of 1,136,802 library volumes at public and private colleges and universities in South Dakota. 69% of the library volumes are in the public colleges and universities and 31% in the private college libraries.

Public and private projections for library

General Comments:

The purpose of the following comments of the Facilities Research Committee is to present general impressions and significant data gained during the course of conducting the research for F South Dakota Higher Education.

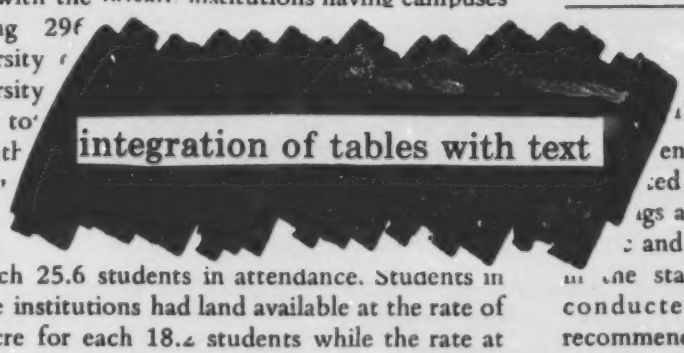
In making general comments, no been made to cite specific recommenda are inherent dangers in becoming too s discussing space utilization. Data utilization are subject to various inter numerous factors which contribute to "good" or "poor" utilization. Caution must be exercised, therefore, not do draw quick conclusions.

The comments of the Facilities Committee are not directed to any particular or private college or university, but rather are generally directed to all South Dakota colleges and universities.

Land Data:

The campuses and other land used by higher education in South Dakota comprise 34,276.08 acres, with 5,830.47 of the total acres owned in Fee Simple. The private institutions own 451.7 acres; and of the 33,824.38 acres used by the public institutions, 12,093.93 acres are leased by South Dakota State University and another 16,000 acres are held by South Dakota State University in a trust in the F. O. Butler Ranch.

The main campuses of the institutions contain 946.03 acres and an additional 807.19 acres are within a one mile radius of the campuses. 32,522.86 acres are used in conjunction with the program of the institutions but are located more than one mile from the main campus. The main campuses of public institutions comprise 649.33 acres with the private institutions having campuses totaling 29(University (University of the to



With registe South campu for each 25.6 students in attendance. Students in private institutions had land available at the rate of one acre for each 18.2 students while the rate at the public institutions was one acre for each 29 students.

Higher education in South Dakota anticipates a need for the next ten years of a total of 532.97 which 457.47 is for public institutions and res is for private institutions. The total ed cost of this anticipated need is 159.00 at present land market values. imately one third of the total cost will be l by private education.

Building Data:

QUANTITATIVE

The fifteen institutions of higher education, both private and public, in the state of South Dakota have a total of 566 buildings with a total gross area of 7,005,502 square feet. Included in these figures are 246 temporary buildings with a total gross area of 399,980 square feet.

PHYSICAL FACILITIES INVENTORY OF PUBLIC AND PRIVATE INSTITUTIONS

INSTITUTIONS	No. of Buildings	Gross Sq. Ft.
AUGUSTANA COLLEGE	51	548,550
DAKOTA WESLEYAN UNIVERSITY	9	232,256
FREEMAN JUNIOR COLLEGE	10	100,984
HURON COLLEGE	9	204,504
MOUNT MARTY COLLEGE	5	235,386
PRESENTATION COLLEGE	1	67,552
SIOUX FALLS COLLEGE	30	257,561
YANKTON COLLEGE	23	348,642
BLACK HILLS STATE COLLEGE	20	410,080
GENERAL BEADLE STATE COLLEGE	16	306,564
NORTHERN STATE COLLEGE	22	453,755
SOUTH DAKOTA SCHOOL OF MINES & TECHNOLOGY	16	375,483
SOUTHERN STATE COLLEGE	30	267,376
SOUTH DAKOTA STATE UNIVERSITY	268	1,864,120
UNIVERSITY OF SOUTH DAKOTA	56	1,332,689
	566	7,005,502

ITIVE

engineering evaluation survey has been ed on the present condition of certain gs and structures designated by each of the and private institutions of higher education ne state of South Dakota. This survey was conducted to assist in making uniform recommendations as to the feasibility of razing or

CHAPTER I

GEOLOGICAL FOUNDATION, 1893-1903

A state geological survey, seeking to serve a science and a general public, tries to pursue an inclusive goal that will contribute to ge[illegible] activities such an institution discovers and a[illegible] geology of a state, acquires data on natur[illegible] and gives the people access to both types [illegible] over two-thirds of the states had establis[illegible] the South Dakota legislature in 1893.

The full story surrounding the est[illegible] Survey cannot be determined because [illegible] to have been taken by President J. W[illegible] familiar with the benefits of the M[illegible] professor of geology, James E. Todd. [illegible] of the people of a pioneer state to develop their natural resources that it passed both houses of the legislature on March 6, 1893.[2]

Appendix B: Book, with footnotes...

The execution of the statute was placed under the jurisdiction of the Board of Regents of Education which would appoint the necessary personnel. The act outlined very carefully the types of surveys to be conducted–complete investigations of the geology, natural history, physical features of the State, and complete analyses of mineral resources and their potential productivity. These activities were to be reported upon bienially and whenever the results warranted special publications for the public. Other duties specified by the statute included the preparation of geological, geographical and topographical maps and the collection of rock, mineral, plant, animal, and fossil specimens, the duplicates of which were to be exchanged with scientific and educational institutions. Two hundred fifty dollars per annum were appropriated to carry out the provisions of the act.

Of academic note is the fact that the statute provided not for the Geological Survey as a state institution but only that the specified surveys and other projects be executed by authorized personnel. However, the Survey did come to exist in fact, although by varying titles–South Dakota Geological Survey, South Dakota Geological Survey and Biological Survey, South Dakota State Geological and Natural History Survey, and finally South Dakota State Geological Survey. Because of common and accepted usage, the terms Geological Survey and Survey will hereafter be employed.

The first office to be officially created was that of the State Geologist. On March 9, 1893, the Regents of Education took the following action: "Be it resolved, that the Professor of Geology and Mineralogy at the State University, be and is hereby elected State Geologist . . ."[3] Accordingly, James E. Todd became the first State Geologist. He had been professor of geology at the University since 1892. His study of geology had been undertaken at Oberlin College, from which he had received his B.A. and M.A., and at Yale University and Harvard University. Thereafter he taught natural science at Tabor College and Beliot College. During this time Todd had spent eight summers studying the glacial deposits in eastern South Dakota for the United States Geological Survey.[4]

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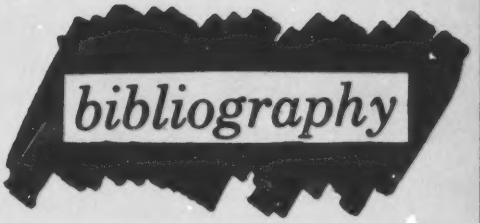
[1]This figure was determined from George P. Merrill, *Contributions to a History of American State Geological and Natural History Surveys*, Smithsonian Institution, United States National Museum, Bulletin 109 (Washington, 1920).

[2]James E. Todd, "History of the Survey," *The First and Second Biennial Reports on the Geology of South Dakota with Accompanying Papers*, 1893-6, South Dakota Geological Survey Bulletin 2 (1898), p. 1. Hereafter all such publications cited as Bulletin, with the appropriate number. For the 1893 statute, see Appendix A.

[3]Cited in Todd, "History of the Survey," p. 3.

[4]Freeman Ward, "Historical Sketch of the Department of Geology," *South Dakota* [illegible] XVI, 2 (July 1920), pp. 72-73; James E. Todd, Lawrence, Kansas, letter, May 26, 1919 [illegible] State Geologist, in Files. The former hereafter cited as "Historical Sketch." Most lett[illegible]

footnotes



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The Laws Passed at the Sixteenth Session of the Legislature of the State of South Dakota (1919), Chap. 112, pp. 396-97.

The Laws Passed at the Twenty-sixth Session of the Legislature of the State of South Dakota (1939), Chap. 166, pp. 198-99.

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Agnew, Allen F. and Paul C. Tychsen, *A Guide to the Stratigraphy of South Dakota*, State Geological Survey, Bulletin 14 (1965).

Anderson, Doris L. M., *Prospecting for Placer Gold in South Dakota*, South Dakota State Geological Survey, Report of Investigations No. 15 (March 1933).

Baker, Charles Laurence, *Geology of Harding County*, State Geological Survey, Report of Investigations No. 68 (March 1952).

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——, *Artesian Conditions in the Area Surrounding the Sioux Quartzite Ridge*, State Geological Survey, Report of Investigations No. 72 (April 1953).

Black, Douglas F. B., *Geology of the Bridger Area, West-Central South Dakota*, State Geological Survey, Report of Investigations No. 92 (September 1964).

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Appendix C: Periodical or journal

cover

JANUARY - FEBRUARY 1972

FIFTY CENTS

SOUTH DAKOTA CONSERVATION

digest

1975

Appendix D: Newsletter

OCA consumer news

Office of Consumer Affairs
Executive Office of the President Virginia H. Knauer, Director

Vol. 2, No. 4, May 15, 1972

Dear Consumer:

For over a year, we have been publishing CONSUMER NEWS to keep you informed about consumer programs of the Federal Government. We started last April with a 4-page newsletter once a month. In October, we began publishing 2 issues a month. In February, we added CONSUMER REGISTER as a supplement so that you would have more information on proposed Federal regulations—more information to enable you to participate in Federal consumer programming by making your views known to government agencies. With all these changes in CONSUMER NEWS, its subscription remained at $1 a year.

But starting July 1, we must raise the price. Because of additional printing costs (24 issues of 6 pages each instead of 12 issues of 4 pages), Government Printing Office has determined that the subscription price must go to $2. GPO has given assurance that this increase is within Price Commission guidelines.

Even so, we realize that $2 is a substantial jump in price. But we hope you and your friends will continue to subscribe to CONSUME[R] year for $1 if your subscription reaches GPO Documents, to Supt. of Documents, Governm

newsletter--front page

Slicing through the bacon package problem

Consumers have been complaining for the past 5 years about the packaging of sliced bacon, according to **Agriculture Dept.** Consumers objected that too many packages had a cellophane window that showed only the lean portion of the bacon, which made it difficult—if not impossible—to judge the amount of fat in the product.

Because of such complaints, Virginia Knauer, Special Assistant to the President for Consumer Affairs, urged bacon packers last summer to use packages that would allow consumers to see more of a slice of bacon. In December, Oscar Mayer & Co. considered the suggestion from Mrs. Knauer and consumers and announced that it would start using a bacon package with a rear window to show a major portion of a bacon slice. Early this year, other bacon packers started using packages that show more than just the top edges of slices.

Last month, Agriculture Dept. proposed a regulation to require bacon packers to give consumers a better view of sliced bacon. Under the proposal, packages of sliced bacon would have to be designed so that consumers could see the full width and at least 70% of the length of a "representative" slice of bacon.

Consumers may comment on the department's proposal for bacon packages to show a representative slice by writing to the Hearing Clerk, U.S. Dept. of Agriculture, Washington, DC 20250 by June 20. Letters should state the consumer's name & address, the topic—bacon packages—and the consumer's views in favor of or against the proposal.

1976

New Federal publications

Consumer Product Information (an index of selected Federal publications on how to buy, use & take care of consumer products), published by **Consumer Product Information Coordinating Center**, free from Consumer Product Information, Washington, DC 20407.

The following publications are available at U.S. Government Printing Office Bookstores or by ordering from Manager, Public Documents Distribution Center, 5801 Tabor Ave., Philadelphia, PA 19120. When ordering, make checks payable to Supt. of Documents.

Consumer Legislative Monthly Report (cumulative listing of consumer bills before Congress with a report on their status and a description of each consumer act passed by Congress and signed by the President); published by the **Office of Consumer Affairs**; annual subscription $5.

Food Guide for Older Folks (Home & Garden Bulletin No. 17), published by **Agriculture Dept.**; stock no. 0100-1515, 20¢

Toy list (continued)

Jumping rabbit with baby rabbit, made in Japan; sharp metal edges. Hopping bunny #3235, made in Japan; sharp metal edges & wires. Stuffed rabbit #37/74/79, made in Japan, sharp wires. (4-6-72).

New York Merchandising Co.
Dallas

Stuffed orange/brown rabbit with bouquet labeled in part: "Snuggly Midget Zoo Original . . . Designed in

with
-72)
ay

Doll in chair with plastic dress #14/14, made in Hong Kong (4-6-72) flammab. plastic dress.

Esco Imp s of Texas Inc.
San Anto

Multi-colored Musical Merry-Go-Round" #71 & 808, made in Japan (4-7-72) all objects & rigid metal rod.

Blatt Distributing Co.
La Mirada, CA

Accordian squeaker toys styled as bird, dog & duck—about 7" high —made in Hong Kong (4-6-72) squeakers remove.

Easter Unlimited, Fun World
New York

Little Musicmaker xylophone #5703, made in Japan (4-6-72) sharp metal edges & nails.

Larami Corp.
Philadelphia

"Toddly Toy" assortment package #3-89-40 containing ABC Chain Rattle #5/517, Play Bells #6/497 & "Baby Toy" rattle, made in Hong Kong (4-7-72) sharp edges & small objects of Play Bells & "Baby Toy" rattle.

Star Manufacturing Co.
Leominster, MA

Petite Fashion doll #2350 & Petite—11½"—Modern Miss of Fashion #N1230, made in Hong Kong (4-5-72) sharp wires.

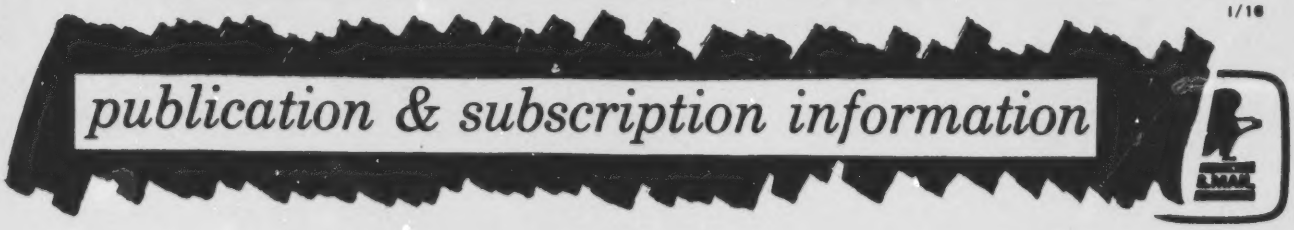
L.J.N. Toys Ltd.
New York

Butterfly pull toy #4200 with balls & rattle noise, made in Hong Kong (4-6-72) small objects.

Tak-A-Toy
Hyattsville, MD

CONSUMER NEWS is published the 1st and 15th of each month by the Office of Consumer Affairs, Executive Office of the President, to report Federal Government programs for consumers. Use of funds for printing this publication approved by the Director of the Office of Management & Budget, October 9, 1971. Authorization to reproduce any or all items is granted. Editorial address is CONSUMER NEWS, Office of Consumer Affairs, New Executive Office Building, Washington, D.C. 20506; telephone: (202) 395-4692. For sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402; subscription $1 a year, payable to Supt. of Documents. Send changes of address to Superintendent of Documents.

1/16



CNEW STATE0005 R 1
STATE PLANNING AGENCY OEO
STATE CAPITOL BUILDING
PIERRE SD 57501
1977

Consumer News: May 15

Send address changes to Supt. of Documents, Government Printing Office, Washington, D.C. 20402.

TN

B. Letters and commentaries

1978

Tennessee TN:B ?

TENNESSEE STATE LIBRARY AND ARCHIVES

NASHVILLE, TENNESSEE 37219

October 29, 1973

Mr. Earl Shumaker, Documents Librarian
Helm-Cravens Library
Western Kentucky University
Bowling Green, Kentucky 42101

Dear Mr. Shumaker:

First, let me apologize for taking so long to answer your request for information regarding the state documents program in Tennessee.

The sections in the Tennessee Code regarding distribution and deposit of state publications are in chapter 12, 607 through 615. However these sections, although in the Code, are not necessarily effective. The Secretary of State is charged with making a list of state publications and providing copies. This, of course, is not done. The State Library publishes an annual checklist which we are sending to you.

We have, for the past several years, considered possible legislation which would establish the State Library as the distributing agency for state publications to libraries. However, this legislation is tied to appropriations for such activity.

As for the other examples which you asked for I am sorry we simply do not have any. The way we collect state publications is not by writing letters but rather by frequent telephone calls to the agencies asking them to send their publications to us. We have no brochures which publicize the collection of Tennessee and other state documents in our collection. We do not have any manual solely for the staff member who attempts to acquire these publications. Since we do not distribute state publications we do not have any letters, labels, forms, etc., for depository libraries to check. We have never formulated a questionnaire regarding state documents problems.

I hope this essentially noninformative letter will be of some help to you.

Very truly yours,

Kendall J. Cram

Miss Kendall J. Cram
Director, State Library

KJC:nw

1979

TX

B. Letters and commentaries

D. Forms and form letters

F. Legislation and legal materials

H. Manuals

I. Procedural guidelines

J. Promotional materials

L. Shipping lists

M. Studies, surveys and workshops

1980

Texas TX:B
1/2

State of New Jersey
STATE LIBRARY
DEPARTMENT OF EDUCATION
185 WEST STATE STREET P. O. BOX 1898
TRENTON, N. J. 08625

March 19, 1973

Texas State Library
Texas Documents - Archives Division
Box 12927, Capitol Station
Austin, Texas 78711

Dear Documents Librarian:

The Documents on Documents Committee of the State Documents Task Force, Government Documents Round Table, is collecting publications on state documents programs. The committee's goal is to make information on the administration of documents programs more easily and more widely available. Publications which are collected will be deposited at the Library of the Council of State Governments which will make these collections available on loan.

The committee would like to deposit five identical sets of publications in the C.S.G. Library. Will you please help in this endeavor by sending to me six copies of each of the following publications (The sixth copy will be kept here in my library as a control copy for our region). Please send copies of:

(1) Legislation establishing your state documents distribution or depository program. 6 copies of the law

(2) Rules and regulations established pursuant to this legislation. none

(3) Informational brochures prepared to secure passage of legislation, to explain the program to state agencies, and to publicize documents in the libraries in the state. none

(4) Manuals, either for the use of the administrator of the program (which might be an excerpt from your library staff manual) and manuals prepared for the depository libraries. 6 copies

(5) Selection lists, address labels, designation of depository library forms and other forms which depository libraries might receive. none

1981

(6) Self-addressed labels, "thank yous" to state agencies, report forms for state agencies, etc. None

(7) Shipping lists (sample only), "basic" lists, disposal instruction lists, etc. Texas State Documents

(8) Questionnaires on state documents problems and their tabulation. None

(9) In addition, will you please prepare a brief commentary on your state's depository library legislation indicating strengths, weaknesses, proposed amendments, etc.

Please send the six copies of each of these types of publications or a note that your state does not publish certain of the items to me by April 15 at the following address:

New Jersey State Library
P.O. Box 1898
Trenton, New Jersey 08625

Your cooperation in forwarding this material will be appreciated and I trust that you will borrow it and use it after it has been deposited at the Council of State Governments Library. Announcement of the availability of the collections will be made in Documents to the People.

Sincerely,

Beverly Railsback

Beverly Railsback
Documents Librarian

BR/PC

Comments

The depository program for state documents, State of Texas, is very weak because of the absence of publicity. The patronsand prospective users are not aware of the availability of the materials.

Negligence on the part of the issuing agencies in furnishing quantities of their publication for distribution is the biggest hindrance to the program.

Limited liaison among the issuing agencies, the collecting and distributing agency, and the depository libraries has hindered the program.

Texas
D-1

TX:D

MAY 28

TEXAS STATE LIBRARY

LORENZO DE ZAVALA STATE ARCHIVES AND LIBRARY BUILDING

BOX 12927 CAPITOL STATION

AUSTIN, TEXAS 78711

DORMAN H. WINFREY
DIRECTOR AND LIBRARIAN

TEXAS LIBRARY AND
HISTORICAL COMMISSION

We at the Texas State Publications Clearinghouse of the Texas State Library would greatly appreciate receiving complimentary copies of the following title(s). These publications will be added to our permanent collection of documents issued by Texas state agencies, institutions of higher education, and regional governmental bodies.

Publications received by the Clearinghouse are listed in our monthly checklist, Texas State Documents, and are made available for the use of legislators, state agency officials, and citizens of Texas.

Thank you for your cooperation and for helping us make our collection comprehensive.

Sincerely,

Texas State Publications Clearinghouse

Publications should be sent to: Texas State Publications Clearinghouse
Public Services Department
Texas State Library
Box 12927 Capitol Station
Austin, Texas 78711

1983

An Equal Opportunity Employer

Texas State Publications Clearinghouse

TEXAS STATE LIBRARY

LORENZO DE ZAVALA STATE ARCHIVES AND LIBRARY BUILDING

BOX 12927 CAPITOL STATION

AUSTIN, TEXAS 78711

TX:D1

In response to your correspondence of _____, the publication(s) you requested have been handled as indicated below.

____ Complimentary copies are being sent under separate cover.

____ Circulating copies are being sent under separate cover.

____ State Library is out of stock.

____ State Library was not supplied sufficient copies for public distribution.

____ Out of print.

____ Not yet published. Anticipated publication date _____.

____ Request referred to:

____ Message:

If you have any questions about the above message, please don't hesitate to contact us.

001

1984

7/78

D TX:D2

It is a pleasure to send the enclosed material as a service of the . . .

TEXAS STATE PUBLICATIONS CLEARINGHOUSE
Public Services Department
Texas State Library
Austin, Texas 78711

1985

TX:D3

TEXAS STATE LIBRARY

LORENZO DE ZAVALA STATE ARCHIVES AND LIBRARY BUILDING

BOX 12927 CAPITOL STATION

AUSTIN, TEXAS 78711

DORMAN H. WINFREY
DIRECTOR AND LIBRARIAN

TEXAS LIBRARY AND
HISTORICAL COMMISSION

The Texas State Publications Clearinghouse of the Texas State Library receives copies of publications issued by the various Texas state agencies and institutions of higher education. The Clearinghouse classifies, catalogs, and permanently retains copies of all publications received. It microfilms these publications and makes them available for loan to libraries and individuals, lists them in our monthly checklist, Texas State Documents, and, if received in sufficient quantity, distributes them to libraries in Texas and other states.

Our microfilming program is designed to provide a permanent record of all publications received and to allow the distribution of microform (both microfilm and microfiche) copies of those publications not received in numbers sufficient to permit distribution in hard copy. Microform copies of agency publications will be made available to libraries and individuals at a nominal charge.

In order to microfilm publications holding a notice of copyright, however, the Clearinghouse must first obtain permission from the issuing agency. Will you please sign the enclosed form so that copyrighted publications of your agency can become part of the microfilm record of the Texas State Publications Clearinghouse. Please return one signed release form to the Texas State Publications Clearinghouse, Texas State Library, Box 12927 Capitol Station, Austin, Texas 78711. The second release form should be retained for your records.

Thank you very much for your cooperation.

Sincerely,

Dorman H. Winfrey
Director and Librarian
Texas State Library

1986

An Equal Opportunity Employer

RELEASE FORM TO PERMIT MICROFILMING OF COPYRIGHTED PUBLICATIONS

The _____
(agency name)
agrees to permit the Texas State Publications Clearinghouse of the Texas State Library to prepare microform copies (both microfilm and microfiche) of the following copyrighted publications issued by the agency and to allow the Clearinghouse to sell these microform copies to libraries and individuals at a nominal charge.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

Signed: _____

Name (please print or type): _____

Title: _____

Agency: _____

1987

TX:D4

TEXAS STATE LIBRARY

LORENZO DE ZAVALA STATE ARCHIVES AND LIBRARY BUILDING

BOX 12927 CAPITOL STATION

AUSTIN, TEXAS 78711

DORMAN H. WINFREY
DIRECTOR AND LIBRARIAN

TEXAS LIBRARY AND
HISTORICAL COMMISSION

I wish to thank you for your agency's cooperation with the Texas State Library's Texas State Documents program and to take this opportunity to let you know about the services we now offer from the Texas State Publications Clearinghouse.

The Clearinghouse classifies, catalogs, and permanently retains copies of all state agency publications received. In addition, the Clearinghouse microfilms these publications, makes them available for loan to libraries and individuals, lists them in our monthly checklist, Texas State Documents, submits them to the Library of Congress, and, if received in sufficient quantity, distributes them to libraries in Texas and other states.

I hope you are taking advantage of these services; they are designed to provide efficient organization and management of state agency publications and to facilitate their use by the citizens of Texas.

To maintain these services, however, your agency's cooperation is needed. Each time your agency prepares a publication, you should determine how many copies you can give to the Clearinghouse, and thus at which level of the program you wish to participate.

While the "depository law" (VATS 5442, 5442a) states that 150 copies of all publications (except routine business forms and court reports) shall be delivered to the Texas State Library, we recognize that this can create a severe burden for agencies when publications are produced in small quantities or in an expensive format.

We try to accommodate these special situations by reducing the quantities requested to 60, to provide depository distribution, or to at least 6, to insure availabilty for microfilming and interlibrary loan. It is hoped that if an agency cannot deliver the required 150 copies of a publication, it will notify the Texas State Publications Clearinghouse so that the agency and the Clearinghouse can together determine the appropriate number of publications for delivery.

1988

An Equal Opportunity Employer

Level 1 -- Full distribution: 125-150 copies

Level 2 -- Texas Depository distribution: 60 copies

Level 3 -- Permanent Collection: 6 copies

All publications should be sent to:

Texas State Publications Clearinghouse
Room 303
State Library and Archives Building
Interagency Mail

It has come to my attention that some agencies have failed to send the Clearinghouse a monthly list of publications issued, as required by VATS Section 5, Article 5442. For your convenience a sample report form is enclosed. Please let the Clearinghouse know whom to contact in your agency concerning your agency's participation in our documents program.

If you need further information on the Clearinghouse and its services, or if you would like to schedule a presentation for your staff on how our services can benefit your agency, please call Dale Propp, Texas State Documents Librarian, or Barbara Duke, Consultant to Texas State Agencies, 475-4356.

Sincerely,

Dorman H. Winfrey

Dorman H. Winfrey
Director and Librarian

1983

TEXAS STATE PUBLICATIONS CLEARINGHOUSE - TEXAS STATE LIBRARY

Form for reporting to the Texas State Library state documents issued the preceding month. Article 5442a, Section 5, VATS. Please return by the 7th of each month. Reporting forms are furnished by the Texas State Publications Clearinghouse.

Month_____

Agency_____

Title of Publications	No. of Pages

1990

Agency	Person
Phone	○ ○ CONTACT AGAIN !!
Date Called	Letter Mailed

TITLE:

PUB. DATE:

AUTHOR:

SERIES:

1/79:029

GOT:

NEED:

WILL SEND

○ WILL NOT SEND

TX:F

TEXAS REVISED CIVIL STATUTES, 1925

COLLECTION AND DISTRIBUTION OF TEXAS STATE DOCUMENTS

ARTICLE 5442. DISTRIBUTION OF PUBLICATIONS

On the requisition of the State Librarian therefor, the Board of Control shall cause to be printed and furnished to the State Library for distribution and exchange the following publications, or such additional number as said librarian shall request: 150 copies of all annual, biennial and special reports of state departments, boards and institutions, findings of all investigations, bulletins, circulars, laws issued as separates, and legislative manuals, and 150 copies of all other publications, except routine business forms and court reports. No accounts for such printing shall be approved and no warrants shall be issued therefor, until the Board of Control is furnished by the contract printer with the receipt of the Librarian for such publications. Acts 1913, p. 281; Acts 1919, 2nd C.S., p. 154; Amended Acts 1969, 61st Leg., ch. 55, p. 154.

ARTICLE 5442a DEPOSITORY LIBRARIES FOR STATE DOCUMENTS

Section 1. The term "state document" as used in this Act means all publications of state agencies which the Texas State Library is authorized by Revised Civil Statutes, 1925, Article 5442, to acquire and distribute.

Section 2. The term "depository libraries" as used in this Act means the Texas State Library, the legislative reference library, libraries of state institutions of higher education, and other libraries so designated by the Texas Library and Historical Commission upon determination that such designations are necessary to provide adequate access to state documents.

Section 3. Each state agency shall furnish the Texas State Library or the legislative reference library with state documents in the quantity specified in Article 5442, Revised Civil Statutes of Texas, 1925, as amended.

Section 4. State documents shall be made available to depository libraries under the direction of the Texas State Library.

Section 5. To facilitate distribution of state documents, each state agency shall furnish the Texas State Library with a list of state documents which it has issued during the preceding month, this list to be reproduced and distributed to all depository libraries and to such other agencies and institutions which request this list.

Section 6. Free use by the general public shall be a condition of depository privilege.

Section 7. The provisions of this Act shall be construed as additional and cumulative to all other laws. Acts 1963, 58th Leg., ch. 438, p. 1133; Amended Acts 1969, 61st Leg., ch. 55, p. 154.

1992

TX:F1

H.B. No. 480

AN ACT

relating to apportionment of funds by the State Library System; to the deposit of state publications in state depository libraries; and to the distribution of state agency publications.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1.....

SECTION 2. Chapter 438, Acts of the 58th Legislature, 1963, as amended (Article 5442a, Vernon's Texas Civil Statutes) is amended to read as follows:

Sec. 1. In this act:

(1) "State publication" means printed matter that is produced in multiple copies by the authority of or at the total or partial expense of a state agency. The term includes publications sponsored by or purchased for distribution by a state agency and publications released by private institutions, such as research and consulting firms, under contract with a state agency, but does not include correspondance, interoffice memoranda, or routine forms.

(2) "State agency" means any state office, officer, department, division, bureau, board, commission, legislative committee, authority, institution, substate planning bureau, university system or institution of higher education as defined by Section 61.003, Texas Education Code, as amended, or any of their subdivisions.

(3) "Depository libraries" means the Texas State Library, the Texas Legislative Reference Library, the Library of Congress, the Center for Research Libraries, and other libraries that the Texas Library and Historical Commission designates as depository libraries.

Sec. 2 The Texas Library and Historical Commission shall adopt rules to establish procedures for the distribution of state publications to depository libraries and for the retention of those publications. The Commission may contract with a depository library to receive all or a part of the state publications that are distributed.

Sec. 3. (a) Each state agency shall furnish to the Texas State Library its state publications in the quantity specified by the rules of the Texas Library and Historical Commission. The Commission may not require more than 75 copies of a state publication.

(b) On the printing of or the awarding of a contract for the printing of a publication, a state agency shall arrange for the required number of copies to be deposited with the Texas State Library.

Sec. 4. The Texas State Library shall:

(1) acquire, organize, and retain the state publications;
(2) collect state publications and distribute them to depository libraries;
(3) establish a microform program for the preservation and management of state publications and make available state publications in microform to depository and other libraries at a reasonable cost;
(4) periodically issue a list of all state publications that are received to all depository libraries and to other libraries on request.

Sec. 4. The Texas State Library shall: (continued)

(5) catalog, classify, and index all state publications that it has received and distribute the cataloging, classification, and indexing information to depository libraries and to other libraries on request; and

(6) ensure that state publications are fully represented in regional and national automated library networks.

Sec. 5. Each state agency shall designate one or more staff persons as the agency's publications contact person and shall notify the Texas State Library of the identity of each person selected. A state agency's contact person shall furnish to the Texas State Library each month a list of the agency's state publications that were produced during the preceding month.

Sec. 6. If a state agency's printing is done by contract, an account for the printing may not be approved and a warrant for the printing may not be issued unless the agency first furnishes to the Stat Board of Control a receipt from the state librarian for the publication or a written waiver from the state librarian exempting the publication from the requirements of this act.

Sec. 7. The state librarian may specifically exempt a publication from the requirements of this act.

SECTION 3. Article 5442, Revised Civil Statutes of Texas, 1925, as amended, is repealed.

SECTION 4.....

TEXAS STATE DOCUMENTS:

A primer for librarians

By Brenda F. Shelton Olds

Manuscript by Susan Atherton

LEGISLATIVE REFERENCE LIBRARY

NOVEMBER 1975

REFERENCE SERIES NO.6

1995

LEGISLATIVE REFERENCE LIBRARY, REFERENCE SERIES

1. CHIEF ELECTED ADMINISTRATIVE OFFICIALS OF TEXAS, Compiled by Sally Reynolds. (Revised biennially in odd numbered years.)

2. CONSTITUTIONAL REVISION MATERIALS AVAILABLE IN THE LEGISLATIVE REFERENCE LIBRARY, Compiled by Brenda Shelton and Malinda Allison. September, 1973 (Revised December, 1973)

3. LEGISLATIVE LIBRARY RESOURCES: A GUIDE TO THE PERIODICALS, NEWSPAPERS, LOOSE-LEAF SERVICES AND SELECTED LEGAL REFERENCE MATERIALS IN THE TEXAS LEGISLATIVE REFERENCE LIBRARY, 1973
Compiled by Kathy Luscombe and Malinda Allison.

4. DIRECTORIES IN THE LEGISLATIVE REFERENCE LIBRARY, (August, 1974)
Compiled by Mina Akins Brees.

5. TEXAS STATE AGENCY PERIODICALS IN THE LEGISLATIVE REFERENCE LIBRARY, (September, 1974) Compiled by Mina Akins Brees.

6. TEXAS STATE DOCUMENTS: A PRIMER FOR LIBRARIANS, by Brenda F. Shelton Olds. (November, 1975)

Legislative Reference Library
Box 12488, Capital Station
Austin, Texas 78711

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ORGANIZATION OF TEXAS STATE GOVERNMENT

To do adequate reference using state documents, one must first have a quick course in government organization and administration. The Texas structure is very similar to that of the U.S. government. There are three branches of Texas government: the legislative (which makes laws), the judicial (which interprets the laws made), and the executive branch (the agencies which execute and administer the programs and laws enacted). To this, another branch, higher education, might be added.

The LEGISLATIVE branch is composed of the bicameral legislature and its support agencies. The Legislature is composed of persons elected to represent the people of Texas in the enactment of the laws by which all Texans live. It is responsible for the state's budget and for the creation of laws and of agencies to administer the laws and programs enacted. The Legislative Budget Board (composed of five members of each house of the legislature) is the support arm of the legislature responsible for assisting in budgeting state government. The LBB holds preliminary budget hearings for each agency prior to the legislative session to determine a recommended budget for the state. The other basic functions of the LBB are to prepare cost evaluations of bills introduced during the session and to evaluate cost/performance of state programs. The Legislative Council drafts legislation, prepares bill analyses and does legislative research for the legislature. The State Auditor audits the financial records of every agency to determine that expenditures are in accordance with legislative directives. The Legislative Reference Library, as the name implies, provides legal and legislative materials for the Legislature and its support agencies.

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The JUDICIAL branch consists of the court system of Texas -- state and district. Library reference work in this area is best referred to a lawyer skilled in legal techniques.

The EXECUTIVE branch consists of all agencies not mentioned above and entails the bulk of state document reference. These agencies are created either by constitutional or statutory law wherein can be found the exact description of the duties and responsibilities of the agency. The governor, as chief executive of the state, appoints the members of the governing board of each agency. Also, the governor may create interagency councils, special commissions, and study groups to assist in fulfilling his/her duties. The functions of executive agencies are either service oriented or regulatory or both.

HIGHER EDUCATION could be considered as another branch of state government in that universities and colleges function differently from other agencies. In addition to their obligation to educate Texans, they have been assigned regulatory functions (A&M's regulation of feed and fertilizer content, for instance) and provide some services generally considered to be agency duties. (The U.T. Bureau of Business Research is the state's official economic statistician.)

Universities enjoy more private funding than do agencies, have more self-supporting enterprises. Financial accountability in published format is much more detailed than for agencies: universities must publish an annual financial report and a detailed budget (which agencies do not normally publish). There is no central control over publishing within a university and most departments publish and distribute their own publications.

Legislative Reference's definition of a state document is all encompassing. It is as follows: A state publication is any publication emanating from state government: from its agencies, bureaus and special districts created by the state, or from any source which produces a publication using government support or, is under government contract. For our purposes, interdepartmental materials and minutes, which are not publications in the truest sense, are also considered state documents. The fact that all publications which fall into this category are not obtainable does not change the definition.

Texas documents include press memos, budget requests, minutes, statistical reports, laws, rules, regulations, directories, series, periodicals and monographs touching on every facet of life in Texas. Almost by definition they are unwieldy, unattractive and elusive.

Publishing costs have a big influence on the format and availability of documents. Agencies generally publish in quantity only those materials intended for the general public -- game laws, health bulletins, park directories, etc. All other documents are limited in number to what an agency considers necessary (as few as ten copies in some instances). Unfortunately, necessary quantities are often miscalculated and the needs of libraries are seldom considered. (Texas State Library is considering the use of microfilm to minimize the negative impact of limited editions on the quality of depository collections. Microfilming documents received by State Library and making copies of the film available to depositories would increase the usefulness of the collection for all Texans.)

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Texas does not have a state printer; few states do. Therefore, there is no one who can accurately state what publications do exist or have existed in Texas. Moreover, there is no union list of all publications held by libraries throughout the state. To complicate matters, the distribution system for publications varies from agency to agency and even among agency divisions.

Texas law (V.A.T.S., Art.5442) state that Texas State Library shall receive copies of all state publications and shall distribute/to depositories those for which adequate copies are received. A rider in the biennial appropriations bill states that Legislative Reference Library shall receive copies of all publications of state agencies. However, in reality, the burden of obtaining the documents falls on the libraries. A concerted effort is made by the documents librarians to locate all publications, but this is not always successful.

ACQUISITIONS

Now that the reader is aware of the elusiveness of state documents, I will bring in the "cavalry". Legislative Reference Library and Texas State Library is doing everything possible to ease the librarian's burden.

State Library has a Texas document depository program in which libraries can participate. (Contact Texas Documents Librarian, Texas State Library for information.) Current participating libraries are listed on the verso of the covers to Guide to Texas State Documents, 1974. As a depository, a library can build a basic Texas document collection. Unfortunately, not all documents are available for distribution to depositories.

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As an integral part of the depository program, Documents Division, publishes a monthly list of all documents received by them, indicating depository items. Beginning with 1974, there is an annual compilation and index to the monthly list. This publication (available to libraries on request) serves not only as a checklist, but also, as the most complete bibliography of Texas documents available and as an excellent acquisition tool. The U.S. Library of Congress' Monthly Checklist of State Publications is also helpful; however, there is a time lag of several months and the listing is very selective.

Because limited editions are quickly exhausted, one should not wait for a checklist to acquire publications. Scan the daily newspapers for mention of new publications and for state activity which would indicate a forthcoming publication and write for it.

Do not overlook your state legislators as an acquisition resource. They automatically receive many complimentary publications which are not generally available. (One can also acquire non-document state materials in this way). Ask that the legislator send materials to the library once they are no longer needed by the legislator. Legislators are most responsive to the needs of their constituents and are pleased to assist the library when the need is made known.

In addition to the above methods of locating state documents, the librarian can write to those agencies whose publications would be useful in the library and request to be placed on a mailing list for their annual publications list. One can also request to be placed on a mailing list for serials or for all publications. Agencies differ in their policies concerning mailing lists; if the librarian is successful in being placed on a mailing list,

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remember to check periodically to see if materials are being received -- agencies tend to purge mailing lists without forewarning.

DOCUMENTS MAINTENANCE

The organization of documents in the library must be tailored to the physical constraints of the library, the library philosophy and budget, and to the library community's needs. Documents may be integrated with the general collection, arranged separately, or partially integrated. Each arrangement has advantages and disadvantages.

An integrated collection emphasizes accessibility (both in the card catalog and on the shelf) of general information for the average user. There is a maximum capability of self-help and the reference librarian needs no special skills to use the collection. (Answers to questions concerning agencies themselves are unwieldy to put together, but not impossible, as the documents are held together by subject rather than by agency. However, this type question is not prevalent in all libraries.) An integrated collection is expensive: documents require more original cataloging and many require special physical treatment (pamphlet binding, special labeling, etc.)

The segregated collection could be described as artificially separating government documents from other sources of information. However, the document collection emphasizes the governmental aspects of the documents and deemphasizes the general monographs on "How to ...." One would expect a library having a separate collection to have more serious users investigating the internal operations of agencies, or studying/developing state policy, or citizens with a need

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for indepth information on an agency. The collection is usually maintained by a "specialist" who can give the user more assistance than the general reference librarian. There exists a danger that the patron and other librarians will overlook the collection completely if the collection is not well publicized.

Ideally, documents would be cataloged and processed as any other material. However, this is not always possible. The separate collection with a "specialist" assisting the user can offset the lack of cataloging. Lack of cataloging is a major factor in many libraries for the selection of the separate collection.

The "mixed" collection usually reflects the philosophy of the integrated collection with concessions made for the sake of economy. The more "useful" documents are integrated into the general collection, making them most accessible to the general public. However, those materials which remain in a separate collection (annual reports, audits, etc.) are forgotten by both the librarian and the public and are never used.

A classification scheme for the document collection has been developed by the Legislative Reference Library and has been adopted by the Texas State Library.[1] State Library includes the classification number for each document listed on the monthly list of Texas State Documents for the convenience of other libraries choosing to use the scheme. The scheme (soon to be published) is available from the Texas State Library and is updated monthly in Texas State Documents.

Rules and regulations for the maintenance of the Texas document depository collection can be obtained from Texas State Library.

Replacement copies for lost or mutilated documents are frequently available

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[1] For a general description of the classification see Texas Library Journal, Dec., 1973, pp.259-260, 276-278: "The Texas Document Collection of the Legislative Reference Library," by Mina A. Brees.

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from Documents Division of Texas State Library.

More Texas documents will be represented in the Ohio College Library Center's bibliographic data base now that Texas State Library is a participating member of the system. Most of the larger Texas libraries are OCLC members and State Library's active participation should assist all member libraries in Texas.

REFERENCE SERVICE

A basic list of reference tools is provided arranged by subject with a brief discussion preceding each section. In state reference the librarian must be resourceful and perservering. Never overlook non-print sources -- the telephone, computer printouts, and even state associations (who often work closely with state government in program development and in the compilation of statistics).

The librarian cannot limit an information search to published materials. Published material is only the tip of the information iceberg. There is much data collected and never published as the need does not offset publishing costs. However, this is often the information the reference librarian is seeking. (Survey of Statistical and Planning Data Collected by Texas State Agencies will give the librarian a good idea of the unpublished information available.)

State government has become much more responsive to the citizen's day to day needs. There are now several toll free numbers that citizens can use to get guidance and assistance which the librarian should be aware of. The Tex-help number (1-800-292-9600) is available from 8 a.m. to 5 p.m., Monday through Friday. Tex-help, located in the Governor's Office, can place the caller in direct

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communication with the state official who can answer his/her needs concerning state services (such as procedures for beginning a business, tax assistance, consumer fraud complaints, or for qualifications for receiving a state service or for unexplained breaks in state service when a welfare check doesn't arrive). Also, this number can be used to relay the caller's opinion to the Governor.

The Secretary of State maintains a twenty-four hour service (1-800-292-9602) to answer questions on elections and voter qualification.

There is a child-abuse reporting service (1-800-292-5400) and a toll free number for the use of runaways, called Operation Peace of Mind (Texas: 1-800-392-3352; U.S.: 1-800-231-6946). Operation Peace of Mind allows runaways to inform their parents of their safety without divulging their whereabouts.

Another toll free number is the LIST (Legislative Information Service Terminal), operative during sessions of the Legislature. Information available consists of author, bill number, status of a bill introduced, committee hearing dates, or all bills introduced on a particular subject. Also, the date a bill is signed into law may be obtained using the service. Vote counts are not given out over the telephone to avoid possible misunderstanding and mis-quote. Prior to the beginning of a session, the toll free number is widely publicized in Texas newspapers.

Statistical questions are usually concise and easily handled. Use the Texas Almanac for a beginning point, if not familiar with state agencies. If the information is found, check the footnote citation for agency, publication and especially for date. Use this information to check the library collection for more current statistics. (At least 25% of the time, more current statistics will be available). The Almanac will also give the librarian clues as to which agency is responsible for the information even if the information is not found. Another beginning point is the Guide to Texas State Agencies or the Texas statutes to

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determine which agency is responsible for the information requested.

Depending on the urgency of the request, one can obtain further assistance from Texas State Library on interlibrary loan or by using the Telex system. When requesting information, always phrase the reference question clearly, indicating exactly what information is needed and what the information is to be used for, if known. (Certainly, different information would be supplied to a seventh grader studying bees than to an agricultural agent doing advanced comparative research on methods of bee keeping for greater honey yield.) When requesting a specific title, indicate where the patron obtained the citation if possible.

In this computer age, librarians must be aware of the fact that much statistical information can be obtained in computer format. When quantities of statistical information are to be coded into computer language, check with the author-agency. On occasion, the agency will transmit the information in computer form to the patron, saving countless hours of recoding and input.

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BASIC BIBLIOGRAPHY FOR REFERENCE LIBRARIANS

LIBRARIAN'S REFERENCE TOOLS, HANDBOOKS, ETC

There is much unpublished material available. Using the tools listed, one can select the proper agency responsible for maintaining information in the subject area sought. The Austin telephone directory and the Centrex Directory published by the Board of Control are indispensibile in contacting agencies and resource persons.

Texas. Advisory Commission on Intergovernmental Relations. Handbook of governments in Texas. Austin, 1973- (Includes state, county, municipal, regional, federal and SPECIAL DISTRICTS in Texas. Loose-leaf. Topical arrangement. Index to agency section.)

Texas almanac & state industrial guide. Dallas, A. H. Belo Corp. annual (Privately published. Topical arrangement. Current & historical. Primary use in FOOTNOTE CITATIONS for source of information -- many times information can be updated by going to source.)

Texas. Governor's Office. Division of Planning Coordination. Survey of statistical and planning data collected by Texas state agencies. Prep. by Jack W. Huffman. Austin, 1970. 35p. (Describes nature and extent of information collected by state agencies, published and UNPUBLISHED. Describes format and frequency of information collected. New ed. underway.)

Texas. Legislative Council. Texas legislative handbook. Prep. by Stanley K. Young. Austin, 1973. 124p. (Describes aspects and functions of the LEGISLATIVE PROCESS. Detailed table of contents, no index.)

Texas. Legislative Reference Library. Directories in the Legislative Reference Library. Comp. by Mina Akins Brees. Austin, 1974. 25p. (Its Reference series #4) (Directories used in Texas reference work. Helpful in BUILDING or CHECKING library reference tools in other libraries.)

Texas. Legislative Reference Library. Texas State Agency Periodicals in the Legislative Reference Library. Comp. by Mina Akins Brees. Austin, 1974. (Its Reference series #5) (Arranged by agency, both CURRENT and RETROSPECTIVE periodicals. List beginning and end date when known.)

Texas. Library, State. Archives Division. Documents checklist, 1921-1967, nos.1-220. frequency varies Austin, 1921-1967. (Lists STATE PUBLICATIONS DISTRIBUTED. Includes title, pages, issues of serials. No index. Superseded by Texas state documents, Sept. 1963-

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Texas. Library, State. Documents Distribution. Texas state documents, Sept. 1963- . Austin, Sept. 1963- . Monthly (Includes all documents recieved: indicates those distributed and those that are only available from issuing agency. Most COMPLETE LISTING OF STATE DOCUMENTS available.) Cummulated and indexed annually, 1974-

Texas 70: an index to selected Texas periodicals. Ed. by Katherine McMurrey and Brenda Shelton. Austin, Texas Readers Service, 1971. 152p. (Strong coverage on Texas PEOPLE, GOVERNMENT, HISTORY, PLACES. Cites pagination, illustration. Although not current, much of the information is still pertinent.)

Texas State Historical Association. Handbook of Texas. Austin, 1952. Ed. by Walter Prescott Webb. 2 vol. (ENCYCLOPEDIA. Bibliography of sources after each entry. Includes PEOPLE, PLACES, and history of STATE AGENCIES and INSTITUTIONS. Being up-dated.)

Texas. Univ. Institute of Public Affairs. Bibliography on Texas government. Rev. ed. Austin, 1964 (Its public affairs series, 57). (PUBLISHED and UNPUBLISHED materials dealing with Texas government. Arranged by government unit. No index.)

Texas. Univ. Lyndon B. Johnson School of Public Affairs. Bureau of Government Research. Guide to Texas state agencies. Ed. by J.S. Liston. 4th ed. Austin, 1972. 230p. (Its Public service monograph) (Arranged topically. INDEX. Agency description includes statutory authority, function, number of employees, description of major divisions. Appendix: ORGANIZATION CHART OF TEXAS STATE GOVERNMENT and diagram of HOW BILLS BECOME LAWS IN TEXAS. Includes only CURRENT AGENCIES. Older editions should be retained for information concerning abolished agencies.)

1st ed. Institute of Public Affairs. Austin, 1956. 273p. (Public affairs series #28)
" supplement. 1960. 28p. (Public affairs series #42)
2nd ed. Institute of Public Affairs. Austin, 1964. 275p. (Public affairs series #60)
" supplement. 1966. 36p. (Public affairs series #72)
3rd ed. Institute of Public Affairs. Austin, 1970. 305p. (Public affairs series #81)

U.S. Library of Congress. Monthly checklist of state publications, v.1 - Washington, D.C., 1910- monthly. (Includes only materials received by the Library of Congress. Texas section increased from one of two to five or six pages since 1969. Annual cummulation. Time lag of one to two months. Contents VARIES FROM TEXAS STATE DOCUMENTS, which contributes the bulk of Texas documents to L.C.)

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CONSTITUTIONAL MATERIALS

Texas. Constitutional Convention, 1974. Journal. Daily [and bound cummulation] Indexed.

Texas. Constitutional Revision Commission. A new constitution for Texas: text, explanation, commentary. Report of the ... Commission. Austin, 1973. 226p.

Texas. Legislative Council. ... Constitutional amendments analyzed, 1958- Austin, 1958- (Detailed pro and con analyzing each amendment voted on by Texans. Prepared PRIOR to each election having constitutional amendments.)

Texas. Legislative Reference Library. Constitutional revision materials available in the Legislative Reference Library. Comp. by Brenda Shelton and Malinda Allison. Rev. ed. Austin, Dec. 1973. 87p. (Its Reference series #2, rev.) Topically lists all materials in the Constitutional Convention Library. Divided into general materials and materials on Texas. Excellent selection tool for libraries needing Constitutional materials. One more revision projected for Jan. 1975.)

Texas. 60th Legislature. Constitutional Revision Commission. Revised constitution of Texas recommended by Constitutional Revision Committee created by H.S.R. 429. Austin, 1968. 102p.

West Publishing Co. Vernon's Annotated constitution of the state of Texas, 1876. Kansas City, Mo., 1955 - 3 vol. Up-dated with pocket parts. Best source for up-to-date annotated text of state constitution. COURT CASES follow each section, COMMENTARY follows each article.)

LAWS, LEGAL MATERIALS, COURT CASES

Laws are first introduced as bills (referred to as legislation). Before becoming law, a bill must be read three times on different days and voted on after the 2d and 3rd reading unless rules are suspended. The bill can be traced during the session by L I S T or in the daily journal (containing caption, history, record vote -- no history, debate or index). The text of bills that fail to become law can be found only in the original bill file in the Legislative Reference Library. (Cite bills by session, chamber and number: 63rd Leg. House Bill 432)

Laws which pass are first available from the Secretary of State after the Governor has signed them (for cost of xeroxing) or, from House or Senate Bill Distribution (usually in the form of the third reading excluding any amendments added at that time). The next available source is the advance session law service provided by West Publishing Co. which prints cummulative supplements including the text of passed bills. The bound Session Laws are printed after the session. These are arranged in chronological order by date of signing by the Governor (each law referred to as a chapter). The next available format is Vernon's Annotated Texas Statutes pocket parts. These are arranged by subject area (codified). (Cited as V.A.T.S., Art. no., then section)

Rules and regulations of agencies are not found in the state statutes, as they are promulgated by the agency on the authorization of the Legislature. The statues do describe the area to be encompassed by the regulations. BE CAREFUL WHEN USING AGENCY-PUBLISHED RULES AND REGULATIONS in reference work as these may not be up-to-date. When in doubt, send the patron to the agency. Beginning January 1976, the Secretary of State will publish regularly a Texas Register which will include all agency rules and regulations affecting the public with additions and changes. This tool will be similar to the U.S. Federal Register.

Information pertaining to court cases can be obtained from the court hearing the case. Summaries (i.e. not verbatim transcript) of cases are found in Southwestern Reporter. Citations to cases pertinent to the construction of the statutes are found scattered throughout Vernon's Annotated Texas Statutes.

Attorney General's opinions are opinions rendered on the request of a state or local official concerning interpretation of Texas statute, prior to any court action. They are subject to being overruled by the courts.

Gammel,H.N.P. Gammel's Laws of Texas, 1822-1905: Index. Austin, 1906.

Raines, Cadwell Walton. Analytical Index to the laws of Texas, 1823-1905. Austin: Von Boeckmann-Jones, 1906.

South Western Reporter, Texas decisions (2d Series). Vol.1- St. Paul, Minn.,West Publishing Co., 1928-

Texas. Attorney General. Digest of opinions of the Attorney General, 1947- Austin, 1947- Annual. (Summarized opinions. Arranged by number, indexed. Supersedes Its Report, 1881-1938 and Its Monthly report, 1936-46. Indexes Letter Advisory opinions but not Open records decisions rendered on 63rd Leg. H.B.6)

Texas. Attorney General. Index and tables to the opinions of the Attorney General of Texas, 1947-70. Austin, 1970. 627p.

Texas Digest. 42 vols. St. Paul, Minn., West Publishing Co., 1961 Updated by annual pocket parts. (Alphabetical by word or phrase. List all Texas cases that have some bearing on word meaning. Index. LAWYER'S TOOL)

Texas Jurisprudence. 73 vol. 2d ed. San Francisco, Bancroft-Whitney, 1959. Updated annually with pocket parts. (ENCYCLOPEDIC. Explains specific word or phrase as used in law. Cites some court cases. LAYMAN CAN UNDERSTAND)

Texas. Laws, statutes, etc. General and special laws of state of Texas, 1846- Austin, 1846- Biennial or after each session. (Commonly called session laws. Gammel's or Raines provides best access to laws prior to 1905. Laws to 1927 published in two volumes: General laws and Special laws (laws pertaining only to certain counties, towns, indiciduals, etc.) Arranged by Chapter (law) as signed by governor. INCLUDES this additional information: LAWS PASSED BY SUBJECT, EFFECTIVE DATE OF LAWS, TABLE OF RESOLUTIONS, CONSTITUTIONAL AMENDMENTS PROPOSED, BILLS VETOED, ACTS AMENDED OR REPEALED, CODES AND ACTS AMENDED, INDEX. Article number given in the bill caption if known.

Texas. Laws, Statutes, etc. Vernon's Annotated Texas Statutes, 1925- St. Paul, Minn., West Publishing Co., 1925- Updated with pocket parts. (Referred to as Black set. Laws arranged by subject (codified) Includes the law and annotations or notes of decisions pertaining thereto; historical notes tracing development of the law, cross references to related or qualifying provisions, library references to the key number digests and to Corpus Juris Secundum. Sections have been pulled together to form CODES within the set: EDUCATION, FAMILY, BUSINESS & COMMERCE, PENAL, CRIMINAL PROCEDURE. When using the codes, be sure to check the regular statutes also: in some instances, articles are neither repealed nor carried over into the code (Education, Family and Water Codes still have some sections in the numbered volumes.)

Texas. Laws, Statutes, etc. West's Texas Statutes and codes. 5 vol. 1974 (Separate index for each code. Not annotated. No supplements mentioned.)

Texas. Library, State. Library laws of Texas, 1972. Austin, 1972. 85p. (Compilation of all Texas statutes pertaining to LIBRARIES in Texas arranged by article number within broad topics. Access thru Table of Contents.)

Texas. Univ. Bureau of Business Research. Texas family law, by Jack W. Ledbetter. Rev. ed. Austin, 1974. 149p. (Its Business guide, #13) (Topical arrangement, describing family law: pre-marriage, marriage, community property, children, life insurance, wills, etc.)

THE LEGISLATURE & LEGISLATORS

In addition to its law making powers, the legislature conducts interim studies and publishes findings on specific issues - horse racing, education finance, etc.- which are to come up in later legislative sessions. These studies have not been widely distributed in the past, but are becoming more available. More studies are being done under the auspices of the standing committees of each chamber rather than by resolution. This section provides materials on the legislator, the legislature, and the legislative process rather than on the specific law.

Smith, Dick. How bills become laws in Texas. 4th ed. Austin, Univ. of Texas, Lyndon B. Johnson School of Public Affairs, 1972. 17p. (Public service report) (Clear concise explanation of the legislative process including changes made by 62d Legislature. Restricted to the role of the Legislature. Does not include the roles of the Governor, public officials, political parties, or citizens.)

Texas. Legislative Council. Accomplishments of the Legislature: a summary. (Published biennially after each session beginning with 57th Legislature, 1961. Discussion by subject area.)

Texas. Legislative Council. Texas legislative manual. Austin, Loose-leaf beginning with 62d Leg., 1971. Revised at beginning of each session. (Includes U.S. & Texas Constitutions, Rules of House and Senate, Members of each standing committee, Members of House and Senate with their district, county, birthplace, age, occupation, legislatures in which served and counties representing. Also includes representative of the news media covering the legislature.

Texas. Legislature. Members of the Texas Legislature, 1846-1962. Austin, 1962. (Listing of members and officers who have served up to the 57th Legislature. Gives name (initials in most instances) hometown, district, counties represented BY SESSION)

" " " Supplement, from 1963-74, Austin,1974. 112p.

Texas. Legislature. House of Representatives. Biographical directory of the Texan conventions and congresses, 1832-1845. Austin, 1941. 197p. (Includes name, postition and date of appointment for executive officers of the Republic, roster of each Convention or Congress and biographical section alphabetical by surname).

Texas. Legislature. House of Representatives. Journal. Austin, 1846- biennial. (Issued daily during sessions - no index. Can use L I S T during session as an index. Bound volumes, with index, issued after close of session WITH DIFFERENT PAGINATION FROM DAILY JOURNALS. Journal for 9th and 10th Legislature not printed. (State Library published journal records for the 9th Legislature, 1963-4) NO DEBATE, BILL CAPTION ONLY, NO TEXT. INDEX. HISTORY OF HOUSE BILLS. INDEX OF BILLS BY AUTHOR.

Texas. Legislature. Senate. Journal. Austin, 1846- . biennial. (Issued daily during sessions. Can use L I S T during session as an index. Content and arrangement same as House Journals. Journals of 9th and 10th Legislature not published, but published (1963-4) by Texas State Library for both sessions.)

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Texas. Univ. Institute of Public Affairs. The [54th - 61st] Texas Legislature: a review of its work. Austin, 1955-1970. (Public affairs series) (Includes overview of the session with statistics on number of bills introduced, major bills and resolutions enacted by topic, Constitutional amendments, bills and resolutions vetoed, bills and resolutions which failed. Appendices include bills enacted, Special districts authorized or created, and Interim committees authorized.

STATE GOVERNMENT FINANCES

With some knowledge of state fiscal accountability, money questions become the easiest questions answered. Each agency and school prepares a budget request including a finite breakdown of projected expenditures, program description, etc. (Available only in the Legislative Reference Library.) The budget request is submitted to both the governor and the Budget Board. Hearings are held prior to the legislative session. Both the Budget Board and the governor make recommendations to the legislature. The final appropriations bill is introduced, discussed amended and is finally passed to be included in the session laws.

The Comptroller disburses all state funds in accordance with the appropriations bill. This annual report lists all state expenditures by agency, by function and state receipts by source and by where spent. Also, included are local taxes collected.

The basic retrospective source for agency financial information is the agency AUDIT (or college financial report) which includes a description and evaluation of real property of the agency, legal authority under which operates, Board members names and terms, major divisions and functions as well as financial status. ANNUAL REPORTS are of varying quality and are not always adequate sources of information. However, MINUTES can augment the annual report and provide more up to date information as well.

The Legislative Budget Board prepares a fiscal size up of state services which indicates the percentage of the state dollar spent for each type of state service and the percentage of the state dollar received by revenue type. In addition to this Expenditure by County is published annually indicating state and federal funds spent by each state agency within each county.

The. Comptroller of Public Accounts. Annual report, fiscal year_____ Austin. 1 vol in 3 parts. (Part 1 A concerns receipts and disbursements of state funds; 1B, Detailed fund statements concerning receipts and disbursements; 2, Statement of tax collectors accounts, assessed valuations, tax rates, and assessments against railroads & bridges. Includes pie chart representing % of tax dollar spent for categories of state services and % received from each tax source. State disbursements are arranged by agency and by fund. Part 2 is topically arranged, alphabetically by county.)

Texas. Comptroller of Public Accounts. Biennial revenue estimate. Prepared prior to each Legislative Session including special sessions. (Projects revenue by fund as collected under current law. Also includes projected cost of Minimum Foundation Program. Estimate usually for three fiscal years.

Texas. Legislative Budget Office. Fiscal size up: Texas state services, 1974-75. Austin, 1973. 153p. Biennial prior to legislative session 1962-3 - (Not published 1968-9) (Information concerning state government spending in terms of PROGRAMS CONDUCTED AND SERVICES PROVIDED. Comparative summary of each agency's spending for last two bienniums, work load and accomplishments of each agency presented in statistics, program data and dollar figures. COMPARISON OF TEXAS' GROWTH AND SPENDING TO THAT OF OTHER STATES.)

Texas. Legislative Budget Office. State agency expenditures by county, fiscal year, 1973 - : geographical impact report. Austin, 1974- annual. (Agency and institution expenditures arranged alphabetically within each county. STATE AND FEDERAL EXPENDITURES included.)

DIRECTORIES & BIOGRAPHY

Almost every agency publishes a directory of personnel or, for examining agencies, of persons licensed to practice that particular profession. There is little biographical information available on a state level. The national biographical tools contain the more prominent Texans, but there is no good source for biographical information on less prominent Texans. The Legislative Reference Library relies on our clipping file, association magazines, agency periodicals, and Texas 70 and the Texas Observer Index.

Adams, Frank Carter, ed. Texas democracy, a centennial history of politics and personalities of the Democratic Party, 1836-1936. Democratic Historical Assocaition, 1937. 4 vol. (Volume 1, overview of Texas politics and government, biographies of Texas governors. v.2-4, Biographies of leading political personalities. PHOTOS.)

Texas state directory, 1946- Austin, Texas State Directory, 1946- order, including for each agency the elected and appointed officials with photos, titles, address, tenure. Includes a section on state employees, giving address, hometown, and employing agency. Next section lists cities in Texas with population and name of mayor, section on Chambers of Commerce, and, section on County officials.)

Who's who in American politics, 1971-72: a biographical directory of United States political leaders. 3d ed. N.Y., Bowker, 1971. (Accurate information for those listed. Some noticable gaps -- the governor. Differentiates between government officials and politicians.)

Who's who in Texas, 1973-74. Atlanta, Ga., U.S. Public Relations Service 1974. 775p. "up-dated every 2 or three years" (No criteria for inclusion stated. Gov. Briscoe wrote preface, but is not included. Strong in fields of government, engineering, architecture, medicine, law. Similar to other who's whos.

POLITICS/GOVERNMENT - CURRENT

None of the following are reference tools; however, these tools can help the librarian keep abreast of what is happening in Texas government today -- which usually is the source of a reference question tomorrow.

Austin report, v.1, no.1 - Austin, Long News Service, Nov. 1948- weekly. (Excellent, reliable one-liners. Items on politics and government. Coverage of people, events, state studies, federal items of interest in Texas. Newsletter.)

Texas in action report. v.1, no.1 - Executive Information Network, Austin, 1970- weekly. (Includes research reports, lists Attorney General's opinions issued, Legislative committee schedules, agency board meetings, excerpts of agency reports, reprints of articles. QUALIFIED RECOMMENDATION. TYPOGRAPHICAL ERRORS INDICATE LACK OF CAREFULNESS. UNEVEN QUALITY. MISTAKES. Good overview of state government action, IF USED IN CONJUNCTION WITH OTHER SOURCES.

Texas government newsletter, v.1, Charles Deaton, Ed. Austin, 1973- (One-sheet newsletter covering the capitol and state government; designed as a study companion for government classes, however, suitable for adults. Includes suggested readings in newspapers. Verso reserved for topical discussion of current issue.

Texas observer, v.1- Austin, 1906- fortnightly. (1954 marks the advent of the present format, name and tone. Liberal Democrat. Coverage of political and social issues in Texas. Unabashedly opinionated. ONLY INDEXED SOURCE OF POLITICAL ACTIVITIES AND POLITICIANS, GOVERMENT OFFICIALS. Self-index annually. Cummulative index, 1954-70, by Susan Reid.

REGIONAL/LOCAL GOVERNMENT

There is more to state government than meets the eye. The Legislature creates a myriad of special districts -- hospital, school, river authorities, housing authorities, soil conservation districts and thirteen kinds of water districts (supervised by the Water Development Board). Most important of the special districts is the 24 councils of governments authorized by the Legislature in 1956. They are becoming increasingly important as more and more federal assistance is alloted on a regional basis rather than on the local or county level. To increase cooperative planning and to cut costs, federal funds are now available for housing, health, public works, highways and crime control through councils of governments. The assistance is given directly to the COG, or funded through the Governor's Office.

Index to current urban documents, v.1, no1/2 - West port Conn. Greenwood Press, 1972- quarterly, annual cummulation. (Includes documents of counties over 1,000,000 persons and cities over 100,000, by 1970 Census. Emphasis on social and public affairs. Geographical arrangement by city or county. Subject index. 1974 DROPPED FEDERAL STATE PUBLICATIONS)

Texas. Advisory Commission on Intergovernmental Relations. Councils of governments in Texas: a staff report prepared for the Subcommittee on Intergovernmental Affairs, House of Representatives, 63rd Leg. Austin, 1973. 75p. (Defines councils, statutory authority, catalog of federal programs requiring councils participation, describes programs)

Texas. A & M Univ. Dept. of Agricultural Economics & Rural Sociology. Development of multi-county regions in Texas. College Station, 1971. (Its Dept. information report 71-10) (Discussion of types of districts, section on each giving purpose, criteria for defining area, organization and planning efforts. MAP INDICATING BOUNDARIES OF EACH DISTRICT FOR EACH TYPE OF DISTRICT. Bibliography of sources can be used to update.)

Texas county directory, 1973-74, listing the county judges, commissioners, county clerks, tax assessors-collectors, county treasurers, county engineers, county auditors of the 254 counties of Texas. Brownwood, County Judges & Commissioners Association of Texas, 1973. Annual. (Published as no. 1 issue of County Progress. Arranged by county. Includes county seat, mailing address, telephone number, new officials.

Texas. Governor's Office. Planning Coordination Division. Directory [of] regional councils in Texas, 1974. Austin, 1974. (First edition: 1968) Annual. Arranged by regional council. For each includes officers, history, members counties, cities and districts, structure, population service, financial information - budget, source of funds, date received and period of grants -- activities completed, underway. LISTS PUBLICATIONS FOR THE YEAR. KEEP OLD EDITIONS FOR COMPLETE RECORD OF PUBLICATIONS. Notes newsletter, frequency, and editor)

Texas. Governor's Office. Planning Coordination Division. Legal basis for planning in Texas: a handbook. Austin, 1973. (State and local governmental authority for undertaking planning activities. Groups statutes into subject areas. Includes statutes authorizing planning, discussion of home rule cities using Austin city charter as an example. INDEX)

Texas Municipal League. Directory of Texas city officials. Austin. ANNUAL (Published each spring following April elections. Gives name of elected officials, chief administrative employees of incorporated cities and towns. Includes population, county, city hall address, zip code, telephone number, time of city council or commission meeting)

Texas Research League. Texas county government: let the people choose. By Robert E. Norwood. Austin, 1970. (Historical development of Texas county government. Discussion of the organization, Constitutional nature and authority, county offices. Thorough overview. Includes tables. Footnotes with complete citations. No index. Detailed table of contents)

Texas. Univ. at Arlington. Institute of Urban Studies. Handbook for interlocal contracting in Texas, by David W. Tees and Jay G. Stanford. Pub. in cooperation with Texas Municipal League. Arlington, 1972. (62d Legislature passed general enabling legislation for local governmental units to allow for cooperation in any venture that each alone could legally perform. Includes general contracting patterns, which can be used for guides. Topically arranged. Appendix includes statutes affecting intergovernmental contracts.)

Texas. Univ. at Austin. Institute of Public Affairs. Special districts and authorities in Texas, by Woodworth G. Thrombley. Austin, 1959. (Its Public affairs series, 39)

STATISTICAL SOURCES

Texas. Agriculture, Department of. A summary of laws administered by the Department of Agriculture, Rev. 1973. 32p. In addition, they compile and publish agriculture statistics in cooperation with the U.S. Dept. of Agriculture's Texas Crop & Livestock Reporting Service. Annual statistics on cotton, dairy industry, field crops, farmers and weekly (or daily) statistics on market conditions and crop weather are available.

Texas. Comptroller of Public Accounts. In addition to the financial statistics mentioned earlier, the Comptroller published quarterly summaries of City sales and use tax allocation, Sales tax analysis by county code, and Sales tax analysis by SMSA and SIC. Also, they can provide up to date statistics on the number of state employees.

Texas Education Agency is a valuable statistical source for education statistics... including property tax assessment. Sources include their Biennial report, Annual statistical report, parts 1 - 2 and Its Briefer for Texas School Finance Studies.

Texas. Employment Commission compiles statistical reports on manpower in specific towns and SMSAs, revising them approximately every three years. In addition, there are quarterly statistics on Employment and total wages and monthly statistics on Texas manpower trends and Manpower trends for over 20 metropolitan areas. A new annual service, began in 1969, is the Texas manpower planning report.

Texas. Governor's Office is, perhaps, the most versatile statistical source. With the responsibility of coordinating the many economic and social programs of Texas and gathering and preparing reports required by the federal government much raw data is amassed. Divisions have published the following major statistical studies: Criminal Justice Council, Crime in Texas, 1970, Information Services Office (custodian of the Texas Census tapes) Catalog - available health, social and rehabilitative services. 2d ed., 1973, Data presentation capabilities for health-census data - The Texas economy: summary, 1972; Planning Coordination Division, Input-output study (multi-volume study of the inter-relationships of industries in the regions of Texas) The structure of the Texas economy AND A NUMBER OF SPECIAL STATISTICAL STUDIES OF INDUSTRIES in Texas.

Texas Industrial Commission does very little publishing. However, their responsibility for bringing industry to Texas has led to a General community profile on most communities. Available for cost of computer time, it includes statistics on labor force, available transportation, population characteristics, public facilities, churches, economic statistics, acreage of public parks, ad infinitum.

2013

TEXAS STATE DOCUMENTS CLASSIFICATION

&

almost compleat list

of

TEXAS STATE AGENCIES

from statehood to the present

by Brenda F. Shelton Olds

Manuscript by Faye F. Schomburg

LEGISLATIVE REFERENCE LIBRARY

&

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2022

PREFACE

The usefulness of state documents cannot be over emphasized. However, many libraries are unable to realize full advantage of this reservoir of knowledge due to limited staff and funds. This publication is an attempt to assist the librarian in serving the library user in Texas.

In 1970, the author, state documents librarian in the Legislative Reference Library, devised a Texas documents classification scheme simply to increase the chances of locating a document (already cataloged) on the shelf, thereby decreasing frustration and retrieval time. The scheme worked so well, it was offered to Texas State Library as a possible state classification scheme, and was adopted by them for their use in the fall of 1974.

The classification scheme is the first step toward a greater goal: to allow all Texans equal access to state documents. Since Texas State Library's acceptance of additional responsibilities in the area of documents, great strides have been made toward this goal. "Texas State Documents" has been expanded beyond a checklist to become a comprehensive bibliography including item numbers, order information for non-depository items, council of government publications, classification numbers, and an annual index. In 1975, State Library entered the OCLC cataloging cooperative and began entering Texas document cataloging into the computer base.

The future holds much promise for additional assistance to the document librarian. State document workshops, first offered in Nov. 1974, by the Texas Chapter, Special Libraries Association, are now being held at regular intervals and the attendance is gratifying. The Texas State Library has investigated the possibilities of offering microfilm of all documents listed on the monthly bibliography to offset the impact of limited editions unavailable to depositories. State documents are well represented in the Texas Reference Sources (1975), a Texas Library Association Reference Roundtable project edited by Lois Bebout. Most impressive is the willingness of many state documents librarians to cooperate in a retrospective classification project (still in the talking stages) which could create the first comprehensive bibliography of Texas documents.

The steady hard work of TLA, Texas State Library, Legislative Reference Library and documents librarians across Texas is making state documents more attractive, and is assisting in the common goal of making information available to the citizens of Texas.

Brenda F. Shelton Olds

2023

INTRODUCTION

DESCRIPTION

This classification scheme is based on that of the California State Library. An alpha-numeric notation is assigned to each state agency, thereby arranging the collection in alphabetical order by agency. The major divergence from the California scheme is that of treatment of agency name changes prior to publication of the scheme. California groups prior name changes under current name with future name changes treated as new agencies when the circumstances merit a new class number. This scheme assigns distinct numbers for all agency name changes when there is a major alphabetical or functional change, past or future.

Form divisions are designed to place groups of materials in a functional pattern: agency-as-subject to agency-as-author, specific to general — .1, History; .2, Minutes; .3, Annual reports; .4, Laws, rules, regulations; and, then agency as author —.5, Directories and manuals; .6, Serials; .7, Series; and .8, Monographs. Form divisions are of two types -- by content and by format -- with preference given to the form divisions .1-.5 for content rather than format.

- The three figure Cutter table (with workmarks when necessary) is applied to the title of each publication to obtain a distinct classification number for each publication.

The scheme is up-dated monthly in "Texas State Documents" published and distributed by Texas State Library Documents Section.

THEORY

Separate government documents collections are created to emphasize the official authority characterized by documents and to assist the librarian in the facile use of the collection in reference work (not to separate an eyesore of unwieldy, flimsy paperbacks from the more attractive hardback books). The alphabetic arrangement by agency name is thought to be the best means of achieving this goal. The following statements are included to amplify the author's selection of the above scheme.

1) Agency names are generally descriptive of their functions and responsibilities, providing the user with the first clue to which agency to approach. If arranged alphabetically by agency name, the user can go to the shelf and find that and similar publications -- allowing maximum access without consulting the card catalog (which many collections do not have[1]) or the monthly checklists. The addition of form divisions keeps similar publications of an agency together, increasing shelf accessibility and use.

2) U.S. documents are arranged alphabetically by agency

---

[1] See 1974 survey results published in Texas Library Journal, Oct. 1974, v.50, no.4.

3) Subject classification of each publication would place most publications by an agency in close proximity to each other as most agencies have a very narrow area of responsibility, but publications about the agency would fall into the area of state governmental agencies (352's if Dewey is used). Document reference often necessitates the use of several publications of an agency -- a periodical in conjunction with an annual report -- which would be more awkward if this scheme were used.

4) Grouping agencies into subject areas is cumbersome and artificial as a few agencies (the Railroad Commission) have several unrelated responsibilities and could be placed in only one arbitrarily chosen group. While this would not deter the card catalog user, it would be more difficult for the user without a card catalog.

SCOPE

The classification is intended to be all inclusive. Both former and current agencies known to be created by law or executive order are included in the scheme. In the instances that agencies were created but never operative, it so states. Included are agencies, boards, commissions, interstate compact commissions, state forests, state hospitals, state parks, state schools, regional councils of governments and several quasi-governmental organizations (State Bar of Texas and the Texas Research League). Part two, the "Z" scheme, includes state supported colleges, universities, junior colleges and consortiums.

As a complete listing of Texas agencies, former and current, has never been compiled, there are bound to be omissions. As these are discovered, they will be added in future editions.

ARRANGEMENT

The classification is arranged in two parts: part one, agencies and institutions, and part two, institutions of higher education. Both are arranged alphabetically by name and by classification number.

In part one, agency names are entered and classified under key word to avoid confusion of real name versus colloquial name (Agriculture Department or Department of Agriculture? Commission on, or Commission for the?). On the other hand, institutions, hospitals, state parks, etc. generally have distinctive names and have been entered under their proper name (including Texas or State); however, these are still classified by key word. When classified order and alphabetic order differ, entries are made in both places indicating the classification number. (Agency history is given only under alphabetic entry.) In any case, generous cross references have been made.

Part two, the "Z" classification is arranged alphabetical by proper name. When there might be doubt as to whether a state entity will appear in part one or two, cross references have been made.

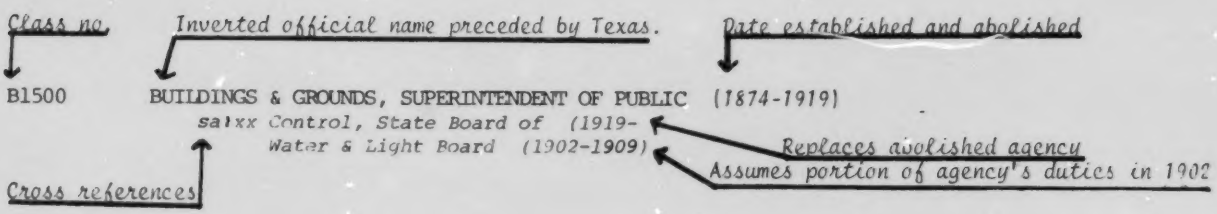
ENTRY

Each state entity is entered under its full official name in capital letters, inverted to place key word first. Texas is understood to precede all entries unless marked with an asterisk (*). All other information following agency name appears in italics. Following the name, in parenthesis, is the beginning and ending dates for the agency. When two dates preceed the dash, the first year is that of establishment; the second, the beginning date of operation. Explanatory information is added below the agency name in brackets. Cross references and see references are placed below the entry to complete a skeletal history of the agency and to assist in the preparation of history cards or cross references for the card catalog. Cross references include former and later names and also names of agencies which assume a portion of the duties of the agency. See references are included for variant names.

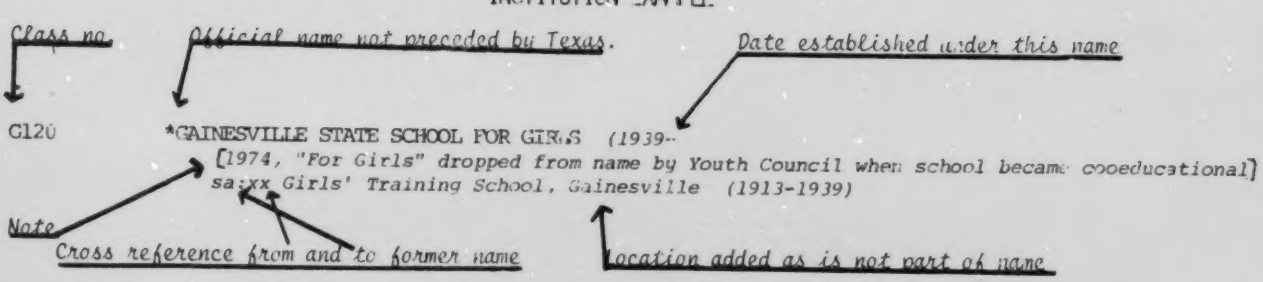
An ampersand(&) is used throughout to save space.

Geographical designations are added to the names of institutions when it is not a part of the name.

AGENCY EXAMPLE


Class no.
Inverted official name preceded by Texas.
Date established and abolished
B1500 BUILDINGS & GROUNDS, SUPERINTENDENT OF PUBLIC (1874-1919)
saixx Control, State Board of (1919-
Water & Light Board (1902-1909)
Replaces abolished agency
Assumes portion of agency's duties in 1902
Cross references

INSTITUTION EXAMPLE


Class no.
Official name not preceded by Texas.
Date established under this name
G120 *GAINESVILLE STATE SCHOOL FOR GIRLS (1939-
[1974, "For Girls" dropped from name by Youth Council when school became cooeducational]
saixx Girls' Training School, Gainesville (1913-1939)
Note
Cross reference from and to former name
Location added as is not part of name

GUIDELINES FOR APPLICATION OF THE SCHEME

A. SELECTION OF CLASSIFICATION NUMBER

Class publications under the name of the agency as it existed at the time of publication. (When an agency name change occurs, a new entry will be made in the classification with instructions to either use the old class number or giving a new class number.)

Class with the contracting agency studies prepared by other agencies or private companies. (Catalog entry will reflect the author agency)

Class cooperative research projects by several agencies together with the coordinating agency.

Class interstate compacts for which a commissioner/commission has been established under its own number. Those compacts administered by an existing agency are classed with the administering agency as indicated in the classification.

Governing boards directing the policy of an agency as their sole function are classed with the agency governed.

B. SELECTION OF FORM DIVISION (SEE APPENDIX A FOR FORM DIVISIONS)

Select for content (.1-.5) before format (.6-.8).

Never force a publication into a form division. When in doubt, use .8 for monographs.

Several alternate methods for treatment of particular agencies are included with notes for the agency. (Audits by State Auditor; Council of governments)

C. SELECTION OF CUTTER NUMBER

Cutter for title omitting common words like Texas, state, department, etc.

Cutter for subject when there are multiple works, not series, that should be held together, or when so instructed.

Cutter for series title when using form division .7.

Add workmarks when necessary to create a distinct classification number.

D. USE OF DATES BELOW CALL NUMBERS

Add year to call number for editions and revisions

For annual reports covering calendar year, add calendar year covered, not date published, below the call number (1973)

For annual reports covering fiscal year (Sept.- August) add years to call number to indicate same: (fiscal year, 1973 would be on call number 1972/3)

For biennial reports covering two calendar years add years to call number in this manner: 1973-4.

For beinnial reports covering two fiscal years add years to call number in this manner: 1972/3-1973/4.

For series classed .7 add series number as used by the issuing agency with no abbreviation for number: (volume 73,no.8 = 73-8; number 14 = 14)

EXAMPLE

E2100.7	*Classification number for Employment Commission; Form division for series.*
L113EA	*Cutter for series title (in this case unnumbered, so workmark used for specific title in series) Labor market report series, issue for Eagle Pass.*
1972	*Date indicates year of revision*

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SECTION ONE

CLASSIFICATION

FOR

TEXAS STATE AGENCIES

2028

A

ABILENE REGIONAL MENTAL HEALTH/MENTAL RETARDATION CENTER *(1965-) Class M1000.9*
[Formerly Abilene Area Center for MHMR]

A025 *ABILENE STATE HOSPITAL *(1925-1957)*
sa:xxState Epileptic Colony, Abilene (1899: 1904-1925)
Abilene State School (1957-)

*ABILENE STATE RECREATION PARK, *Taylor Co. (1933-) Class P500/Ab57*
xLake Abilene State Park, Taylor Co.

A025 *ABILENE STATE SCHOOL *(1957-)*
sa:xxState Epileptic Colony, Abilene (1904-1925)
Abilene State Hospital (1925-1957)

ACCIDENT BOARD, INDUSTRIAL See INDUSTRIAL ACCIDENT BOARD

A300 ACCOUNTANCY, STATE BOARD OF PUBLIC *(1915-)*
sa:xxAccounting, Board of State (1907-1915)
xPublic Accountancy, State Board of

A400 ACCOUNTING, BOARD OF STATE *(1907-1915)*
sa:xxAccountancy, State Board of Public (1915-)

*ACTON STATE HISTORIC SITE, *Hood Co. (1949-) Class P500/Ac87*
xActon Cemetery

A500 AD VALOREM TAX RATE, BOARD TO CALCULATE *(1907-)*
xTax Board, Automatic
xAutomatic Tax Board

A600 ADJUTANT GENERAL'S DEPARTMENT *(1905-)*

615 EXAMINERS (FITNESS) BOARD OF

625 NATIONAL GUARD ACADEMY

635 NATIONAL GUARD ARMORY BOARD

645 NATIONAL GUARD OFFICERS (DISMISSAL), BOARD TO EXAMINE

655 NATIONAL GUARD RETIREMENT

665 NATIONAL GUARD
68 .136th Air Defense Wing
71 .49th Armory Division
74 .132d Artillery
77 .36th Infantry
81 .4th Missile Battalion

685 AIR NATIONAL GUARD

ADJUTANT GENERAL'S DEPARTMENT Cont.
695 STATE GUARD

ADULT EDUCATION, ADVISORY COMMITTEE ON *(1973-) Class E504*

ADVISORY..... See substantive word following "Advisory"

A700 AERONAUTICS COMMISSION *(1945-)*
Use either ".9" for Special Airport Authorities or use class ".9" in COG

AGING, GOVERNOR'S ADVISORY COMMITTEE ON See G905

AGING, GOVERNOR'S COMMITTEE ON (1965-) See G907

AGRICULTURAL CHEMICALS, GOVERNOR'S SCIENTIFIC ADVISORY PANEL ON (1970) See G909

AGRICULTURAL ENERGY CONSERVATION, GOVERNOR'S COMMITTEE ON (1974?) See G910

AGRICULTURE, COMMISSIONER OF *(1887-) Class A900 with Agriculture, Department of*
sa:xxAgriculture, Department of (1907-)
Agriculture, Insurance, Statistics & History, Dept. of (1887-1907)

A900 AGRICULTURE, DEPARTMENT OF *(1907-)*
sa:xxAgriculture, Commissioner of (1887-)
sa:xxAgriculture, Insurance, Statistics & History, Dept. of (1887-1907)
xxMarkets & Warehouses, Dept. of (1917-1925)
xxWarehouses, Board of Supervisors of (1914-1925)
xxCitrus Commission (1949-1953)

A1100 AGRICULTURE, INSURANCE, STATISTICS & HISTORY, DEPT. OF *(1887-1907)*
sa: Agriculture Bureau (1887-1907)
sa:xxAgriculture, Dept. of (1907-
Insurance, Statistics & History, Dept. of (1876-1887)
Library, State (1839-)
Banking, Superintendent of (1909-1923)
Insurance & Banking, Dept. of (1907-1923)
xInsurance Department

A1105 AGRICULTURE BUREAU *(1887-1907)*
[Within the Agriculture, Insurance, Statistics & History, Dept. of (1887-1907)]
sa:xxAgriculture, Insurance, Statistics & History, Dept. of (1887-1907)

A1200 AIR CONTROL BOARD *(1965-)*

AIR NATIONAL GUARD *Class A685*

AIRPORT AUTHORITIES *Class either with county of Council of Government applicable or with Aeronautics Commission (.9)*
[Authorized by Constitutional amendment adopted in 1966. Created by the Legislature.]

*ALABAMA-COUSHATTA INDIAN RESERVATION, Polk Co. (1854-) Class I200

*ALABAMA-COUSHATTA INDIANS *Class I200* 2030

*THE ALAMO, *San Antonio* Class P500

A1250 *ALAMO AREA COUNCIL OF GOVERNMENTS *(1966-*
For use of .9 for city/county documents within COG area see appendix B.

*ALAMO STATE PARK, *San Antonio (1883-) Class P500/A&11*
[Named State Park, 1965. Transferred in trust to Daughters of the Texas Republic, 1905.]

A1300 ALCOHOLIC BEVERAGE COMMISSION *(1970-)*
sa:xxLiquor Control Board, (1935-1969)

A1400 ALCOHOLISM, COMMISSION ON *(1953-)*

ALCOHOLISM, GOVERNOR'S COMMITTEE ON (1952?-) See G913

AMARILLO MENTAL HEALTH MENTAL RETARDATION REGIONAL CENTER *(1966-) Class M1000.9*

A1450 *AMARILLO STATE CENTER FOR HUMAN DEVELOPMENT *(1967-)*

A1470 *AMERICAN LEGION MEMORIAL SANATORIUM, *Legion (1921-1953)*
[Sold to U.S. in 1925; located near Kerrville]

AMERICAN LEGION POST, Hillsboro Park See JEFF DAVIS STATE RECREATION PARK *(1924-)*

A1500 *AMERICAN REVOLUTION BICENTENNIAL COMMISSION OF TEXAS *(1969-1978)*
xTexas. American Revolution Bicentennial Commission
xTexas. Bicentennial Commission of Texas, American Revolution

A1550 AMUSEMENT MACHINE COMMISSION *(1973-)*
xx:saVending Commission (1971-1973)
Comptroller of Public Accounts (1876-)

A1600 ANATOMICAL BOARD *(1907-)*
[1975- Administrative Control at U.T. Medical Branch at Galveston]

A1700 ANIMAL HEALTH COMMISSION *(1959-)*
xx:saLive Stock Sanitary Commission (1928-1959)

ANIMAL PROTECTION, STATE BUREAU OF CHILD & See CHILD & ANIMAL PROTECTION, STATE BUREAU OF *(1913-1953)*

ANIMALS, INSPECTOR OF HIDES & ANIMALS See HIDES & ANIMALS, INSPECTOR OF

A1800 ANTI-CANCER & PELLAGRA COMMISSION *(1929-1953)*
xPellegra Hospital

A1900 ANTIQUITIES COMMITTEE *(1969-)*

APPEALS, COMMISSION OF *(1887; 1881; 1883; 1879; 1918-1945) Class C4450*

APPEALS, COURT OF *Class C3950*

ARBITRATION & AWARDS, COMMISSION OF See APPEALS, COMMISSION OF *(1887-1945)*

A2000 APPRAISERS, BOARD OF *(1913-1925)*

ARCHEOLOGIST, STATE *Class B1400 (19 -1969); Class H2000 (1969-)*

ARCHITECTS, STATE BOARD OF LANDSCAPE See LANDSCAPE ARCHITECTS, STATE BOARD OF *(1969-)*

A2100 ARCHITECTURAL EXAMINERS, BOARD OF *(1937-)*

A2150 *ARK-TEX COUNCIL OF GOVERNMENTS *(1968-)*
For use of .9 for city/county documents within COG area see appendix B.

ARTS, GOVERNOR'S CONFERENCE ON THE See G917

A2200 ARTS & HUMANITIES, COMMISSION ON THE *(1971-)*
sa:xxMansion Supervisors, Board of (1931-1965)
Fine Arts Commission (1965-1971)

ASYLUM FOR THE BLIND, Austin (1856-1905) Class B900
sa:xxBlind Institute, Austin (1905-1915)
Texas School for the Blind, Austin (1915-)

ATHLETIC TRAINERS, ADVISORY BOARD OF *(1975-) Class H617*
sa:xxAthletic Trainers, Board of (1971-1975)

A2300 ATHLETIC TRAINERS, BOARD OF *(1971-1975)*
[1975, became part of Dept. of Health Resources]
sa:xxAthletic Trainers, Advisory Board of [H617]
xTrainers, Board of Athletic

ATLANTA STATE RECREATION PARK, Cass Co. (1954-) Class P500/At62

ATOMIC ENERGY ADVISORY COMMITTEE, GOVERNOR'S (1961-) See G919

A2350 ATOMIC ENERGY, COMMITTEE ON *(1955-)*
[Created in 1955; Included in statutes, 1961 as Atomic Energy Advisory Committee supplementary to the adoption of the Southern Interstate Nuclear Board]
sa:xxSouthern Insterstate Nuclear Board (1961-)
xAtomic Energy Advisory Committee

A2400 ATTORNEY GENERAL *(1876-)*
[Office actually created 1827.]
Press releases: .1/P926/year, workmark for name
Class cases .8, Cutter for subject.

ATTORNEY GENERAL'S OFFICE

ATTORNEY GENERAL, ASSISTANT, *(1875-) Class A2400*

ATTORNEY, STATE PROSECUTING *Class A2400*

A2600 AUDITOR & EFFICIENCY EXPERT, STATE *(1929-1942)*
sa:xxAuditor, State (1942-)
Class special reports requested by agency with the requesting agency. Class regular audits A2800.

A2700 AUDITOR, STATE *(1942-)*
Class regular audits A2800; Special audits, A2800.8; Class reports requested by an agency with the requesting agency.
sa:xxAuditor & Efficiency Expert, State (1929-1942)

2713 *Position Classification Division*

2721 *Systems Division*

A2800 AUDITS OF STATE AGENCIES
[Cutter by agency, no form division.
Alternate: Class audits .3 with agency audited.
Note: University audits discontinued in 1962. 1962/1963- auditor's statement published in the university's financial report.]

A2865 *AUSTIN STATE HOSPITAL *(1925-)*
sa:xxState Lunatic Asylum, Austin (1856-1925)

*AUSTIN STATE HOSPITAL. ANNEX *(1965-)*
sa:xxTexas Confederate Home for Men (1889-1965)

A2900 *AUSTIN STATE SCHOOL *(1925-)*
sa:xxState Colony for Feeble Minded, Austin (1915: 1917-1925)

A2900 AUSTIN STATE SCHOOL. FARM COLONY, *Travis Co. (1933-1961)*
*sa:xx*Travis State School, Austin (1961-)*

AUSTIN-TRAVIS COUNTY MENTAL HEALTH MENTAL RETARDATION CENTER See MENTAL HEALTH MENTAL RETARDATION CENTER-AUSTIN-TRAVIS COUNTY, *Austin Class M1000.9*

AUTOMATIC DATA PROCESSING IN STATE GOVERNMENT, GOVERNOR'S COMMITTEE ON See G921

AUTOMATIC TAX BOARD See AD VALOREM TAX RATE, BOARD TO CALCULATE

AUTOMOBILE INSURANCE RATES, GOVERNOR'S STUDY COMMITTEE ON (1969-1970) See G929

B

*BALMORHEA STATE RECREATION PARK, *Reeves Co.* *(1934-) Class P500/B215*

B225 *BANDERA COUNTY RIVER AUTHORITY

BANKING BOARD, STATE *(1909-)*
Class I900: Insurance & Banking, Dept. of (1907-1923)
Class B400: Banking Department (1923-)

BANKING COMMISSIONER, OFFICE OF *(1923-) Class B400*
sa:xxBanking, Superintendent of (1905-1923)
Banking Department (1923-)

B400 BANKING DEPARTMENT *(1923-)*
[Class here State Banking Board (1923-)]
sa:xxInsurance & Banking, Dept. of (1907-1923)
Finance Commission (1943-)
Banking Commissioner (1923-)

BANKING, SUPERINTENDENT OF (1905-1923) See AGRICULTURE, INSURANCE, STATISTICS & HISTORY, DEPT. OF *(1887-1907)*
INSURANCE & BANKING, DEPT. OF *(1907-1923)*
xx:saBanking Commissioner (1923-)

*TEXAS BAR FOUNDATION *Class B600*

B600 *BAR OF TEXAS, STATE *(1939-)*
*Class here *Texas Bar Foundation, (19 -)*
sa:xxSupreme Court
xState Bar of Texas
xTexas. State Bar

B700 BARBER EXAMINERS, STATE BOARD OF *(1929-)*

B800 BASIC SCIENCES, STATE BOARD OF EXAMINERS IN THE *(1949-)*
xSciences, State Board of Examiners in the Basic

*BASTROP STATE SCENIC PARK, *Bastrop Co.* *(1933-) Class P500/B297*

*BATTLESHIP TEXAS *Class P500/Sa52*
sa:xxBattleship Texas Commission (1947-1965)
San Jacinto State Battleground (1963-)
San Jacinto Historical Advisory Board (1965-)

BATTLESHIP TEXAS COMMISSION *(1947-1964) Class P500/Sa52*
*sa:xx*Battleship Texas*
sa:xxSan Jacinto Historical Advisory Board (1965-)
**San Jacinto State Battleground (1963-)*

B855 *BEAUMONT STATE CENTER FOR HUMAN DEVELOPMENT

BELL COUNTY MENTAL HEALTH MENTAL RETARDATION CENTER, *Temple (1966-1974) Class M1000.9*
with CENTRAL COUNTIES CENTER FOR MHMR SERVICES, *Temple (1974-)*

*BENTSEN-RIO GRANDE STATE SCENIC PARK, *Hidalgo Co. (1944-) Class P500/B446*

BEXAR COUNTY MENTAL HEALTH MENTAL RETARDATION CENTER, *San Antonio (1966-)*
Class M1000.9

BICENTENNIAL COMMISSION, AMERICAN REVOLUTION See AMERICAN REVOLUTION BICENTENNIAL COMMISSION OF TEXAS *(1969-1978)*

*BIG BEND STATE PARK *(1933-39) Class P500/B48*
Class here Canyons State Park (1933)
[Deeded to U.S. Government, 1939 as a national Park]
sa:xxCanyons State Park (1933

B880 *BIG SPRING STATE HOSPITAL *(1937: 1939-)*

*BIG SPRING STATE RECREATION PARK, *Howard Co. (1934-) Class P500/B48s*

*BI-NATIONAL COMMISSION FOR TUBERCULOSIS CONTROL, SPECIAL *(March 1967-) Class H861*

BI-RACIAL COMMISSION, GOVERNOR'S (1946) See G937

*BLANCO STATE RECREATION PARK, *Blanco Co. (1933-) Class P500/B596*

BLIND ASYLUM FOR COLORED YOUTHS, DEAF, DUMB & See DEAF, DUMB & BLIND ASYLUM FOR COLORED YOUTHS D360

BLIND, ASYLUM FOR THE See *ASYLUM FOR THE BLIND, *Austin (1856-1905) B900*

*BLIND INSTITUTE, *Austin (1905-1915) Class B900*
*sa:xx*Asylum for the Blind, Austin (1856-1905)*
**Texas School for the Blind, Austin (1915-)*

BLIND-MADE PRODUCTS & SERVICES, COMMITTEE ON PURCHASES OF See PURCHASES OF BLIND MADE PRODUCTS & SERVICES, COMMITTEE ON *(1975-) Class C3200*

B900 *TEXAS SCHOOL FOR THE BLIND, *Austin (1915-)*

B1000 BLIND, STATE COMMISSION FOR THE *(1931-)*

BOARD..... See distinctive word following "Board"

BOLL WORM COMMISSION, PINK See BOLLWORM COMMISSION, PINK *(1917-)*

B1100 BOLLWORM COMMISSION, PINK *(1917-)*
xPink Bollworm Commission
xBoll Worm Commission, Pink
sa:xxCompensation Claim Board (1917-)

B1200 BOND COMMISSION *(1933-1951)*

*BONHAM STATE RECREATION PARK, *Fannin Co. (1933-) Class P500/B641*

BORDER CONFERENCE COMMITTEE *(1962-)*
[Arizona, California, New Mexico & Texas in cooperation with U.S. Government & Mexico]

*BRADY STATE SCHOOL (1945: 1946-1950) Class C5605
sa:xx*State School for Delinquent Colored Girls, Crockett (1950-1964)
*Crockett State School for Girls (1965-1973)
xState Training School for Dependent & Delinquent Negro Girls [Authorized in 1927, never established]

*BRAZORIA COUNTY PILOT COMMISSIONERS Class P1400

*BRAZOS ISLAND STATE SCENIC PARK, Cameron Co. (1957-) Class P500/B739

B1300 *BRAZOS RIVER AUTHORITY (1953-)
sa:xxBrazos River Conservation & Reclamation District (1935-1953)

*BRAZOS RIVER CONSERVATION & RECLAMATION DISTRICT (1934-1953) Class B1300
sa:xxBrazos River Authority (1953-)

B1350 *BRAZOS VALLEY DEVELOPMENT COUNCIL (1966-)
For use of .9 for city/county documents within COG area see appendix B.

*BRAZOS VALLEY MENTAL HEALTH MENTAL RETARDATION CENTER, Bryan (1973-) Class N1000.9

B1360 *BRENHAM STATE SCHOOL (1971-)

B1375 *BROWNWOOD STATE HOME & SCHOOL [FOR GIRLS] (1969: 1970-)
[1974 became co-educational; "For Girls" was dropped from the name by Youth Council; however, the statutory law still reflects the complete name.]

BROWNWOOD STATE PARK See LAKE BROWNWOOD STATE RECREATION PARK

*BRYAN BEACH STATE PARK, Brazoria Co. (1974-) Class P500/B84

*BUESCHER STATE RECREATION PARK, Bastrop Co. (1933-) Class P500/B86

BUILDING & GROUND COMMISSIONERS (1874-1919) Class B1500

B1400 BUILDING COMMISSION, STATE (1954-)
Class here State Archeologist (19 -1969)

BUILDING MATERIALS & SYSTEMS TESTING LABORATORY (1971-) Class C2400
[Attached to Dept. of Community Affairs in Housing Division. Includes a Technical Testing & Evaluation Council consisting of laboratory operations directors at each of the participating colleges or universities.]

B1500 BUILDINGS & GROUNDS, SUPERINTENDENT OF PUBLIC (1874-1919)
Class here Building & Ground Commissioners (1874-1919)
sa:xxControl, State Board of (1919-)
Water & Light Board (1902-1909)

B1600 BURIAL ASSOCIATION RATE BOARD (1947-)

BUSINESS ASSISTANCE, ADVISORY COUNCIL ON SMALL See SMALL BUSINESS ASSISTANCE, ADVISORY COUNCIL ON (1975-) Class I400

C

*CADDO LAKE STATE SCENIC PARK, *Harrison Co. (1933-) Class P500/C114*

*CADDOAN MOUNDS STATE HISTORIC SITE, *Cherokee Co. (1975-) Class P500/C114m*

C200 CAMP HULEN LEASE BOARD *(1937-1953)*
xxLease-Lands Owned by State Agencies, Boards for

C300 *CANADIAN RIVER INTERSTATE COMPACT COMMISSIONER *(1951-) Texas materials only*

C400 CANVASSERS, STATE BOARD OF *(1897-)*

*CANYONS STATE PARK *(1933) Class P500/B48*
[Renamed Big Bend State Park (1933-1937)]

C450 *CAPITOL AREA PLANNING COUNCIL *(1970-)*
For use of .9 for city/county documents within COG area see appendix B

C500 CAPITOL BOARD, STATE *(1888-1889)*
sa:xxCapitol Building Commission (1882-1888)
Capitol Furnishing Board (1888-1889)

C600 CAPITOL BUILDING COMMISSION *(1882-1888)*
sa:xxCapitol Board, State (1888-1889)
Capitol Furnishing Board (1888-1889)

C800 CAPITOL FURNISHING BOARD *(1888-1889)*
sa:xxCapitol Board, State (1888-1889)
Capitol Building Commission (1882-1888)

*CAPROCK CANYONS STATE PARK, *Briscoe Co. (1975-) Class P500/C174*

CEMETERY, STATE *(1864?-) Class C3200 [Board of Control]*

CENTENNIAL CELEBRATIONS, COMMISSION OF CONTROL FOR *(1935-1947) Class C900*

C900 CENTENNIAL COMMISSION *(1934-1947)*
Class here Advisory Board of Texas Historians (1935-1947)
Advisory Board for Advertising (1935-1947)
Centennial Celebrations, Commission of Control for (1935-1947)

C970 *CENTRAL COLORADO RIVER AUTHORITY *(1935-)*
xColorado River Authority, Central

*CENTRAL COUNTIES CENTER FOR MENTAL HEALTH MENTAL RETARDATION SERVICES, *Temple (1966-)*
[Former name: Bell County MHMR Center (1966-1974)]

CENTRAL EDUCATION AGENCY See EDUCATION AGENCY, CENTRAL

*CENTRAL PLAINS COMPREHENSIVE COMMUNITY MENTAL HEALTH MENTAL RETARDATION CENTER, *Plainview (1967-) Class M1000.9*

C980 *CENTRAL TEXAS COUNCIL OF GOVERNMENTS *(1968-)*
For use of .9 for city/county documents within COG area see appendix B

CENTRAL TEXAS MHMR CENTER, See MENTAL HEALTH MENTAL RETARDATION CENTER FOR CENTRAL TEXAS, *Brownwood (1967-)*

**CEREBRAL PALSIED, TEXAS STATE SCHOOL FOR, Galveston (1947-1951) See Z UM305*

C1000 CHEMIST, STATE *(1911-)*
sa:xxFeed & Fertilizer Control Service

CHESTER W. NIMITZ MEMORIAL NAVAL MUSEUM COMMISSION, FLEET ADMIRAL See *NIMITZ MEMORIAL NAVAL MUSEUM COMMISSION, FLEET ADMIRAL CHESTER W.

CHIEF JUSTICE'S TASK FORCE FOR COURT IMPROVEMENT *(1971-) Class C4440*

CHILDREN, ADVISORY COUNCIL ON LANGUAGE HANDICAPPED See LANGUAGE HANDICAPPED CHILDREN, ADVISORY COUNCIL ON

C1100 CHILD & ANIMAL PROTECTION, STATE BUREAU OF *(1913-1953)*
xAnimal Protection, State Bureau of Child &

CHILD CARE ADMINISTRATION, ADVISORY COUNCIL ON *(1973-) Class P3813*

CHILDHOOD DEVELOPMENT, COUNCIL ON EARLY (1971-1972) See C2400

CHILDHOOD DEVELOPMENT, GOVERNOR'S TASK FORCE ON EARLY (1969-) See G945

CHILDHOOD DEVELOPMENT, OFFICE OF EARLY (1971-) See C2400

CHILDHOOD EDUCATION, ADVISORY COUNCIL ON EARLY See EARLY CHILDHOOD..... E621

CHILDREN, ADVISORY COUNCIL ON LANGUAGE HANDICAPPED (1967: 1968-1972) See E521

C1150 CHILDREN & YOUTH, COMMISSION ON SERVICES TO *(1971-)*
xServices to Children & Youth, Commission on
Youth, Commission on Services to Children &

CHILDREN & YOUTH, GOVERNOR'S COMMITTEE, WHITE HOUSE CONFERENCE ON See G947

CHILDREN, INTERSTATE COMPACT ON THE PLACEMENT OF See *INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN P3813

CHILDREN WITH LEARNING DISABILITIES, ADVISORY COUNCIL FOR *(1969-1974) Class E521*

**CHILDRENS HOSPITAL, Galveston Class Z UM305*

C1200 CHIROPODY EXAMINERS, STATE BOARD OF *(1923-1967)*
sa:xxPodiatry Examiners, State Board of (1967-)

C1300 CHIROPRACTIC EXAMINERS, BOARD OF *(1949-)*

C1400 CIGARETTE TAX STAMP BOARD *(1935-1959)*

C1500 CITRUS COMMISSION *(1949-1953)*
sa:Agriculture. Department of (1907-) 2038

C1600 CIVIL AIR PATROL COMMISSION *(1971-)*

CIVIL APPEALS, COURTS OF *Class C3950*

**CIVIL DEFENSE & DISASTER COMPACT, INTERSTATE See D500* *INTERSTATE CIVIL DEFENSE & DISASTER COMPACT

C1800 CIVIL JUDICIAL COUNCIL *(1929-1975)*
sa:xxJudicial Council (1975-)

C1900 CIVIL WAR CENTENNIAL COMMISSION *(1959-1965?)*

*CLEBURNE STATE RECREATION PARK, *Johnson Co. (1936-) Class P500/C583*

CLIMATOLOGIST, STATE
[Presently at and funded by Texas. A & M University. Formerly supported by U.S. Weather Service.]

COASTAL & MARINE COUNCIL *(1973-) Class M300*

C1930 *COASTAL BEND COUNCIL OF GOVERNMENTS *(1966-)*
For use of .9 for city/county documents within COG area see appendix B.

C1950 COASTAL INDUSTRIAL WATER DEVELOPMENT *(1971-)*

COASTAL RESOURCES MANAGEMENT PROGRAM See NATURAL RESOURCES & THE ENVIRONMENT, INTERAGENCY COUNCIL ON *(1969-)*

C2000 CODIFYING COMMISSION *(1923-1924?)*

COLLEGES, GOVERNOR'S COMMITTEE ON THE GOVERNING BOARDS OF STATE See G951

COLORADO RIVER AUTHORITY, CENTRAL See *CENTRAL COLORADO RIVER AUTHORITY

COLORADO RIVER AUTHORITY, LOWER See *LOWER COLORADO RIVER AUTHORITY *(1935-)*

COLORADO RIVER AUTHORITY, UPPER See *UPPER COLORADO RIVER AUTHORITY *(1935-)*

COMMISSION..... See substantive word following the word "Commission"

COMMUNITY AFFAIRS, ADVISORY COUNCIL ON *(1971-) Class C2400*

C2400 COMMUNITY AFFAIRS, DEPARTMENT OF *(1971-)*
Class here: Building Materials & Systems Testing Laboratory; Early Childhood Development, Council on (1971-1972); Early Childhood Development, Office of (1971-); Governor's Coordinating Committee on Early Childhood Development (1971-); Local Intergovernmental Personnel Act Advisory Committee (1972-)
[Office of Economic Opportunity attached to Department in 1973: Class O 300]
sa:xxGovernor's Office. State-Local Relations Division (1969-1971)
Division of Economic Opportunity (197 -) Class O 300

C2500 COMPENSATION CLAIM BOARD *(1917-1975)*
sa:xxBollworm Commission, Pink (1917-)

C2600 COMPTROLLER OF PUBLIC ACCOUNTS *(1876-)*
sa:xxVending Commission (1971-1973)
xPublic Accounts, Comptroller of
sa:xxAmusement Machine Commission (1973-)
xxPensions, Commissioner of (1909-1919)
Class here: Multistate Tax Compact Commission materials

C2700 *CONCHO VALLEY COUNCIL OF GOVERNMENTS *(1967-)*
For use of .9 for city/county documents within COG area see appendix B.

C2720 *TEXAS CONFEDERATE HOME FOR MEN, Austin (1891-1965) Class C2720*

C2725 *CONFEDERATE WOMAN'S HOME, Austin (1911-1971)*
(1908-1911 private) by United Daughters of the Confederacy

CONSERVATION BOARD, SOIL See SOIL CONSERVATION BOARD, STATE *(1939-1965)*

C3000 CONSERVATION FOUNDATION *(1969-)*

C3050 CONSTITUTIONAL CONVENTIONS
Constitutional Convention, 1845
Constitutional Convention, 1861
Constitutional Convention, 1866
Constitutional Convention, 1869
Constitutional Convention, 1875
Constitutional Convention, 1974

C3052 CONSTITUTIONAL REVISION COMMISSION, *1973*

CONSUMER CREDIT COMMISSION See CONSUMER CREDIT COMMISSIONER, OFFICE OF

C3100 CONSUMER CREDIT COMMISSIONER, OFFICE OF *(1967-)*
sa:xxFinance Commission (1967-)
Regulatory Loan Commissioner, Office of (1963-1967)
xConsumer Credit Commission

C3170 CONTRACTORS TO BUY FUEL FOR THE STATE DEPARTMENTS, BOARD OF *(1876-1915)*
sa:xxContracts for Fuel & Public Printing, Board to approve (1915-)
xFuel for the State Departments, Board of Contractors to Buy

C3175 CONTRACTS FOR FUEL & PUBLIC PRINTING, BOARD TO APPROVE *(1915-)*
sa:xxContractors to buy Fuel For the State Departments, Board of (1876-1915)
sa:Control, State Board of
xFuel & Public Printing, Board to Approve
xPublic Printing, Board to Approve Contracts for Fuel &
[Has not been abolished, but most of duties are assumed by Board of Control]

C3200 CONTROL, STATE BOARD OF *(1919-)*
[Class here: State Cemetery; Purchases of Blind-made products & services, Committee on
sa:xxBuildings & Grounds, Superintendent of Public (1975-)
xxContracts For Fuel & Public Printing, Board to Approve (1915-)
Old Age Assistance Commission (1936-1939)
3299 .CHILD WELFARE, DIVISION OF *(1931-1939)*
sa:xxPublic Welfare, State Department of (1939-)

COOPERATION, INTERSTATE COMMISSION ON See GOVERNOR'S COMMISSION ON INTERSTATE COOPERATION

C3400 COORDINATING BOARD, TEXAS COLLEGE & UNIVERSITY SYSTEM *(1965-)*
.9 *Class here: Proposals submitted to the Coordinating Board for new schools; Cutter for city location of proposed school*
sa:xxEducation, Commission on Higher (1953-1965)
xCollege & University System Coordinating Board

COORDINATING COMMISSION FOR STATE HEALTH & WELFARE SERVICES (1959-) See HEALTH & WELFARE SERVICES, COORDINATING COMMISSION FOR STATE

*COPANO BAY CAUSEWAY STATE RECREATION PARK, Aransas Co. (1967-) Class P500/C79

*COPPER BREAKS STATE RECREATION PARK, Hardeman Co. (1967-) Class P500/C793
xHardeman County State Park

CORPORATION COURT See C4000

C3475 *CORPUS CHRISTI STATE SCHOOL (1963: 1967-)

CORRECTIONS, BOARD OF *(1957-) Class C3500*
sa:xxPrison Commissioners, Board of (1883-1927)
Prison Board (1927-1957)
Corrections, Department of (1957-)
Penitentiaries, Superintendent of (1849-1883?)

C3500 CORRECTIONS, DEPARTMENT OF *(1957-)*
sa:xxCorrections, Board of (1957-)
Prison System (1883-1957)
xWindham Independent School District, (1969-)
[Non-geographical school district for inmate education]

C3555 *Use for units of the Department of Corrections. Cutter for name of unit.*
Units and location
Central, Sugarland (1908)
Clemens, Brazoria (1885)
Coffield, Tennessee Colony (1965)
Darrington, Rosharon (1918)
Diagnostic, Huntsville (1964)
Eastham, Weldon (1917)
Ellis, Huntsville (1964)
Ferguson, Midway (1962)
Goree, Huntsville (1909)
Huntsville (1849)
Jester, Richmond (1885)
[1885-1967 called Harlem]
Mountain View, Gatesville (1975)
Ramsey, Rosharon (1908)
Retrieve, Angleton (1918)
Rusk State Pennitentiary (1875:1884-1917
Wynne, Huntsville (1889)

C3575 *CORSICANA STATE HOME (1957-)
sa:xxState Orphans Home (1887: 1889-1957)

C3600 COSMETOLOGY COMMISSION *(1971-)*
sa:xxHairdressers & Cosmetologist, State Board of (1935-1971)

COTTON CLASSERS, BOARD OF EXAMINERS OF *(1917-1925) Class M500*
Note: A Departmental board of Markets and Warehouses Commissioner
xMarkets & Warehouses, Commissioner of (1917-1925)

C3700 COTTON RESEARCH COMMITTEE *(1941-1971)*
sa:xxNatural Fibers & Food Protein Committee (1971-)

3705 TEXAS. A & M UNIVERSITY AGRICULTURAL EXPERIMENT STATION
ENGINEERING EXPERIMENT STATION

3713 TEXAS TECH UNIVERSITY TEXTILE RESEARCH CENTER

3721 TEXAS WOMAN'S UNIVERSITY

3729 TEXAS. UNIVERSITY AT AUSTIN. COTTON ECONOMIC RESEARCH

*COUNCILS OF GOVERNMENTS
See name of specific COG. Use .9 for COG area city/county documents, cutter for county. See Appendix B for collections with many local documents.

COUNTIES, BOARD OF EQUALIZATION FOR UNORGANIZED See EQUALIZATION FOR UNORGANIZED COUNTIES, BOARD OF *(1879-1951)*

C3800 COUNTY & DISTRICT RETIREMENT SYSTEM *(1967-)*
xRetirement System, County & District

C3850 COUNTY & DISTRICT ROAD INDEBTNESS, BOARD OF *(1932-)*
xDistrict Road Indebtness, Board of County &
xRoad Indebtness, Board of County & District

COUNTY COURTS *Class C4050*

COURT IMPROVEMENT, CHIEF JUSTICE'S TASK FORCE FOR See CHIEF JUSTICE'S TASK FORCE FOR COURT IMPROVEMENT C4440

COURTS

C3950 COURT OF APPEALS *(1876-1891)*
1892 Divided into Court of Civil Appeals and Court of Criminal Appeals
sa:xxCourt of Civil Appeals
Court of Criminal Appeals

COURTS OF CIVIL APPEALS *(1892-)*
sa:xxCourt of Appeals (1876-1891)

3951 COURT OF CIVIL APPEALS, FIRST SUPREME JUDICIAL DISTRICT, *Houston*

3952 COURT OF CIVIL APPEALS, SECOND SUPREME JUDICIAL DISTRICT, *Fort Worth*

3953 COURT OF CIVIL APPEALS, THIRD SUPREME JUDICIAL DISTRICT, *Austin*

3954 COURT OF CIVIL APPEALS, FOURTH SUPREME JUDICIAL DISTRICT, *San Antonio*

3955 COURT OF CIVIL APPEALS, FIFTH SUPREME JUDICIAL DISTRICT, *Dallas*

3956 COURT OF CIVIL APPEALS, SIXTH JUDICIAL DISTRICT, *Texarkana*

3957 COURT OF CIVIL APPEALS, SEVENTH JUDICIAL DISTRICT, *Amarillo*

3958 COURT OF CIVIL APPEALS, EIGHTH SUPREME JUDICIAL DISTRICT, *El Paso*

3959 COURT OF CIVIL APPEALS, NINTH SUPREME JUDICIAL DISTRICT, *Beaumont*

3960 COURT OF CIVIL APPEALS, TENTH SUPREME JUDICIAL DISTRICT, *Waco*

3961 COURT OF CIVIL APPEALS, ELEVENTH SUPREME JUDICIAL DISTRICT, *Eastland*

3962 COURT OF CIVIL APPEALS, TWELFTH SUPREME JUDICIAL DISTRICT, *Tyler*

3963 COURT OF CIVIL APPEALS, THIRTEENTH SUPREME JUDICIAL DISTRICT, *Corpus Christi*

3964 COURT OF CIVIL APPEALS, FOURTEENTH SUPREME JUDICIAL DISTRICT, *Houston*

C4000 •CORPORATION COURTS *(1899-1969)*
[Judge is appointed/elected by the municipality with no state interference]
sa:xx1969- Name changed to Municipal Court
sa:xx Municipal Courts

C4050 •COUNTY COURTS *(1876-)*

C4075 •DISTRICT COURTS *(1876-)*

C4200 COURT OF CRIMINAL APPEALS *(1892-)*
Class Prosecuting Attorney, State here.
sa:xxCourt of Appeals (1876-1892)

C4250 JUDICIAL QUALIFICATIONS COMMISSION, STATE *(1965-)*

C4300 •JUSTICE OF THE PEACE COURTS *(1876-)*

C4350 •MUNICIPAL COURTS *(1969-)*
sa:xxCorporation Courts (1899-1969)

C4400 SUPREME COURT *(1876-)*
.9 *For court cases [cutter by topic when possible]*

C4440 CHIEF JUSTICE'S TASK FORCE FOR COURT IMPROVEMENT *(1971-)*
xCourt Improvement, Chief Justice's Task Force For
xTask Force For Court Improvement, Chief Justice's

C4450 APPEALS, COMMISSION OF *(1887: 1881: 1883: 1879: 1918-1945)*

C4600 CREDIT UNION ADVISORY COMMISSION *(1949-1969)*
sa:xxCredit Union Commission (1969-)
sa:Banking Commissioner (1923-)

C4700 CREDIT UNION COMMISSION *(1969-)*
sa:xxCredit Union Advisory Commission (1949-1969)
xCredit Union Department

CREDIT UNION DEPARTMENT See CREDIT UNION COMMISSION *(1969-)*

C4800 CRIME & NARCOTICS ADVISORY COMMISSION *(1970-)*
[Advises Education Agency in curricula and teaching methods to combat crime]
xNarcotics Advisory Commission, Crime &
sa:xxEducation Agency

CRIMINAL JUSTICE COUNCIL See GOVERNOR'S OFFICE. CRIMINAL JUSTICE COUNCIL

CRIMINAL JUSTICE STANDARDS & GOALS, TEXAS STUDY PROJECT

CRIPPLED & DEFORMED CHILDREN, STATE HOSPITAL FOR See STATE HOSPITAL FOR CRIPPLED & DEFORMED CHILDREN, *Galveston Z UM305*

CRIPPLED CHILDREN'S ADVISORY COMMITTEE *Class H669*

CRISS COLE REHABILITATION CENTER FOR THE BLIND, *Austin (1971-)*
xBlind, Criss Cole Rehabilitation Center for the

C5600 *CROCKETT STATE HOME *(1974-)*
[Name & function changed from:
sa:xxCrockett State School for Girls (1965-1973)]

C5605 CROCKETT STATE SCHOOL FOR GIRLS *(1965-1973)*
sa:xxBrady State School (1945: 1946-1950)
State School for Delinquent Colored Girls (1950-1964)
Crockett State Home (1974-) [new name & function]

CULTURAL BASINS See Name of Basin
Authority for establishment created in 1973, 63rd Legislature, Ch.571, to ...improve quality of life by stimulating orderly economic development and utilization of human and natural resources...in specific areas. Authority to create rests with Governor. First basin: Greater South Texas Cultural Basin.

D

*DAINGERFIELD STATE RECREATION PARK, *Morris Co.* *(1935-) Class P500/D144*

D100 DAIRY ADVISORY BOARD *(1971-)*
[*Advises Commissioner of Agriculture*]

D200 DAIRY & FOOD COMMISSIONER *(1907-1921)*
sa:xxHealth Officer, State (1879-1955)

D300 *DAIRY & HOG FARM, *Leander (1942-1969)*
1969 changed name & function to Leander Rehabilitation Center
xHog Farm, Leander
xLeander Hog Farm

*DALLAS COUNTY MENTAL HEALTH MENTAL RETARDATION CENTER *(1967-) Class M1000.9*

*DALLAS NEUROPSYCHIATRIC INSTITUTE [*Inactive*]

D340 *DALLAS STATE ADULT MENTAL HEALTH CLINIC *(1968-)*

D347 *DALLAS STATE HOSPITAL *(1931-)*
Composed of: Dallas Psychopathic Hospital (1925-)
State Cancer & Pellagra Hospital (1929)

*DALLAS STATE PSYCHOPATHIC HOSPITAL *(1925-) Class D347*

DAM B STATE PARK See MARTIN DIES, JR. STATE RECREATION PARK, *Jasper Co.*

*DAVIS MOUNTAINS STATE SCENIC PARK, *Jeff Davis Co.* *(1933-) Class P500/D295*
xIndian Lodge State Park

DEAF & DUMB INSTITUTE *(1856....*

*DEAF & DUMB ASYLUM, *Austin (1856-1949) Class D375*
sa:xxTexas School for the Deaf, Austin (1949-)

D360 *DEAF, DUMB & BLIND ASYLUM FOR COLORED YOUTHS, [*Austin (1887-1929)*] & COLORED ORPHANS, *Austin (1929-1947)*
sa:xxTexas Blind, Deaf & Orphan School, Austin (1947-1965)
Texas Blind, & Deaf School, Austin (1965-1967)
Texas School for the Deaf, Austin (1967-)
xxDickson Colored Orphanage, Gilmer (1930-1943)
[Private, bought by State, never officially renamed, as children were to be moved as soon as possible]
xBlind, Asylum for Colored Youths, Deaf, Dumb &

D375 *TEXAS SCHOOL FOR THE DEAF, *Austin (1967-)*
sa:xxTexas Blind, & Deaf School, Austin (1965-1967)
xxDeaf, Dumb & Blind Asylum for Colored Youths, [Austin (1887-1929)] & Colored Orphans, Austin (1929-1947)
Texas Blind, Deaf & Orphan School, Austin (1947-1965)

D400 DEAF, STATE COMMISSION FOR THE *(1971-)*

D445 DEEDS, COMMISIONERS OF *(1885-)*
sa:xxNotaries Public (1876-)

D450 *DEEP EAST TEXAS DEVELOPMENT COUNCIL *(1966-)*
For use of .9 for city/council documents within COG area see appendix B.

*DEEP EAST TEXAS REGIONAL MENTAL HEALTH MENTAL RETARDATION SERVICES, *Lufkin (1974-)*
Class M1000.9

D500 DEFENSE & DISASTER RELIEF COUNCIL *(1950-)*
[Administered 1951-1963 Governor's Office. Defense & Disaster Relief Division. 1963- Public Safety, Department of. (1963-1973 Division of Defense & Disaster Relief, 1973- Division of Disaster Emergency Services)]
Class here Emergency Resources Planning Committee (1962-1966) Indochina Emergency Relief Committee (1975-)

DEFENSE GUARD, TEXAS *(1941-1965) Class A695*

DELINQUENT COLORED GIRLS, STATE SCHOOL FOR, Crockett See *STATE SCHOOL FOR DELINQUENT COLORED GIRLS, *Crockett (1950-1964) C5605*

DELINQUENT NEGRO GIRLS, STATE TRAINING SCHOOL FOR DEPENDENT & See *BRADY STATE SCHOOL *(1945: 1946-1950)*

D700 DENTAL EXAMINERS, STATE BOARD OF *(1897-)*
sa:xxDental Laboratory Advisory Board (1973-)
Dental Examining Board, District (Abolished in 1897)

DENTAL EXAMINING BOARDS, DISTRICT *(Abolished in 1897) Class D700*
sa:xxDental Examiners, State Board of (1897-)
xDistrict Dental Examining Boards

DENTAL LABORATORY ADVISORY BOARD *(1973-) Class D700*
sa:xxDental Examiners, State Board of (1897-)

D720 *DENTON STATE SCHOOL *(1957: 1960-)*

DEPARTMENT..... See substantive word following "Department"

DEPENDENT & NEGLECTED CHILDREN, STATE HOME FOR (1919-1937) See *STATE HOME FOR DEPENDENT & NEGLECTED CHILDREN, *Waco*

D900 DEPOSITORY BOARD, STATE *(1905-)*
sa:xxTreasury Department
[Approves banks for participation in holding state monetary deposits]
Class here Rate Making Board (1923-1936)

DETAINERS, INTERSTATE AGREEMENT ON See *INTERSTATE AGREEMENT ON DETAINERS *(1975-)*

DETECTIVES, PRIVATE INVESTIGATORS, PRIVATE PATROLMEN & PRIVATE GUARD WATCHMEN, BOARD OF PRIVATE See PRIVATE DETECTIVES, PRIVATE INVESTIGATORS.... P3150

DEVELOPMENT BOARD *(1959-) Class I400*
[Advertising Board administered by Industrial Commission]

DEVELOPMENT DISABILITIES, ADVISORY COUNCIL FOR

*DICKSON COLORED ORPHANAGE, *Gilmer (1930-1943) Class D360*
sa:Deaf, Dumb & Blind Asylum For colored Youths [Austin, (1887-1929)] & Colored Orphans, Austin (1929-1947)
xState Colored Orphan's Home, Gilmer (1930-1943)
xOrphan's Home State Colored, Gilmer

*DINOSAUR VALLEY STATE SCENIC PARK, *Somervell Co. (1969-) Class P500/D617*

DISTINGUISHED SERVICE AWARDS COMMITTEE See TEXAS DISTINGUISHED SERVICE AWARDS COMMITTEE *(1969-)*

DISTRICT DENTAL EXAMINING BOARDS See DENTAL EXAMINING BOARDS, DISTRICT *(Abolished in 1897)*

DISTRICT ROAD INDEBTEDNESS, BOARD OF COUNTY & See COUNTY & DISTRICT ROAD INDEBTNESS, BOARD OF *(1932-)*

DRUG ABUSE, GOVERNOR'S INTERAGENCY COUNCIL ON (1970-) See G954 and C2400

DRUG ABUSE ADVISORY COUNCIL (1973-) See GOVERNOR'S INTERAGENCY COUNCIL ON DRUG ABUSE (1970) and GOVERNOR'S DRUG ABUSE ADVISORY COUNCIL (1973)

DRUGS, ADVISORY COMMITTEE ON THE USE OF SYNTHETIC NARCOTIC (1971-) See NARCOTIC DRUGS..... *Class H709*

E

*E. O. SIECKE STATE FOREST, Newton Co. (1924-) Class F1400

EARLY CHILDHOOD DEVELOPMENT, COUNCIL ON (1971-1972) Class C2400
[1972 absorbed by Governor's Interagency Health & Human Resources Council]
sa: Governor's Interagency Health & Human Resources
xGovernor's Council on Early Childhood
xChildhood Development, Council on

EARLY CHILDHOOD DEVELOPMENT, GOVERNOR'S TASK FORCE (1969-1970) See G945

EARLY CHILDHOOD DEVELOPMENT, OFFICE OF (1971-) Class C2400
xChildhood Development, Office of Early
xGovernor's Office of Early Childhood Development

EARLY CHILDHOOD DEVELOPMENT, STATE COORDINATING COMMITTEE ON [Texas 4-C Council] Class C2400

EARLY CHILDHOOD EDUCATION, ADVISORY COUNCIL ON (1973-) Class E621
Advises State Board of Education
xChildhood Education, Advisory Council on Early
xEducation, Advisory Council on Early Childhood

*EAST TEXAS CHEST HOSPITAL, Tyler (1971-) Class E060
sa:xx*East Texas Tuberculosis Sanatorium, Tyler (1947-1951)
*East Texas Tuberculosis Hospital, Tyler (1951-1971)

E040 *EAST TEXAS COUNCIL OF GOVERNMENTS (1970-)
For use of .9 for city/county documents within COG area see appendix B

*EAST TEXAS HOSPITAL FOR INSANE, Rusk (1917: 1919-1925) Class R3400
sa:xxRusk State Hospital (1925-)
xState Hospital for the Negro Insane, Rusk

EAST TEXAS MHMR REGIONAL CENTER, Tyler See *MENTAL HEALTH MENTAL RETARDATION REGIONAL CENTER OF EAST TEXAS, Tyler

*EAST TEXAS TUBERCULOSIS HOSPITAL, Tyler (1951-1971) Class E060
sa:xx*East Texas Tuberculosis Sanatorium, Tyler (1947-1951)
*East Texas Chest Hospital, Tyler (1971-)

E060 *EAST TEXAS TUBERCULOSIS SANATORIUM, Tyler (1947-1951)
sa:xx*East Texas Tuberculosis Hospital, Tyler (1951-1971)
sa:xx*East Texas Chest Hospital, Tyler (1971-)
[Patients of State Tuberculosis Sanatorium for Negroes, Kerrville transferred to the Sanatorium in 1949]

ECONOMIC OPPORTUNITY, OFFICE OF (1965-) Class O300
[Established by Executive order March 19, 1965. 1965-1972, within Executive Department; Division within Department of Community Affairs, 1973-]
xGovernor's Office. Office of Economic Opportunity (1965-1972)
Community Affairs, Department of. Office of Economic Opportunity (1973-)

E300 *TEXAS ECONOMY COMMISSION (1950-1952)
[Private organization devoted to research for state agency]
Class studies with agency studies.
1952- name changed to Texas Research League

EDUCATION, ADVISORY COUNCIL ON EARLY CHILDHOOD (1973-) See E621

EDUCATION, GOVERNOR'S COMMITTEE ON PUBLIC SCHOOL (1966-1969) See G961

E500 EDUCATION AGENCY *(1949-)*
Note: This is the common name for the Central Education Agency, composed of the State Board of Education, State Board for [of] Vocational Education, Commissioner of Education [administrator of the State Department of Education]. 1949--all publications formerly published by the State Department of Education are published by the Central Education Agency; the State Department of Education no longer appears as publisher on anything.
Class here: Publications of the State Board of Education, State Board of Vocational Education and Central Education Agency
xCentral Education Agency
Education Agency, Central
May use 500.9 for local school districts.

Class all materials in E500.8 that will not fit easily into the below SUBJECT areas.
Class all annual reports E500.3; cutter for division preparing the report.
Trace for bulletin series; class as monographs.
[Publications are arranged by subject area rather than by Division because of the numerous division name changes.]
sa:xxEducation, State Department of (1876-1949)
Crime & Narcotics Advisory Commission (1970-)
Rehabilitation Commission (1969-)

E504 ADULT & CONTINUING EDUCATION
Class here: ADULT EDUCATION, ADVISORY COMMITTEE ON *(1973-)*

E521 BI-LINGUAL; COMPENSATORY EDUCATION *[Including Title I ESEA; pre-school programs for non-English speaking children, migrant catch-up programs.]*
[Class curricula E617]
Class here: LANGUAGE HANDICAPPED CHILDREN, ADVISORY COUNCIL ON *(1967: 1968-1972)*

E533 FINANCE OF LOCAL SCHOOLS; *economic index; local fund assignments; school finance*

E557 INSTRUCTIONAL MEDIA; *booklists; library resources; instructional materials not classed E629*

E613 PROGRAM EVALUATION & DEVELOPMENT

E617 CURRICULA *[Cutter for subject]*
.7 *In series [usually by grade level]*
.8 *Monographic curriculum guides and revisions*

E621 ELEMENTARY AND PRESCHOOL EDUCATION

E627 PROPRIETARY SCHOOLS

E629 REGIONAL EDUCATION SERVICES & CENTERS

E641 SCHOOL ACCREDITATION

E657 SPECIAL EDUCATION

E665 TEACHER CERTIFICATION, EDUCATION & TEACHING METHODS

E671 TEXTBOOKS
sa: Textbook Committee

E675 VETERAN'S EDUCATION

E707 VOCATIONAL EDUCATION & REHABILITATION [*which is not compensatory*]

EDUCATION AGENCY, CENTRAL *(1949-) Class E500*
Composed of the State Board of Education, State Board for Vocational Education, Commissioner of Education to more effectively administer policies concerning education.
Referred to in Agency publications as the Texas Education Agency.
See EDUCATION AGENCY

EDUCATION & WELFARE, GOVERNOR'S COMMITTEE ON TEXAS (1961) See G969

EDUCATION BEYOND HIGH SCHOOL, GOVERNOR'S COMMITTEE ON (1963-1964) See G973

EDUCATION BOARD, SOUTHERN REGIONAL See *SOUTHERN REGIONAL EDUCATION BOARD

E850 *EDUCATION COMMISSION OF THE STATES
[*Interstate compact commission, 1966- ; Texas joined in 1967*]

EDUCATION, COMMISSION ON COORDINATION IN *(1932?-1957)*
Not classed in scheme: private organization of Association of Texas Colleges.

E950 EDUCATION, COMMISSION ON HIGHER *(1953-1965)*
sa:xxCoordinating Board, Texas College & University System (1965-)
xHigher Education, Commission on

EDUCATION IN TEXAS, ADVISORY COUNCIL FOR TECHNICAL-VOCATIONAL See TECHNICAL-VOCATIONAL EDUCATION IN TEXAS, ADVISORY COUNCIL FOR *(1969-) Class E1400*

EDUCATION, STATE BOARD OF *(1876-) Class E500*
sa:xxRehabilitation Commission (1969-)

EDUCATION, STATE DEPARTMENT OF *(1876-) Class E500*
Note: With the creation of the Central Education Agency in 1949, the Department name fell into disuse. Publications since 1949 are issued by the [Central] Education Agency.

E1400 TECHNICAL-VOCATIONAL EDUCATION IN TEXAS, ADVISORY COUNCIL FOR *(1969-)*
xVocational Education in Texas, Advisory Council For Technical-
xEducation in Texas, Advisory Council For Technical-Vocational

EDUCATIONAL PLANNING, GOVERNOR'S ADVISORY COMMITTEE ON POSTSECONDARY (1974-) See G974

EDUCATIONAL RESEARCH & PLANNING, GOVERNOR'S OFFICE OF (1973-) See G975

E1450 EDUCATIONAL SURVEY COMMISSION *(1923-1927)*

E1500 EDUCATIONAL TELEVISION, COMMISSION FOR *(1955-1957)*
xTelevision, Commission for Educational

E1600 EGG MARKETING ADVISORY BOARD *(1957-)*
[Law administered by Department of Agriculture, Consumer Services Division]

*EISENHOWER BIRTHPLACE STATE HISTORIC SITE, *Denison (1958-) Class P500/Ei83*

*EISENHOWER STATE RECREATION PARK, *Grayson Co. (1954-) Class P500/Ei83*

*EL PASO CENTER FOR MENTAL HEALTH MENTAL RETARDATION SERVICES *(1966-) Class M1000.9*

E1685 *EL PASO STATE CENTER FOR HUMAN DEVELOPMENT *(1971-)*

E1690 ELECTION RETURNS, COMMITTEE TO COUNT

E1700 ELEEMOSYNARY COMMISSION *(1923-1925)*

E1800 EMBALMING, STATE BOARD OF *(1903-1953)*
sa:xxMorticians, State Board of (1953-)

EMERGENCY RESOURCES PLANNING COMMITTEE *(1962-1966)*
[Created by Governor Daniel to create plan. Died with creation of plan in 1966.]
Class D500

E1900 EMPLOYEES RETIREMENT SYSTEM *(1947-)*
xRetirement System, Employees
xxJudicial Retirement System (1949-)

EMPLOYERS' INSURANCE ASSOCIATION *(1913-) Class I300*
[State insurance company for employers' to assure adequate funds for Worker compensation suits.]
xInsurance Association, Employers'

EMPLOYMENT AGENCY REGULATORY BOARD, PRIVATE See PRIVATE EMPLOYMENT AGENCY REGULATORY BOARD *(1949-)*

E2100 EMPLOYMENT COMMISSION *(1949-)*
sa: Merit System Council (1940-)
sa:xxUnemployment Compensation Commission (1936-1949)

EMPLOYMENT OF THE HANDICAPPED, GOVERNOR'S COMMITTEE FOR See G1001

EMPLOYMENT OF THE PHYSICALLY HANDICAPPED, TEXAS COMMITTEE FOR THE See G1001

ENERGY ADVISORY COUNCIL, GOVERNOR'S See G978

E2200 ENGINEERS, STATE BOARD OF REGISTRATION FOR PROFESSIONAL *(1937-)*
xRegistration for Professional Engineers, State Board of
xProfessional Engineers, State Board of Registration for

ENTOMOLOGISTS, STATE *(1899-) Class H693 [with Health Department]*

EPILEPTIC COLONY, Abilene See STATE EPILEPTIC COLONY, *Abilene A025*

E2400 EQUALIZATION FOR UNORGANIZED COUNTIES, BOARD OF *(1879-1951)*
xUnorganized Counties, Board of Equalization for
xCounties, Board of Equalization for Unorganized

E2500 ETHICS COMMISSION, STATE *(1971)*
[Declared unconstitutional]

EXAMINERS [FITNESS], BOARD OF *Class A615*

EXECUTIVE DEPARTMENT STUDY COMMITTEE, GOVERNOR'S (1958) See G982

EXECUTIVE OFFICE See GOVERNOR'S OFFICE

F

*FAIRFIELD LAKE STATE RECREATION PARK, *Freestone Co. (1971-) Class P500/F161*

*FALCON STATE RECREATION PARK, *Starr & Zapata Co. (1954-) Class P500/F182*
[Formerly Falcon Reservoir]

*FANNIN BATTLEGROUND STATE HISTORIC SITE, *Goliad Co. (1975-) Class P500/F216*
sa:xxFannin State Battleground Commission (1963-)
Fannin State Park (1914: 1918-1963)
Fannin State Battleground (1963-1975)

FANNIN STATE BATTLEGROUND COMMISSION *(1963-) Class P500/F216*
sa:xxFannin State Park Advisory Commission (1918-1963)
Fannin State Battleground (1963-1975)
Fannin Battleground State Historic Site (1975-)

*FANNIN STATE PARK, *Goliad Co. (1914: 1918-1963) Class P500/F216*
sa:xxFannin State Park Advisory Commission (1918-1963)
Fannin State Battleground (1963-1975)
Fannin Battleground State Historic Site (1975-)

FANNIN STATE PARK ADVISORY COMMISSION *(1918-1963) Class P500/F216*
[Officially created in 1947]
sa:xxFannin State Park, (1914: 1918-1963)
Fannin State Battleground Commission (1963-)

FEEBLE MINDED, STATE COLONY FOR, Austin See STATE COLONY FOR FEEBLE MINDED, *Austin A2900*

F200 FEED & FERTILIZER CONTROL SERVICE *(1957-)*
sa:xxChemist, State (1911-)

FIBER & FOOD PROTEIN COMMITTEE, NATURAL See NATURAL FIBER & FOOD PROTEIN COMMITTEE

F250 FILM COMMISSION *(1972-)*
[1972-1973 a Governor's Commission; 1973, made a permanent agency]

FINANCE ADVISORY COMMISSION, STATE See GOVERNOR'S STATE FINANCE ADVISORY COMMISSION

F300 FINANCE COMMISSION *(1943-)*
[Supervises the Banking Department (1923-), Consumer Credit Commissioner (1967-)
[formerly Regulatory Loan Commissioner], and the Savings & Loan Department (1961-)]
Class Finance Commission Consumer Credit Study Committee (1965-1967) R1300 - Regulatory Loan...
sa:xxBanking Department (1923-)
Consumer Credit Commissioner, Office of (1967-)
Regulatory Loan Commissioner, Office of (1963-1967)
Savings & Loan Department (1961-)

F400 FINE ARTS COMMISSION *(1965-1971)*
sa:xxMansion Supervisors, Board of (1931-1965)
Arts & Humanities, Commission on the (1971-)

F500 FIRE INSURANCE COMMISSION, STATE *(1913-1927)*
[Also referred to as State Insurance Commission] [Insurance and Banking, Commissioner of. Supervisory control (1913-1927)]
sa:xxInsurance Board, State (1910-1913)
sa: Fire Marshal, State (1910-)
xInsurance Commission, State Fire (1913-1927)
xInsurance Commission, State (1913-1927)
Board of Insurance Commissioners (1927-1957) Fire Insurance Commissioner

F700 FIRE MARSHAL, STATE *(1910-1927)*
[1913-1927, administered by State Fire Insurance Commission; 1927-1957 office within Board of Insurance Commissioners; 1957- office within State Board of Insurance]

F800 FIRE PROTECTION PERSONNEL STANDARDS & EDUCATION, COMMISSION ON *(1969-)*

F850 FIRE RATING BOARD, STATE *(1909-1910)*
sa:xxFire Insurance Commission, State (1913-1927)

F1000 FIREMEN'S PENSION COMMISSIONER *(1937-)*

F1100 FISH & OYSTER COMMISSIONER, STATE *(1895-1907)*
sa:xxFish Commissioner (1881-1885)
Game, Fish & Oyster Commissioner, Office of (1907-1929)
Game, Fish & Oyster Commission (1929-1951)
Game & Fish Commission (1951-1963)
Parks & Wildlife Depattment (1963-)

F1150 FISH COMMISSIONER *(1881-1885)*
sa:xxFish & Oyster Commissioner, State (1895-1907)
Game, Fish & Oyster Commissioner, Office of (1907-1929)
Game, Fish & Oyster Commission (1929-1951)
Game & Fish Commission (1951-1963)
Parks & Wildlife Department (1963-)

FISHERIES COMMISSION, GULF STATES MARINE See *GULF STATE MARINE FISHERIES COMMISSION

FITTING & DISPENSING OF HEARING AIDS, BOARD FOR See HEARING AIDS, BOARD FOR FITTING & DISPENSING OF *(1970-)*

FLEET ADMIRAL CHESTER W. NIMITZ MEMORIAL NAVAL MUSEUM COMMISSION See NIMITZ MEMORIAL NAVAL MUSEUM COMMISSION, FLEET ADMIRAL CHESTER W.

FOOD, NUTRITION AND HEALTH, GOVERNOR'S COMMITTEE ON (1969) See G990

FOREST FIRE PROTECTION COMPACT COMMISSION, SOUTH CENTRAL See *SOUTH CENTRAL INTERSTATE FOREST FIRE PROTECTION COMPACT COMMISSION

F1400 FOREST SERVICE *(1926-)*
[Administered by A & M University System. Reorganized in 1926 from State Department of Forestry. Official Texas representative to South Central Interstate Forest Fire Protection Compact which Texas joined in 1955]
Class here: SOUTH CENTRAL INTERSTATE FOREST FIRE PROTECTION COMPACT COMMISSION STATE DEPARTMENT OF FORESTRY PUBLICATIONS
sa:xxForestry, State Department of (1915-1926)
xxForester, State (1915-)
xTexas. A & M University System. Forest Service

FOREST SERVICE Cont.
STATE FORESTS:
E. O. SIECKE STATE FOREST, *Newton Co. (1924-)*
I. D. FAIRCHILD STATE FOREST, *Cherokee Co. (1925-)*
INDIAN MOUND NURSERY, *Cherokee Co. (1940-)*
JOHN HENRY KIRBY STATE FOREST, *Tyler Co. (1929-)*
W. GOODRICH JONES STATE FOREST, *Montgomery Co. (1926-)*

FORESTER, STATE *(1915-) Class F1400*
[Administers Texas Forest Service; 1951, was officially named director of Texas Forest Service]
sa: Texas Forest Service (1926-)

FORESTRY, STATE DEPARTMENT OF *(1915-1926) Class F1400*
Administered by A & M University System. Director called State Forester
sa:xxTexas Forest Service (1926-)

*FORT GRIFFIN STATE HISTORIC PARK, *Shackleford Co. (1935-) Class P500/F775g*
Class here: LONGHORN CATTLE HERD *(1969-)*

*FORT LANCASTER HISTORIC SITE, *Crockett Co. (1967-) Class P500/F775l*

*FORT LEATON STATE HISTORIC SITE, *Presidio Co. (1967-) Class P500/F775le*

*FORT MCKAVETT STATE HISTORIC SITE, *Menard Co. (1967-) Class P500/F775m*

*FORT PARKER STATE RECREATION PARK, *Limestone Co. (1934-) Class P500/F775p*
sa:xxOld Fort Parker State Historic Site

*FORT RICHARDSON STATE HISTORIC PARK, *Jack Co. (1968-) Class P500/F775r*

F1525 *FORT WORTH STATE ADULT MENTAL HEALTH CLINIC *(1962-)*

F1550 *FORT WORTH STATE SCHOOL *(1973: 1975-)*

FOUR-C COUNCIL See GOVERNOR'S COORDINATING COMMITTEE ON EARLY CHILDHOOD DEVELOPMENT *C2400*

FUEL ALLOCATION OFFICE See GOVERNOR'S OFFICE. FUEL ALLOCATION OFFICE

FUEL & PUBLIC PRINTING, BOARD TO APPROVE See CONTRACTS FOR FUEL & PUBLIC PRINTING, BOARD TO APPROVE *(1915-)*

FUEL FOR THE STATE DEPARTMENTS, BOARD OF CONTRACTORS TO BUY See CONTRACTORS TO BUY FUEL FOR THE STATE DEPARTMENTS, BOARD OF *(1876-1915)*

G

C120 *GAINESVILLE STATE SCHOOL [FOR GIRLS] *(1939-)*
sa:xxGirl's Training School, Gainesville (1913-1939)
[September 1973 became co-educational; "For Girls was dropped from name unofficially]

GALVESTON & TEXAS CITY PILOT COMMISSIONERS Class P1400

GALVESTON BAY, GOVERNOR'S COMMITTEE ON (1969) See G993

GALVESTON ISLAND STATE RECREATION PARK (1970-) Class P500/G139

GALVESTON STATE PSYCHOPATHIC HOSPITAL (1925-) Class Z UM305
[1945, transferred to U.T. School of Medicine]

G200 GAME & FISH COMMISSION *(1951-1963)*
sa:xxFish Commissioner (1881-1885)
Fish & Oyster Commissioner, State (1895-1907)
Game, Fish & Oyster Commissioner, Office of (1907-1929)
Game, Fish & Oyster Commission (1929-1951)
Parks & Wildlife Department (1963-)

221 INLAND FISHERIES DIVISION

237 MARINE FISHERIES DIVISION

245 MARINE LABORATORY, *Rockport*

261 WILDLIFE RESTORATION DISIVION

G300 GAME, FISH & OYSTER COMMISSION *(1929-1951)*
sa:xxFish Commissioner (1881-1885)
Fish & Oyster Commissioner, State (1895-1907)
Game, Fish & Oyster Commissioner, Office of (1907-1929)
Game & Fish Commission (1951-1963)
Parks & Wildlife Department (1963-)

305 COASTAL DIVISION

313 MARINE LABORATORY, *Rockport*

G400 GAME, FISH & OYSTER COMMISSIONER, OFFICE OF *(1907-1929)*
sa:xxFish Commissioner (1881-1885)
Fish & Oyster Commissioner, Office of (1970-1929)
Game, Fish & Oyster Commission (1929-1951)
Game & Fish Commission (1951-1963)
Parks & Wildlife Department (1963-)

GAME WARDEN DEPARTMENT See GAME, FISH & OYSTER COMMISSION

GARNER STATE RECREATION PARK, Uvalde Co. (1934-) Class P500/G186

G430 *GATESVILLE STATE SCHOOL [FOR BOYS] (1939-1975)*
[May 1974 assumed administrative services responsibility for Mountain View State School for Boys. 1974 "For Boys" was dropped from name; however, statutes still reflect whole name. 1975 transferred to Department of Corrections]
sa:xxState Juvenile Training School, Gatesville (1887: 1889-1939)

GENERAL LAND OFFICE See LAND OFFICE, GENERAL

*GENERAL ZARAGOZA STATE PARK, *Goliad Co. (1961-1971) Class P500/G286*
[*1971, added to Goliad State Park as General Ignacio Zaragoza Birthplace in Goliad State Park*]
sa:xxGoliad State Historic Park

G450 *GIDDINGS STATE SCHOOL [FOR BOYS] (1972-)*
[*Created by the Youth Council under authority of Art. 5143d, and Attorney General's opinion, which ruled that the Council has the authority to create new schools when money was available. 1974, became co-educational and "For Boys" was dropped from name unofficially.*]

GINNING, BOARD TO REVIEW REGULATIONS RELATING TO

G455 *GIRLS' TRAINING SCHOOL, *Gainesville (1913-1939)*
sa:xxGainesville State School For Girls (1939-)

G470 *GOLDEN CRESCENT COUNCIL OF GOVERNMENTS (1968-)*
For use of .9 for city/county documents within COG area see appendix B.

*GOLIAD STATE HISTORIC PARK, *Goliad Co. (1932-) Class P500/G581*
sa:xxGeneral Zaragoza State Park (1961-1971) [*1971 added to Goliad State Park*]

G500 GOOD NEIGHBOR COMMISSION *(1945-)*
sa:xxMigrant Labor, Council on (1957-1963)

*GOOSE ISLAND STATE RECREATION PARK, *Aransas Co. (1931: 1934-) Class P500/G644*

GOVERNMENT OPERATIONS, JOINT ADVISORY COMMITTEE ON *(1975-1977) Class L1836.64*

G600-700 GOVERNOR
EXECUTIVE OFFICE
601 (1846-1847) James Pinckney Henderson
602 (1847-1849) George Tyler Wood
603 (1849-1853) Peter Hansbrough Bell
604 (1853-1857) Elisha Marshall Pease
605 (1857-1859) Hardin Richard Runnels
606 (1859-1861) Sam Houston
607 (1861) Edward Clark -- 9 months
608 (1861-1863) Francis Richard Lubbock
609 (1863-1865) Pendleton Murrah
610 (1865) Fletcher S. Stockdale "Acting governor"
611 (1865-1866) Andrew J Hamilton
612 (1866-1867) James Webb Throckmorton
613 (1867-1869) Elisha Marshall Pease [appointed under martial law] 3½ months no civil government
614 (1870-1874) Edmund Jackson Davis
615 (1874-1876) Richard Coke
616 (1876-1879) Richard Bennett Hubbard
617 (1879-1883) Oran Milo Roberts
618 (1883-1887) John Ireland
619 (1887-1891) Lawrence Sullivan (Sul) Ross
620 (1891-1895) James Stephen Hogg
621 (1895-1899) Charles Allen Culberson
622 (1899-1903) Joe Draper Sayers
623 (1903-1907) Samuel Willis Tucker Lanham
624 (1907-1911) Thomas Mitchell Campbell

2057

G625 (1911-1915) Oscar Branch Colquitt
626 (1915-1917) James Edward Ferguson
627 (1917-1921) William Pettus Hobby
628 (1921-1925) Pat Morris Neff
629 (1925-1927) Miriam Amanda Ferguson
630 (1927-1931) Daniel J Moody
631 (1931-1933) Ross Shaw Sterling
(1933-1935) Miriam Amanda Ferguson Class 629
633 (1935-1939) James V Allred
634 (1939-1941) Wilbert Lee O'Daniel
635 (1941-1947) Coke Robert Stevenson
636 (1947-1949) Beauford Halbert Jester
637 (1949-1957) Allan Shivers
638 (1957-1963) Price Daniel
639 (1963-1969) John Bowden Connally
640 (1969-1973) Preston Ernest Smith
641 (1973-) Dolph Briscoe
642
643
644

G750 GOVERNOR-FOR-A-DAY [DATE] NAME [*G750*
Use date, rather than cutter no. under the class no.: 72-5]

GOVERNOR JAMES STEPHEN HOGG MEMORIAL SHRINE COMMISSION *(1941-1949) Class P500/J564*
sa:xxJim Hogg Memorial Park, Rusk Co. (1941-)

G800 GOVERNOR'S OFFICE
xExecutive Office

DIVISIONS

G805 BUDGET DIVISION *(-1976)*
[Merged with Planning Coordination]

G813 COMPREHENSIVE HEALTH PLANNING OFFICE

G821 CRIMINAL JUSTICE COUNCIL *(October, 1968-1974 executive order John Connally)*

CRIMINAL JUSTICE DIVISION ADVISORY BOARD *(1974-) Class G821*
xxCriminal Justice Council

DEFENSE & DISASTER RELIEF *Class D500*

ECONOMIC OPPORTUNITY, OFFICE OF *(1965-1972) Class O300*
sa:xxCommunity Affairs, Department of. Economic Opportunity Division

G827 EQUAL EMPLOYMENT OPPORTUNITY OFFICE *(September, 1973-)*

FUEL ALLOCATION

HEALTH DATA INSTITUTE *(1970-1971) Class G837*

G837 INFORMATION SERVICES, OFFICE OF *(1971-1975)*
[Absorbed the Health Data Institute]

GOVERNOR'S OFFICE DIVISIONS Cont.
MIGRANT AFFAIRS OFFICE *(April, 1974-)*

G845 PLANNING COORDINATION DIVISION

G851 STATE FEDERAL RELATIONS DIVISION *[1966-1972 by executive order]*
[1972, became state agency]

G853 STATE-LOCAL RELATIONS DIVISION *(1969-1971)*
[Created by executive order; functions transferred to Department of Community Affairs]

STATE PROGRAM ON DRUG ABUSE (1972-) See G954; C2400

G875 TRAFFIC SAFETY ADMINISTRATION

YOUTH CARE EVALUATION OFFICE *(November, 1973 by executive order)*

G900 GOVERNOR'S COMMITTEES

GOVERNOR'S ADVISORY COMMITTEE ON AGING

GOVERNOR'S COMMITTEE ON AGING *(1965-)*

GOVERNOR'S SCIENTIFIC ADVISORY PANEL ON USE OF AGRICULTURAL CHEMICALS *(1970)*
GOVERNOR'S COMMITTEE ON AGRICULTURAL ENERGY CONSERVATION *(1974?)*

GOVERNOR'S COMMITTEE ON ALCOHOLISM *(1952?)*

GOVERNOR'S CONFERENCE ON THE ARTS *(1st, 1968:*

GOVERNOR'S ATOMIC ENERGY ADVISORY COMMITTEE, *(1961-*

GOVERNOR'S COMMITTEE ON AUTOMATIC DATA PROCESSING IN STATE GOVERNMENT *(1964)*

GOVERNOR'S STUDY COMMITTEE ON AUTOMOBILE INSURANCE RATES *(1969-1970)*

GOVERNOR'S BI-RACIAL COMMISSION *(1946)*

GOVERNOR'S COMMITTEES Cont.

G941
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945 GOVERNOR'S TASK FORCE ON EARLY CHILDHOOD DEVELOPMENT *(1969-)*
GOVERNOR'S COORDINATING COMMITTEE ON EARLY CHILDHOOD DEVELOPMENT *(1971-) [4-C Council] C2400*
GOVERNOR'S COUNCIL ON EARLY CHILDHOOD DEVELOPMENT *(1971-1972) Class C2400*
GOVERNOR'S OFFICE ON EARLY CHILDHOOD DEVELOPMENT *(1971-) See C2400*
946
947 GOVERNOR'S COMMITTEE, WHITE HOUSE CONFERENCE ON CHILDREN & YOUTH *(1960; 1970;*
948
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950
951 GOVERNOR'S COMMITTEE ON THE GOVERNING BOARDS OF STATE COLLEGES
952
953
954 GOVERNOR'S INTERAGENCY COUNCIL ON DRUG ABUSE *(1970-)*
xxDrug Abuse Advisory Council (1973-)
sa:xxCommunity Affairs, Department of
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961 GOVERNOR'S COMMITTEE ON PUBLIC SCHOOL EDUCATION *(1966-1969)*
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969 GOVERNOR'S COMMITTEE ON TEXAS EDUCATION & WELFARE *(1961)*
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973 GOVERNOR'S COMMITTEE ON EDUCATION BEYOND THE HIGH SCHOOL *(1963-1964)*
974 GOVERNOR'S ADVISORY COMMITTEE ON POSTSECONDARY EDUCATIONAL PLANNING *(April, 1974)*
975 GOVERNOR'S OFFICE OF EDUCATIONAL RESEARCH & PLANNING *(1973, July -*
[to develop new finance system for Texas education]
xGovernor's Educational Research & Planning, Office of
976
977
978 GOVERNOR'S ENERGY ADVISORY COUNCIL *(Executive order May 10, 1973-)*
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982 GOVERNOR'S EXECUTIVE DEPARTMENT STUDY COMMITTEE, *(1958)*
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988 CONFERENCE ON FEDERAL-STATE RELATIONS *(June 6, 1967)*
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990 GOVERNOR'S COMMITTEE ON FOOD, NUTRITION AND HEALTH *(1969)*
991
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993 GOVERNOR'S COMMITTEE ON GALVESTON BAY *(1969;*
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999 GREATER SOUTH TEXAS CULTURAL BASIN COMMISSION *(1972-1973) [Became agency, 1974. G1290]*
sa:xxGreater South Texas Cultural Basin (1974-

GOVERNOR'S COMMITTEES Cont.

G1000 GOVERNOR'S CONFERENCE ON THE HANDICAPPED CHILD IN TEXAS *(1957, 1969*
01 GOVERNOR'S COMMITTEE FOR EMPLOYMENT OF THE HANDICAPPED
02 GOVERNOR'S STATE FINANCE ADVISORY COMMISSION
xFinance Advisory Commission, State
03 GOVERNOR'S CONFERENCE ON HEALTH CARE COSTS *(1970)*
04 HEALTH & HUMAN RESOURCES COUNCIL, INTERAGENCY *(1972-)*
05 GOVERNOR'S INTERAGENCY HEALTH COUNCIL
06 GOVERNOR'S SPECIAL ADVISORY COUNCIL ON HOUSING *(1974-) Class C2400*
07 GOVERNOR'S COMMITTEE ON HUMAN RELATIONS *(1969-1972)*
GOVERNOR'S INDOCHINA EMERGENCY RELIEF COMMITTEE *Class D500 G1007*
09 GOVERNOR'S TEXAS INDUSTRIALIZATION PROGRAM *(1940)*
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17 GOVERNOR'S COMMISSION ON INTERSTATE COOPERATION *(1941-)*
[Coordinates Texas' participation in Council of State Governments] [Committees informally known as House Cooperation Committee, Senate Cooperation Committee and Texas Cooperation Commission]
xInterstate Cooperation, Commission on
xCooperation Commission
18
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24
25 GOVERNOR'S ADVISORY COMMITTEE ON JOB CLASSIFICATION *(1960)*
26
27 GOVERNOR'S JOBS FOR VETERANS TASK FORCE COMMITTEE *(1972-)*
xJobs for Veterans, Task Force Committee, Governor's
28
29 GOVERNOR'S CONFERENCE ON LIBRARIES *(1966; 1974*
30
31
32 GOVERNOR'S MANPOWER POLICY DEVELOPMENT COMMITTEE *(1973-)*
33 GOVERNOR'S ADVISORY COMMITTEE ON MARINE RESOURCES
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41 GOVERNOR'S INTERAGENCY COMMITTEE ON MENTAL RETARDATION PLANNING *(1965-)*
42 GOVERNOR'S ADVISORY COMMITTEE ON MENTAL RETARDATION PLANNING
43
44 GOVERNOR'S COMMITTEE ON NATURAL RESOURCES MANAGEMENT & DEVELOPMENT IN TEXAS *(1964)*
GOVERNOR'S INTERAGENCY COUNCIL ON NATURAL RESOURCES See NATURAL RESOURCES & THE ENVIRONMENT, INTERAGENCY COUNCIL ON *(1969-)*
45
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49 GOVERNOR'S OIL IMPORT STUDY COMMISSION *(1958)*
50
51 GOVERNOR'S ORGANIZED CRIME PREVENTION COUNCIL *(1970- by executive order)*
[April, 1975 was made part of Governor's Criminal Justice Division by executive order DB21]
52
53 GOVERNOR'S INTER-GOVERNMENTAL PERSONNEL ADVISORY TASK FORCE *(1972-1973)*
54
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GOVERNOR'S COMMITTEES Cont.

G1057 GOVERNOR'S COMMISSION ON PHYSICAL FITNESS, *(1971-)*

GOVERNOR'S INTERAGENCY COMMITTEE ON PLANNING *(1967-)* [*Replaced Planning Agency Council*]

GOVERNOR'S ADVISORY COMMITTEE ON POWER PLANT SITING *(1973)*

RURAL DEVELOPMENT COMMISSION *April, 1972-October, 1973)*

GOVERNOR'S ADVISORY COMMITTEE ON SEGREGATION IN THE PUBLIC SCHOOLS *(1955-1956?)*

GOVERNOR'S INTER-DEPARTMENTAL TASK FORCE APPOINTED TO ANALYZE P L 92-603, the SOCIAL SECURITY AMENDMENTS, 1972 *(1972-1973)*

GOVERNOR'S ADVISORY COMMITTEE ON LIFETIME SPORTS *(19 -)*

GOVERNOR'S SPECIAL INVESTIGATION COMMITTEE ON TRAFFIC ACCIDENTS *(1938)*

GOVERNOR'S COMMITTEE ON ERADICATION OF TUBERCULOSIS *(1963-?) See also H861*

GOVERNOR'S COMMITTEE ON UNEMPLOYMENT COMPENSATION *(1935-1937)*

GOVERNOR'S JOINT COUNCIL ON STATE-UNIVERSITY RELATIONS *(1968-)*

GOVERNOR'S COORDINATING OFFICE FOR THE VISUALLY HANDICAPPED *(1975-)*
Class here: Policy Board for Services to the Visually Handicapped (1975-)
Technical Advisory Council for Planning & Operations (1975-
xVisually Handicapped, Governor's Coordinating Office for the

GOVERNOR'S STATEWIDE WATER COMMITTEE *(1957-1961?)*

GOVERNOR'S COMMITTEE ON WATER CONSERVATION *(1952-1953)*

GOVERNOR'S WATER RESOURCE CONSERVATION & DEVELOPMENT TASK FORCE *(1973-)*

GOVERNOR'S COMMITTEES Cont.

G1120
GOVERNOR'S STATEWIDE WATER RECREATION STUDY COMMITTEE

GOVERNOR'S COMMITTEE ON THE MEDICAL ASPECTS [OF] CHARLES J. WHITMAN CATASTROPHE *(1966)*

GOVERNOR'S COMMISSION ON THE STATUS OF WOMEN *(1967; 1970; by executive order)*

GOVERNOR'S INTERAGENCY TASK FORCE ON YOUTH CARE & REHABILITATION [*Executive order 9*] *(October, 1973)*

G1290 GREATER SOUTH TEXAS CULTURAL BASIN *(1974-)*
sa:xxGovernor's Greater South Texas Cultural Basin Commission (1972-1973) G999
xSouth Texas Cultural Basin, Greater

*GREGG-HARRISON MENTAL HEALTH MENTAL RETARDATION CENTER, *Marshall (1970-) Class M1000.9*

G1350 *GUADALUPE BLANCO RIVER AUTHORITY *(1935-)*

2063

GUADALUPE RIVER AUTHORITY, UPPER See UPPER GUADALUPE RIVER AUTHORITY *(1939-)*

*GUADALUPE RIVER STATE PARK, *Comal Co. (1975-) Class P500/G93*

GUARD RESERVE CORPS ADVISORY BOARD, STATE *Class A695*

GUARD, STATE *(1965-) Class A695*

*GULF BEND MENTAL HEALTH MENTAL RETARDATION CENTER, *Victoria (1967-) Class M1000.9*
[Former name: Gulf Bend MHMR Center, Victoria (1967-1974)]

*GULF COAST REGIONAL MENTAL HEALTH MENTAL RETARDATION CENTER, *Galveston (1966-)*
Class M1000.9
[Former name: MHMR Center for Galveston County, 1966-1973]

G1600 *GULF COAST WASTE DISPOSAL AUTHORITY *(1969-)*

G1700 *GULF STATES MARINE FISHERIES COMMISSION
[Interstate compact. Texas joined in 1949]
Class Texas materials here.
xxFisheries Commission, Gulf States Marine

H

H200 HAIRDRESSERS & COSMETOLOGISTS, STATE BOARD OF *(1935-1971)*
sa:xxCosmetology Commission (1971-)

HANDICAPPED, GOVERNOR'S COMMITTEE FOR THE EMPLOYMENT OF THE See G1001

HANDICAPPED CHILDREN, ADVISORY COUNCIL ON LANGUAGE See LANGUAGE HANDICAPPED CHILDREN, ADVISORY COUNCIL ON *(1969-1972) E521*

**HARDEMAN COUNTY STATE PARK See* COPPER BREAKS STATE RECREATION PARK, *Hardeman Co.*

**HARLINGEN STATE ADULT MENTAL HEALTH CLINIC *(1962-1968) Class M1000.9*
*sa:xx*Rio Grande State Center for Mental Health & Mental Retardation, Harlingen (1968-)*

H300 *HARLINGEN STATE CHEST HOSPITAL *(1971-)*
sa:xxHarlingen State Tuberculosis Hospital (1953: 1955-1971)

*HARLINGEN STATE TUBERCULOSIS HOSPITAL *(1953: 1955-1971) Class H300*
sa:xxHarlingen State Chest Hospital (1971-)

HEALTH & HUMAN RESOURCES COUNCIL, INTERAGENCY (1972-) See G1004

H425 HEALTH & WELFARE SERVICES, COORDINATING COMMISSION FOR STATE *(1959: 1975-)*
[1959 declared unconstitutional by Attorney General's opinion WW-729; Reconstituted 1975]
xCoordinating Commission for State Health & Welfare Services

HEALTH, COMMISSIONER OF *(1955-) Class H600*
sa:xxHealth Officer, State (1879-1955)

HEALTH DATA INSTITUTE *(1970-1971) Class G837*
sa:xxGovernor's Office. Information Services, Office of (1971-1975)

HEALTH FACILITIES COMMISSION *(1975-) Class H733*
[Attached to the Department of Health Resources]

HEALTH OFFICER, STATE *(1879-1955) Class H600*
sa:xxDairy & Food Commissioner (1907-1921)
Health, Commissioner of (1955-)

HEALTH RESOURCES, BOARD OF *(1975-) Class H600*
sa:xxHealth, State Board of (1909-1975)
Health Resources, Department of (1975-)

HEALTH RESOURCES, DEPARTMENT OF *(1975-) Class H600 See H600-900 for Divisions*
sa:xxHealth, State Department of (1927-1975)
Health Resources, Board of (1975-)

HEALTH, STATE BOARD OF *(1909-1975) Class H600*
sa:xxHealth, State Department of (1927-)
Health Resources, Board of (1975-)

H600 HEALTH, STATE DEPARTMENT OF *(1927-1975)*
[Class divisional annual reports with Division. If Division name changes, class new division name with same number unless function changes.]
sa:xxHealth, Commissioner of (1955-)
Health Officer, State (1879-1955)
Health Resources, Department of (1975-)

AIR POLLUTION CONTROL *Class A1200*

617 *ATHLETIC TRAINERS, ADIVSORY BOARD OF *(1975-)*

621 BEDDING DIVISION *(1939-)*

629 CANCER & HEART DISEASE DIVISION

637 CERTIFICATION & CONSULTATION DIVISION

645 CHILD HYGIENE BUREAU

653 CHRONIC DISEASE DIVISION

661 COMMUNICABLE DISEASES DIVISION & IMMUNIZATION DIVISION

669 CRIPPLED CHILDREN'S DIVISION

677 DENTAL HEALTH DIVISION

685 DISASTER, HEALTH & MEDICAL SERVICES DIVISION [& EMERGENCY MEDICAL SERVICES DIVISION]

693 ENTOMOLOGY DIVISION

701 BUREAU OF LABORATORIES

709 FOOD & DRUGS BUREAU [&] FOOD & DRUG DIVISION *(1927-)*
xxState Pasteur Institute (1903-1928)

HEALTH FACILITIES CONSTRUCTION DIVISION *Class H733*

725 HOME HEALTH SERVICES DIVISION

733 HOSPITAL LICENSING DIVISION *(-1959)*
Class here: HOSPITAL ADVISORY COUNCIL *(1947-)*
HOSPITAL LICENSING ADVISORY COUNCIL *(1959-)*
HOSPITAL LICENSURE DIVISION
HOSPITAL SERVICES DIVISION
HOSPITAL SURVEY & CONSTRUCTION DIVISION *(1947-)*

IMMUNIZATION DIVISION *Class H661*

HEALTH, STATE DEPARTMENT OF Cont.

H757 INDUSTRIAL HYGIENE DIVISION

760 KIDNEY HEALTH CARE DIVISION *(1973-)*

773 MARINE RESOURCES DIVISION

781 MATERNAL & CHILD HEALTH DIVISION

789 MENTAL HEALTH DIVISION

797 MIGRANT HEALTH PROJECT *(1953-1973)*
[Actually operated as part of Maternal & Child Health Division.] Records given to St. Edwards University Migrant Center.

805 MILK & DAIRY PRODUCTS DIVISION *(1921-)*
xx:saDairy & Food Commissioner (-1921)

813 NURSING & CONVALESCENT HOMES DIVISION

821 OCCUPATIONAL HEALTH DIVISION

829 OCCUPATIONAL HEALTH & RADIATION CONTROL DIVISION

835 OCCUPATIONAL SAFETY DIVISION
Class here Occupational Safety Board (1967-)

845 PUBLIC HEALTH NURSING DIVISION

853 SANITARY ENGINEERING DIVISION
Class here SANITARIAN ADVISORY COMMISSION *(1965-)*

861 TUBERCULOSIS ADVISORY COMMITTEE *(1965-)*
TUBERCULOSIS CONTROL DIVISION *(1965-)*
xTransferred from Board for Hospitals & Special Schools (1965-)

877 TUBERCULOSIS HOSPITALS DIVISION

893 VECTOR CONTROL DIVISION *(1964-)*

901 VETERINARY PUBLIC HEALTH DIVISION

909 VITAL STATISTICS BUREAU *(1927-)*

915 WASTEWATER TECHNOLOGY & SURVEILLANCE DIVISION

922 YOUTH CAMP SAFETY, ADVISORY COUNCIL *(1973-)*

12

H1100 HEARING AIDS, BOARD OF EXAMINERS IN THE FITTING & DISPENSING OF *(1969-)*
xFitting & Dispensing of Hearing Aids, Board of Examiners in the

H1120 *HEART OF TEXAS COUNCIL OF GOVERNMENTS *(1966-)*
For use of .9 for city/county documents within COG area see appendix B

*HEART OF TEXAS REGION MENTAL HEALTH MENTAL RETARDATION CENTER, *Waco (1967-)*
Class M1000.9
[Former name: Waco-McLennan County MHMR Center (1967-1974)]

*HIDALGO COUNTY MHMR CENTER, *Edinburg (1966-1974)*
Class M1000.9 with TROPICAL TEXAS CENTER FOR MENTAL HEALTH & MENTAL RETARDATION, *Edinburg*

HIDES & ANIMALS, INSPECTOR OF *(1871: 1876-)*
[County office]
xAnimals, Inspector of Hides &
xInspector of Hides & Animals

HIGHER EDUCATION, COMMISSION ON See EDUCATION, COMMISSION ON HIGHER *(1953-1965)*

H1200 HIGHWAY COMMISSION *(1917-)*
sa:xxHighway Department (1917-)

H1300 HIGHWAY DEPARTMENT *(1917-1975)*
sa:xxHighway Commission
Highways & Public Transportation, State Department of (1975-)

1321 BRIDGE DIVISION

1329 CONSTRUCTION DIVISION

1333 COOPERATIVE RESEARCH PROGRAM
Texas Transportation Institute
Texas. Univ. at Austin. Center For Highway Research

COOPERATIVE RESEARCH PROGRAM RESEARCH REPORT SERIES

Catalog each in series as separate. Trace only for author/title, & title

H1333.7
R311
117-1

Texas. Univ. at Austin. Center for Highway Research

Development of analysis of deep foundations supporting bridge bents, no. 1: F. Parker, A method for the analysis of pile supported foundations considering nonlinear soil behavior. Austin, 1969.

I. Parker, Frazier/ A method for the analysis of pile supported foundations... II. A method for the analysis of pile supported foundations... III. Title.

Catalog as series: Trace for subject on series

H1333.7
R311
117

Texas. Univ. at Austin. Center For Highway Research

Development of analysis of deep foundations supporting bridge bents, no. 1-3. Austin, 1969-1971.

3v. illus. 28cm. (Texas. Highway Dept. Cooperative Research Program. Research report, 117)

1. Bridges - Construction. I. Title. II. Series.

H1353 HIGHWAY DESIGN DIVISION

1361 INFORMATION & STATISTICS

1401 MATERIALS & TESTS DIVISION

1409 MOTOR VEHICLE DIVISION

1425 PLANNING SURVEY DIVISION

1433 REGISTRATION DIVISION

1441 RIGHT OF WAY DIVISION

1449 SECONDARY ROADS DIVISION

2069

HIGHWAY DEPARTMENT Cont.

1457 TRAFFIC & SAFETY DIVISION

1465 TRAFFIC SERVICES DIVISION

1473 TRAVEL & INFORMATION DIVISION

HIGHWAY ENGINEER *(1917-) Class H1200*
xxHighway Department, State
xxHighway Engineer, State

HIGHWAYS & PUBLIC TRANSPORTATION COMMISSION *Class H1200*

HIGHWAYS & PUBLIC TRANSPORTATION, STATE DEPARTMENT OF *(1975-) Class H1300*
sa:xxMass Transportation Commission (1969-1975)
Highway Department (1917-1975)

H1700 HISTORICAL BOARD *(1923-1951)*
sa:xxHistorical Survey Committee, State (1953-1973)
Historical Commission (1973-)

HISTORICAL COMMISSION *(1973-) Class H2000*
Class here STATE ARCHEOLOGIST *(1969-)*
sa:xxHistorical Survey Committee, State (1953-1973)
Historical Board (1923-1951?)

H1800 *TEXAS HISTORICAL FOUNDATION *(1954-1961)*
[Private, non-profit corporation to support educational undertakings]

H1900 HISTORICAL RESOURCES DEVELOPMENT COUNCIL *(1971-)*

H2000 HISTORICAL SURVEY COMMITTEE, STATE *(1953-1973)*
[Temporary during 53rd and 54th Legislatures, 1953-1957]
Class here STATE ARCHEOLOGIST *(1969-)*
sa:xxHistorical Commission (1973-)
Historical Board (1923-1951)

HOG FARM, Leander See *DAIRY & HOG FARM, Leander *(1942-1969)*

HOSPITAL ADVISORY COUNCIL *(1947-) Class H733*

HOSPITAL DISTRICTS
Class ".9" with county or council of government, whichever is most applicable.
[A special district authorized by constitutional amendment in 1962; districts created by the Legislature]

HOSPITAL LICENSING ADVISORY COUNCIL *(1959-) Class H733*

H2300 HOSPITALS & SPECIAL SCHOOLS, BOARD FOR STATE *(1949-1965)*
Class specific hospital or school under name of hospital or school.
sa:xxMental Health & Mental Retardation, Department of (1965-)

HOUSING, GOVERNOR'S SPECIAL ADVISORY COUNCIL ON *(1974-) Class C2400*

HOUSING AUTHORITIES
Class .9 with county.
[Authorized by 1937 VACS Art. 1269K. Authorities created by city or county.]

H2400 *HOUSTON-GALVESTON AREA COUNCIL *(1966-)*
For use of .9 for city/county documents within COG area see appendix B.

H2400.9 *Include Multimodal Transportation Planning For the Gulf Coast State Planning Region; Galveston County Research Council; Tax Research Association of Houston & Harris County, Inc.*
Class here: OLD GALVESTON QUARTER COMMISSION *(1962-)*

H2450 *HOUSTON STATE PSYCHIATRIC INSTITUTE FOR RESEARCH & TRAINING *(1957-1967)*
sa:xxTexas Research Institute of Mental Sciences, Houston (1967-) R1775

HUBCO TANKS STATE HISTORIC PARK, El Paso Co. (1957: 1969-) Class P500/H87

HUMAN RELATIONS, GOVERNOR'S COMMITTEE ON (1969-1972) See G1007

HUNTSVILLE STATE RECREATION PARK, Walker Co. (1937-) Class P500/H927

I

*I. D. FAIRCHILD STATE FOREST, Cherokee Co. (1925-) Class F1400

I200 INDIAN AFFAIRS, COMMISSION FOR (1965-1975)
sa:xxAlabama-Coushatta Indian Reservation, Livingston (1854-)
Tigua Indian Reservation, El Paso Co. (1965-)
Indian Commission (1975-)
Indian Agent, Office of (1861-1919?)
Class here Alabama-Coushatta and Tigua Indian materials

INDIAN AGENT, OFFICE OF (1861-1919?) Class I200

INDIAN COMMISSION (1975-) Class I200
sa:xxAlabama-Coushatta Indian Reservation, Livingston (1854-)
Tigua Indian Reservation, El Paso Co. (1965-)
Indian Affairs, Commission for (1965-1975)

**INDIAN LODGE STATE PARK* See *DAVIS MOUNTAINS STATE SCENIC PARK, Jeff Davis Co.

*INDIAN MOUND NURSERY, Cherokee Co. (1940-) Class F1400

INDOCHINA EMERGENCY RELIEF COMMITTEE (1975-) Class D500
[Administered by Division of Disaster Emergency Services]
xGovernor's Indochina Emergency Relief Committee

I300 INDUSTRIAL ACCIDENT BOARD (1913-)
Class here EMPLOYERS' INSURANCE ASSOCIATION (1913-)
xAccident Board, Industrial

I400 INDUSTRIAL COMMISSION (1921?-)
Class here: DEVELOPMENT BOARD (1959-)
Class here: SMALL BUSINESS ASSISTANCE, ADVISORY COUNCIL ON (1975-)
RURAL INDUSTRIAL DEVELOPMENT AUTHORITY (1973-)
sa:xxSmall Business Assistance, Advisory Council on (1975-)

I500 INDUSTRIAL WELFARE COMMISSION (1919-1921)
xWelfare Commission, Industrial

*INKS LAKE STATE RECREATION PARK, Burnet Co. (1940-) Class P500/In5

*INKS LAKE STATE SCHOOL

INSPECTOR OF HIDES & ANIMALS See HIDES & ANIMALS, INSPECTOR OF (1871: 1876-)

I600 *INSTITUTE OF TEXAN CULTURES, San Antonio (1969-)
[Presently administered by University of Texas at San Antonio.]

INSURANCE AGENTS, EDUCATION ADVISORY BOARD (1971-) Class I1100

INSURANCE ASSOCIATION, EMPLOYERS' See EMPLOYERS' INSURANCE ASSOCIATION Class I300

I900 INSURANCE & BANKING, DEPARTMENT OF *(1907-1923)*
sa:xxInsurance, Statistics & History, Commissioner of (1876-1887)
Agriculture, Insurance, Statistics & History, Department of (1887-1907)
Insurance, Department of (1923-1927)
Banking Board, State (1909-)
Banking Department (1923-)
Banking, Superintendent of (1905-1923)
Fire Insurance Commission, State (1913-1927)

INSURANCE COMMISSIONERS, BOARD OF *(1927-1957) Class I1100*
sa:xxInsurance, State Board of (1957-)
Insurance & Banking, Department of (1907-1923)
Fire Insurance Commission, State (1913-1927)
Insurance Board, State (1910-1913)

I1100 INSURANCE, STATE BOARD OF *(1957-)*
sa:xxInsurance Commissioners, Board of (1927-1957)
xFire Marshall, State
Class here: INSURANCE AGENTS, EDUCATION ADVISORY BOARD *(1971-)*

1105 .FIRE INSURANCE DIVISION

.FIRE PREVENTION & FIRE MARSHAL SECTION *Class F700*

1121 LIQUIDATION DIVISION

1129 .PROPERTY-CASUALTY DIVISION
Class here: PROPERTY & CASUALTY ADVISORY ASSOCIATION *(1971-)*

I1135 INSURANCE, STATISTICS & HISTORY, DEPARTMENT OF *(1876-1887)*
sa:xxAgriculture, Insurance, Statistics & History, Department of (1887-1907)

INTANGIBLE TAX BOARD See TAX BOARD, STATE

INTERAGENCY...See substantive word following "Interagency".

I1150 INTERGOVERNMENTAL RELATIONS, ADVISORY COMMISSION ON *(1971-)*

*INTERSTATE AGREEMENT ON DETAINERS *(Texas entered: 1975-)*
Class with administering agency [not appointed December, 1975]
xDetainers, Interstate Agreement on

*INTERSTATE CIVIL DEFENSE & DISASTER COMPACT *(Texas entered: 1951-) Class D500*
[Administered by Department of Public Safety]
xxPublic Safety, Department of
xCivil Defense & Disaster Compact, Interstate

I1200 INTERSTATE COMPACT COMMISSIONER *(1949-1971)*
[To negotiate compacts for the Canadian, Red and Sabine Rivers. As compacts were signed, duties diminished to include only the negotiation of the Red River Compact Commission. Name changed with the recodification of the Water Code to reflect this condition.]
sa: Sabine River Compact Commissioner (1953-)
Canadian River Compact Commissioner (1951-)
sa:xxRed River Compact Commissioner (1971-)

*INTERSTATE COMPACT FOR SUPERVISION OF PAROLEES & PROBATIONERS *(Texas entered: 1951-)*
Class P200
[Administered by Board of Pardons & Paroles]
sa: Pardons & Paroles, Board of
xParolees & Probationers, Interstate Compact for Supervision

*INTERSTATE COMPACT ON JUVENILES *(Texas entered: 1965-) Class Y200*
sa: Youth Council
xJuveniles, Interstate Compact on

*INTERSTATE COMPACT ON MENTAL HEALTH *(Texas entered: 1969-) Class M1000*
[Administered by Department of Mental Health & Mental Retardation]
sa: Mental Health & Mental Retardation, Department of
xMental Health, Interstate Compact on

*INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN *(1975-) Class P3813*
[Administered by Department of Public Welfare]
*x*Children, Interstate Compact on the placement of*
sa: Public Welfare, Department of

**INTERSTATE COMPACT TO CONSERVE OIL & GAS* *See* INTERSTATE OIL COMPACT COMMISSION *(1935-)*

**INTERSTATE COOPERATION, COMMISSION ON* *See* GOVERNOR'S COMMISSION ON INTERSTATE COOPERATION *(1941-) G1017*

**INTERSTATE FOREST FIRE PROTECTION COMPACT COMMISSION, SOUTH CENTRAL* *See* *SOUTH CENTRAL INTERSTATE FOREST FIRE PROTECTION COMPACT COMMISSION *F1400*

**INTERSTATE MINING COMMISSION* *See* MINING COUNCIL *(1975-) M1825*

**INTERSTATE NUCLEAR BOARD, SOUTHERN* *See* *SOUTHERN INTERSTATE NUCLEAR BOARD

I1320 *INTERSTATE OIL COMPACT COMMISSION *(Texas entered: 1935-)*
xInterstate Compact to Conserve Oil & Gas
xOil Compact Commission, Interstate

*INTERSTATE PAROLE COMPACT ADMINISTRATOR

INVESTIGATORS *See* PRIVATE DETECTIVES... *P3150*

I1500 IRON INDUSTRIES, BOARD OF MANAGERS OF STATE *(1925-1953)*

J

**J. C. BLUNTZER MEMORIAL LIPANTITLAN STATE PARK* See LIPANTITLAN STATE HISTORIC SITE, *Nueces Co. (1937-)*

J040 JAIL STANDARDS, COMMISSION ON *(1975-)*

*JEANNIE SEALY HOSPITAL, *Galveston Class Z UM305*

*JEFF DAVIS STATE RECREATION PARK, *Hill Co. (1924-) Class P500/J35*
xAmerican Legion Post, Hillsboro Park

*JEFFERSON COUNTY COMMUNITY CENTER FOR MENTAL HEALTH, *Beaumont (1966-1973) Class with* SOUTHEAST TEXAS REGIONAL MENTAL HEALTH MENTAL RETARDATION, *Beaumont M1000.9*

*JIM HOGG STATE RECREATION PARK, *Hill Co. (1924-) Class P500/J564*
[Class here: GOVERNOR HOGG SHRINE STATE HISTORIC SITE
GOVERNOR JAMES STEPHEN HOGG MEMORIAL SHRINE COMMISSION *(1941-1949)]*

JOB CLASSIFICATION, GOVERNOR'S ADVISORY COMMITTEE ON (1960) See G1025

JOBS FOR VETERANS TASK FORCE COMMITTEE, GOVERNOR'S (1972-) See G1027

*JOHN B. HOOD CAMP FOR CONFEDERATE VETERANS *(1889-1891) [private]*
sa:xxTexas Confederate Home for Men, Austin Class C2720

JOHN F. KENNEDY MEMORIAL COMMISSION See KENNEDY MEMORIAL COMMISSION, JOHN F.

*JOHN HENRY KIRBY STATE FOREST, *Tyler Co. (1929-) Class F1400*

*JOHN SEALY HOSPITAL *(1887-) Class Z UM305*

JOINT AUDITING COMMITTEE See AUDITOR & EFFICIENCY EXPERT, STATE

J200 JUDGEMENTS WHICH CANNOT BE COLLECTED, BOARD TO SELL *(1879-1975)*
[Ceased functioning in 1963]

J275 JUDICIAL COUNCIL *(1975-)*
sa:xxCivil Judicial Council (1929-1975)

JUDICIAL QUALIFICATIONS COMMISSION, STATE *(1965-) Class C4250*

J300 JUDICIAL RETIREMENT SYSTEM *(1949-)*
[Administered by Employee's Retirement System]
xRetirement System, Judicial
sa: Employee's Retirement System

*JUSTICE OF THE PEACE COURTS *(1876-) Class C4300*

JUVENILES, INTERSTATE COMPACT ON See *INTERSTATE COMPACT ON JUVENILES, *(1965-)*

K

K200 KENNEDY MEMORIAL COMMISSION, JOHN F. *(1969-1975)*
xJohn F. Kennedy Memorial Commission

*KERRVILLE STATE HOME *(1951-1959) Class K300*
[name change unauthorized by Legislature]
sa:xxKerrville State Sanatorium (1935: 1957-1951)
Kerrville State Hospital (1959-)
[1951-1952 administered by San Antonio State Hospital]

*KERRVILLE STATE HOSPITAL *(1959-) Class K300*
Class here: LEGION BRANCH *(1963-)*
sa:xxKerrville State Sanatorium (1935: 1957-1951)
Kerrville State Home (1951-1959)

KERRVILLE STATE HOSPITAL. LEGION BRANCH *See* LEGION BRANCH OF THE KERRVILLE STATE HOSPITAL

KERRVILLE STATE RECREATION PARK, Kerr Co. (1934-) Class P500/K468

K300 *KERRVILLE STATE SANATORIUM *(1935: 1937-)*
sa:xxKerrville State Home (1951-1959) [Unauthorized change in 1951]
Kerrville State Hospital (1959-)

KIDNEY HEALTH CARE COMMITTEE *(1973-) Class H760*

L

LABOR & STANDARDS DEPARTMENT *(1973-) Class L200-245*
sa:xxLabor Statistics, Bureau of (1909-1973)

L200 LABOR STATISTICS, BUREAU OF *(1909-1973)*
sa:xxLabor & Standards Department (1973-)

213 BOILER INSPECTION DIVISION

221 BOXING & WRESTLING DIVISION

229 EMPLOYMENT AGENCY

237 LABOR LAW DIVISION

MOBILE HOMES CERTIFICATION BOARD *Class M2000*

245 SAFETY DIVISION

LAKE ABILENE STATE PARK See *ABILENE STATE RECREATION PARK, *Taylor Co. (1933-)*

*LAKE ARROWHEAD STATE RECREATION PARK, *Clay Co. (1970-) Class P500/L148a*

*LAKE BROWNWOOD STATE RECREATION PARK, *Brown Co. (1934-) Class P500/L148b*
[Renamed Thirty-sixth Division after WW II; however use of old name persisted and was changed back to Lake Brownwood after several years]
xThirty-sixth Division State Park
Brownwood State Park

*LAKE COLORADO CITY STATE RECREATION PARK, *Mitchell Co. (1970-) Class P500/L148c*

*LAKE CORPUS CHRISTI STATE RECREATION PARK, *San Patricio [and other] Co. (1934-) Class P500/L148cc*

*LAKE LIVINGSTON STATE RECREATION PARK, *Polk Co. (1972-) Class P500/L148l*

*LAKE MINERAL WELLS STATE PARK, *Palo Pinto Co. (1975-) Class P500/L148m*

*LAKE SOMERVILLE STATE RECREATION PARK, *Lee & Burleson Co. (1969-) Class P500/L148s*

*LAKE WHITNEY STATE RECREATION PARK, *Hill Co. (1954-) Class P500/L148w*

L300 LAND BOARD, SCHOOL *(1939-)*
[Housed and administered within the General Land Office]
xSchool Land Board
Class here: SUBMERGED LANDS ADVISORY COMMITTEE *(1961-)*

L400 LAND BOARD, VETERANS' *(1949-)*
[Housed and administered within the General Land Office]
xVeterans' Land Board

L600 LAND OFFICE, GENERAL *(1876-)*
xGeneral Land Office
sa:xxReclamation Department, State (1913-1939)

L700 LAND SURVEYORS, BOARD OF EXAMINERS OF STATE *(1919-)*

*LANDMARK INN STATE HISTORIC SITE, Castroville (1975-) Class P500/L235

L800 LANDSCAPE ARCHITECTS, STATE BOARD OF *(1969-)*
xArchitects, State Board of Landscape

LANGUAGE HANDICAPPED CHILDREN, ADVISORY COUNCIL ON *(1967: 1968-1972) Class E521*
xHandicapped Children, Advisory Council on Language
xChildren, Advisory Council on Language Handicapped

L870 LAVACA-NAVIDAD RIVER AUTHORITY *(1941-)*
xNavidad River Authority, Lavaca

L900 LAW ENFORCEMENT OFFICER STANDARDS & EDUCATION, COMMISSION ON *(1965-)*

LAW ENFORCEMENT PROCEDURES, COMMISSION ON

L1000 LAW EXAMINERS, BOARD OF *(1919-)*
xLegal Examiners, Board of

L1050 LAW LIBRARY, STATE *(1971-)*
sa:xxSupreme Court Law Library (-1971)

LEANDER HOG FARM See DAIRY & HOG FARM, *Leander (1942-1969)*

L1085 *LEANDER REHABILITATION CENTER *(1969-)*
[Formerly Dairy & Hogg Farm, Leander (1942-1969)]

LEARNING DISABILITIES, ADVISORY COUNCIL FOR CHILDREN WITH *(1969-1974) Class E521*
xChildren with Learning Disabilities, Advisory Council for

L1100 [LEASE-LANDS OWNED BY STATE AGENCIES, BOARDS FOR]
sa:Camp Hulen Lease Board (1937-1953)
Class here:
BOARD FOR LEASE OF TEXAS A & I UNIVERSITY LANDS
BOARD FOR LEASE OF EAST TEXAS STATE UNIVERSITY LANDS
BOARD FOR LEASE OF ELEEMOSYNARY & STATE MEMORIAL PARK LANDS *(1930-1951?)*
BOARD FOR LEASE OF LAMAR STATE UNIVERSITY LANDS
BOARD FOR LEASE OF MENTAL HEALTH & MENTAL RETARDATION LANDS
BOARD FOR LEASE OF NATIONAL GUARD ARMORY BOARD LANDS
BOARD FOR LEASE OF PARKS & WILDLIFE LANDS
BOARD FOR LEASE OF TEXAS PRISON LANDS
BOARD FOR LEASE OF YOUTH COUNCIL LANDS

L1200 LEASE OF UNIVERSITY LANDS, BOARD FOR *(1929-)*

LEGAL EXAMINERS, BOARD OF See LAW EXAMINERS, BOARD OF *(1919-)*

*LEGION BRANCH OF THE KERRVILLE STATE HOSPITAL *(1963-) Class K300*
sa:xxLegion Branch of the San Antonio State Tuberculosis Hospital (1955-1963)
Legion State Sanatorium (1953-1955)
xKerrville State Hospital, Legion Branch

*LEGION BRANCH OF THE SAN ANTONIO STATE TUBERCULOSIS HOSPITAL *(1955-1963) Class S350*
sa:xxLegion Branch of the Kerrville State Hospital (1963-)
Legion State Sanatorium (1953-1955)
xSan Antonio State Tuberculosis Hospital. Legion Branch

L1275 *LEGION STATE SANATORIUM *(1953-1955)*
[Part of the Veteran's Administration Hospital at Kerrville; operated by the State]
sa:xxLegion Branch of the San Antonio State Tuberculosis Hospital (1955-1963)
Legion Branch of the Kerrville State Hospital (1963-)

L1300 LEGISLATIVE BUDGET BOARD *(1949-)*

LEGISLATIVE BUDGET OFFICE *(1949-) Class L1300*

L1400 LEGISLATIVE COUNCIL *(1949-)*

.9 *Use for Special Committees on Revision of Codes. Cutter for committee, work mark for title*

L1450 LEGISLATIVE INFORMATION SYSTEM COMMITTEE *(1973-)*

LEGISLATIVE LIBRARY BOARD *(1969-) Class L1700*

L1500 LEGISLATIVE PROPERTY TAX COMMITTEE *(1971-)*
sa:xxTax Board, State (1905-1971)

L1600 LEGISLATIVE REDISTRICTING BOARD *(1948-)*
xRedistricting Board, Legislative

L1700 LEGISLATIVE REFERENCE LIBRARY *(1969-)*
[Formerly a division of Texas State Library]

LEGISLATIVE TAX SURVEY COMMITTEE See T350

L1800 LEGISLATURE
Class here joint works by both houses: Session laws, Directories of legislators, etc.

For Dates of Legislative Sessions See Appendix E

L1801 HOUSE OF REPRESENTATIVES
Class here: SPEAKER

1801.9 STANDING HOUSE COMMITTEES: *Cutter for committee name.*
Example: Texas. Leg. House. Judiciary Standing Committee *L1801.9*
J898
62a-z

LEGISLATURE Cont.

L1803 SENATE

Class here: LIEUTENANT GOVERNOR
SECRETARY OF THE SENATE

1803.9 *Treat as 1801.9*

1836.01-63 etc.
INTERIM COMMITTEES AND SPECIAL SUBCOMMITTEES OF STANDING COMMITTEES WITH LIMITED LIFE
Invert name of committee [i.e. Texas. 62d Leg. Administration of Public Education, House Interim Committee on]
Cutter for substantive word in committee name.

1836.55 TEXAS. 55th LEG. CONSTITUTIONAL REVISION, CITIZENS ADVISORY COMMITTEE ON *(1949-1961)*

2080

*LEPERS, STATE HOME FOR See *STATE HOME FOR LEPERS (1909)

L1895 LEVEE & DRAINAGE COMMISSIONER, STATE (1909-1913)
sa:xxReclamation Department (1913-1939)

LIBRARIAN, STATE (1866-) Class L1900

L1900 LIBRARY, STATE (1839-)
xx:saAgriculture, Insurance, Statistics & History, Department of (1887-1909)
[1848: placed under supervision of Secretary of State.
1866: State Librarian created
1876-1887: under the Department of Insurance, Statistics & History]
Class here: RECORDS PRESERVATION ADVISORY COMMITTEE (1965-)
LIBRARY SYSTEMS ACT, ADVISORY BOARD (1969-)

LIBRARY & HISTORICAL COMMISSION (1909-) Class L1900

L2200 LIBRARY EXAMINERS, STATE BOARD OF (1919-)
[Housed and administered by State Library]

LIBRARY SYSTEMS ACT, ADVISORY BOARD (1969-) Class with L1900

LIEUTENANT GOVERNOR See L1801 [SENATE]

*LIPANTITLAN STATE HISTORIC SITE, Nueces Co. (1937-) Class P500/L148w
xJ. C. Bluntzer Memorial Lipantitlan State Park

L2400 LIQUOR CONTROL BOARD (1935-1969)
sa:xxAlcoholic Beverage Commission (1970-)

L2500 LIVE STOCK SANITARY COMMISSION (1893-1959)
sa:xxAnimal Health Commission (1959-)

LOCAL INTERGOVERNMENTAL PERSONNEL ACT ADVISORY COMMITTEE (1972-) Class C2400
[Administered by Community Affairs.]

*LOCKHART STATE RECREATION PARK, Caldwell Co. (1934-) Class P500/L811

*LONGHORN CATTLE HERD (1969-)
Class P500/F775 the official herd with Fort Griffin State Park, where it resides

*LONGHORN CAVERN STATE SCENIC PARK, Burnet Co. (1932-) Class P500/L861

L2510 *LOWER COLORADO RIVER AUTHORITY (1934-)
xColorado River Authority, Lower

L2530 *LOWER NECHES VALLEY AUTHORITY (1933-)
xNeches Valley Authority, Lower

L2750 *LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL
xRio Grande Valley Development Council, Lower
For use of .9 for city/county documents within COG area see appendix B

*LUBBOCK REGIONAL MENTAL HEALTH MENTAL RETARDATION CENTER (1966-) Class M1000.9
[Former name: Lubbock MHMR Center]

L2950 *LUBBOCK STATE SCHOOL (1966-)

*LYNDON B. JOHNSON STATE HISTORIC PARK, Gillespie Co. (1964: 1967-) Class P500/L989

2082

M

*MHMR CENTER FOR GALVESTON COUNTY, *Galveston (1966-1973) Class with M1000.9*
GULF COAST REGIONAL MENTAL HEALTH MENTAL RETARDATION CENTER, *Galveston*

*MACKENZIE STATE RECREATION PARK, *Lubbock Co. (1935-) Class P500/M199*

*MCKINNEY FALLS STATE PARK, *Travis Co. (1971-) Class P500/M215*

M050 *MCKNIGHT STATE SANATORIUM, *Sanatorium (1951-1955)*
sa:xxState Tuberculosis Sanatorium, Sanatorium (1912-1951)
McKnight State Tuberculosis Hospital, Sanatorium (1955-1969)
xxWeaver H. Baker Memorial Tuberculosis Sanatorium (1948-1952)

*MCKNIGHT STATE TUBERCULOSIS HOSPITAL, *Sanatorium (1955-1969) Class M050*
sa:xxState Tuberculosis Sanatorium, Sanatorium (1912-1951)
sa:xxMcKnight State Sanatorium, Sanatorium (1951-1955)
sa:xxSan Angelo Center, Sanatorium (1969-)

MANPOWER PLANNING COUNCIL, GOVERNOR'S PRIME SPONSOR

MANPOWER POLICY DEVELOPMENT COMMITTEE, GOVERNOR'S (1973-) See G1032

M200 MANSION SUPERVISORS, BOARD OF *(1931-1965)*
sa:xxFine Arts Commission (1965-1971)
Arts & Humanities, Commission on the (1971-)

MAPPING ADVISORY COMMITTEE *(1960-) Class W600*

M300 MARINE-RELATED AFFAIRS, COUNCIL ON *(1971-1973)*
xCoastal & Marine Council (August, 1973-)
Class here: COASTAL & MARINE COUNCIL *[Agency name changed 1973]*

MARINE RESOURCES, GOVERNOR'S ADVISORY COMMITTEE ON See G1033

M500 MARKETS & WAREHOUSES, DEPARTMENT OF *(1917-1925)*
sa: Agriculture, Department of (1907-)

*MARTIN DIES, JR. STATE RECREATION PARK, *Jasper Co. (1965-) Class P500/M353*
xDam B State Park

*MARTIN L. GRAVES HOSPITAL, *Galveston Class Z UM305*

MASONRY, PUBLIC BUILDINGS & WORKS, STATE INSPECTOR OF *(1866-1919) Class B1500*
sa:xxBuildings & Grounds, Superintendant of Public (1874-1919)

M700 MASS TRANSPORTATION COMMISSION *(1969-1975)*
sa:xxHighways & Public Transportation, State Department of (1975-)

MEDICAL EDUCATION BOARD, RURAL See RURAL MEDICAL EDUCATION BOARD *(1973-)*

M800 MEDICAL CENSORS, BOARD OF *(1837-18??)*

M800 MEDICAL EXAMINERS, STATE BOARD OF *(1907-)*

MEDICAL EXAMINERS, STATE BOARD OF VETERINARY See VETERINARY MEDICAL EXAMINERS, STATE BOARD OF *(1911-)*

M840 MEDICAL PROFESSIONAL LIABILITY STUDY COMMISSION *(1975-1977)*

**MENTAL HEALTH, INTERSTATE COMPACT ON* See *INTERSTATE COMPACT ON MENTAL HEALTH *(1969-) Class M1000*

M1000 MENTAL HEALTH & MENTAL RETARDATION, DEPARTMENT OF *(1965-)*
sa:xxHospitals & Special Schools, Board For State (1951-1965)
Class Here: *INTERSTATE COMPACT ON MENTAL HEALTH
Class specific hospital or special school under name of hospital or school

M1000.9 COMMUNITY CENTERS
*ABILENE REGIONAL MENTAL HEALTH MENTAL RETARDATION CENTER *(1965-)*
*AMARILLO MENTAL HEALTH MENTAL RETARDATION REGIONAL CENTER *(1966-)*
*BEXAR COUNTY MENTAL HEALTH MENTAL RETARDATION CENTER, *San Antonio (19[illegible])*
*BRAZOS VALLEY MENTAL HEALTH MENTAL RETARDATION CENTER, *Bryan (1973-)*
*CENTRAL COUNTIES CENTER FOR MENTAL HEALTH MENTAL RETARDATION SERVICES, *Temple (1966-)*
*CENTRAL PLAINS COMPREHENSIVE COMMUNITY MENTAL HEALTH MENTAL RETARDATION CENTER, *Plainview (1967-)*
*DALLAS COUNTY MENTAL HEALTH MENTAL RETARDATION CENTER *(1967-)*
*DEEP EAST TEXAS REGIONAL MENTAL HEALTH MENTAL RETARDATION SERVICES, *Lufkin (1974-)*
*EL PASO CENTER FOR MENTAL HEALTH MENTAL RETARDATION SERVICES *(1966-)*
*GREGG-HARRISON MENTAL HEALTH MENTAL RETARDATION CENTER, *Marshall (1970-)*
*GULF BEND MENTAL HEALTH MENTAL RETARDATION CENTER, *Victoria (1967-)*
*GULF COAST REGIONAL MENTAL HEALTH MENTAL RETARDATION CENTER, *Galveston (1966-)*
*HEART OF TEXAS REGION MENTAL HEALTH MENTAL RETARDATION CENTER, *Waco (1967-)*
*LUBBOCK REGIONAL MENTAL HEALTH MENTAL RETARDATION CENTER *(1966-)*
*MENTAL HEALTH MENTAL RETARDATION AUTHORITY OF HARRIS COUNTY, *Houston (1966-)*
*MENTAL HEALTH MENTAL RETARDATION CENTER - AUSTIN-TRAVIS COUNTY, *Austin (1966-)*
*MENTAL HEALTH MENTAL RETARDATION CENTER FOR CENTRAL TEXAS, *Brownwood (1967-)*
*MENTAL HEALTH MENTAL RETARDATION CENTER FOR GREATER WEST TEXAS, *San Angelo (1966-)*
*MENTAL HEALTH MENTAL RETARDATION REGIONAL CENTER OF EAST TEXAS, *Tyler (1966-)*
*NORTHEAST TEXAS MENTAL HEALTH AND MENTAL RETARDATION CENTER, *Texarkana (1966-)*
*NUECES COUNTY MENTAL HEALTH MENTAL RETARDATION COMMUNITY CENTER, *Corpus Christi (1966-)*
*PERMIAN BASIN COMMUNITY CENTER FOR MENTAL HEALTH AND MENTAL RETARDATION, *Midland (1967-)*
*SOUTHEAST TEXAS REGIONAL MENTAL HEALTH MENTAL RETARDATION CENTER, *Beaumont (1966-)*
*TEXOMA REGIONAL MENTAL HEALTH MENTAL RETARDATION CENTER, *Denison (1974-)*
*TRINITY VALLEY MENTAL HEALTH MENTAL RETARDATION AUTHORITY, *Fort Worth (1966-)*
*TROPICAL TEXAS CENTER FOR MENTAL HEALTH MENTAL RETARDATION, *Edinburg (1966-)*

**MENTAL HEALTH MENTAL RETARDATION AUTHORITY OF HARRIS COUNTY, *Houston (1966-)*
Class M1000.9

**MENTAL HEALTH MENTAL RETARDATION CENTER - AUSTIN-TRAVIS COUNTY *(1966-) Class M1000.9*
xAustin-Travis County MHMR Center

**MENTAL HEALTH MENTAL RETARDATION CENTER FOR CENTRAL TEXAS, *Brownwood (1967-)*
Class M1000.9
xCentral Texas MHMR Center

**MENTAL HEALTH MENTAL RETARDATION CENTER FOR GREATER WEST TEXAS, *San Angelo (1966-)*
Class M1000.9

*MENTAL HEALTH MENTAL RETARDATION REGIONAL CENTER OF EAST TEXAS, *Tyler (1966-)*
[Former name 1966-1974: Smith-Wood County Center for MHMR Services]
Class M1000.9
xEast Texas MHMR Regional Center

MENTAL RETARDATION PLANNING, GOVERNOR'S ADVISORY COMMITTEE ON (1965-) See G1041-2

MERIDIAN STATE RECREATION PARK, Bosque Co. (1933-) Class P500/M543

M1200 MERIT SYSTEM COUNCIL *(1940-)*
xxEmployment Commission

M1250 *MEXIA STATE SCHOOL *(1946-)*
[Former names: Mexia State School & Home
Mexia State Home & School]

M1300 *MIDDLE RIO GRANDE DEVELOPMENT COUNCIL *(1970-)*
For use of .9 for city/county documents within COG area see appendix B

*MIDLAND COMMUNITY CENTER FOR MHMR *(1967-1972) Class with* PERMIAN BASIN COMMUNITY CENTERS FOR MENTAL HEALTH AND MENTAL RETARDATION, *Midland M1000.9*

M1400 MIGRANT LABOR, COUNCIL ON *(1957-1965)*
[Absorbed by the Good Neighbor Commission]
sa:xxGood Neighbor Commission (1945-)
Class here: TRANSIENT BUREAU

MIGRANT LABOR, INTERAGENCY TASKFORCE ON *(1974-) Class G500*

M1600 MILITARY BOARD *(1862-1905?)*
[Created to sell bonds to buy arms & ammunition and establish a foundry. Composed of Governor, Comptroller and Treasurer.]
[Reorganized in 1863. Old agency abolished and new one created. Last mentioned 1886]

MILITIA See A600

M1700 MINERAL DEVELOPMENT, BOARD OF *(1931-1939)*
sa:xxLand Board, School

MINES, INSPECTOR OF *Class M1800*

MINING & RECLAMATION DIVISION, SURFACE See RAILROAD COMMISSION. SURFACE MINING & RECLAMATION DIVISION *(1975-)*

M1800 MINING BOARD, STATE *(1907-1953)*
xxLabor Statistics, Bureau of

M1825 MINING COUNCIL *(1975-)*
[Located within the Governor's Office. Texas advisory board of the Interstate Mining Commission established in 1971.]
xGovernor's Office. Mining Council
*x*Interstate Mining Commission*

*MISSION SAN FRANCISCO DE LOS TEJAS STATE HISTORIC PARK, Houston Co. (1957-)
Class P500/M691
[Transferred from Texas Forest Service]

M2000 MOBILE HOMES, PERFORMANCE CERTIFICATION BOARD FOR (1971-)
[Housed in Bureau of Labor & Statistics]
xLabor Statistics, Bureau of. Mobile Homes Certification Board
xPerformance Certification Board

*MONAHANS SANDHILLS STATE SCENIC PARK, Ward & Winkler Co. (1957-) Class P500/M741

*MONUMENT HILL STATE HISTORIC SITE, La Grange (1949-) Class P500/M769

*MOODY STATE SCHOOL FOR CEREBRAL PALSIED CHILDREN, Galveston (1949: 1951-)
Class Z UM305
[Transferred to jurisdiction of U.T. Medical School, Galveston, 1951]
sa:xxTexas State School for Cerebral Palsied, Galveston (1947-1951)

M2100 MORTICIANS, STATE BOARD OF (1953-)
sa:xxEmbalming, State Board of (1903-1953)

*MOTHER NEFF STATE RECREATION PARK, Coryell Co. (1934-) Class P500/M856

M2200 MOTOR VEHICLE COMMISSION (1971-)

*MOUNTAIN VIEW STATE SCHOOL FOR BOYS, Gatesville (1959: 1962-1975)
Transferred to Department of Corrections

*MULTISTATE TAX COMPACT COMMISSION (Texas entered: 1967-) Class C2600
xTax Compact, Multistate
[Administered by Comptroller of Public Accounts]

*MUNICIPAL COURTS (1969-) Class C4350
sa:xxCorporation Court (1899-1969)
[Judges appointed/elected by municipality]

*MUSTANG ISLAND STATE RECREATION PARK, Nueces Co. (1972-) Class P500/M978

N

NARCOTIC DRUGS, ADVISORY COMMITTEE ON THE USE OF SYNTHETIC *(1971-) Class H709*
[Administered by Health Department]
xDrugs, Advisory Committee on the use of synthetic

NARCOTICS ADVISORY COMMISSION, CRIME & See CRIME & NARCOTICS ADVISORY COMMISSION *(1970-)*

N200 NARCOTICS & DANGEROUS DRUGS, RESEARCH ADVISORY PANEL *(1971-1973)*

NATIONAL GUARD *Class A665-A681*

NATIONAL GUARD ACADEMY *Class A625*

NATIONAL GUARD ARMORY BOARD *Class A635*

NATIONAL GUARD FITNESS BOARD *Class A615*

NATIONAL GUARD OFFICERS [DISMISSAL], BOARD TO EXAMINE *Class A645*

NATIONAL GUARD RETIREMENT BOARD *Class A655*

NATURAL FIBERS & FOOD PROTEIN COMMISSION *(1975-) Class N300*

N300 NATURAL FIBERS & FOOD PROTEIN COMMITTEE *(1971-1975)*
sa:xxCotton Research Committee (1941-1971)

305 TEXAS. A & M UNIVERSITY RESEARCH EFFORTS

313 TEXAS TECH UNIVERSITY TEXTILE RESEARCH CENTER

321 TEXAS WOMAN'S UNIVERSITY RESEARCH INSTITUTE

329 TEXAS. UNIVERSITY AT AUSTIN NATURAL FIBERS ECONOMIC RESEARCH

NATURAL LABORATORIES, INC., TEXAS SYSTEM OF See Z TS975

N350 NATURAL RESOURCES & THE ENVIRONMENT, INTERAGENCY COUNCIL ON *(1969-)*
xNatural Resources Council, Interagency
Coastal Resources Management Program
Governor's Interagency Council on Natural Resources

NATURAL RESOURCES COUNCIL, INTERAGENCY See NATURAL RESOURCES & THE ENVIRONMENT, INTERAGENCY COUNCIL ON *(1969-)*

NATURAL RESOURCES MANAGEMENT & DEVELOPMENT, GOVERNOR'S COMMITTEE ON (1964) See G1044

N700 NATUROPATHIC EXAMINERS, STATE BOARD OF *(1949-1961)*

N800 NAVAL BOARD *(1915-1953)*

NAVAL MUSEUM COMMISSION, FLEET ADMIRAL CHESTER W. NIMITZ MEMORIAL See NIMITZ MEMORIAL NAVAL MUSEUM COMMISSION, FLEET ADMIRAL CHESTER W.

NAVIDAD RIVER AUTHORITY, LAVACA See LAVACA-NAVIDAD RIVER AUTHORITY

NAVY *(1835-1946)*
[Reorganized April 21, 1978 as patriotic organization]

N850 NAVY, INC. *(1973-)*

NECHES VALLEY AUTHORITY, LOWER See LOWER NECHES VALLEY AUTHORITY *(1933-)*

N900 *NIMITZ MEMORIAL NAVAL MUSEUM COMMISSION, FLEET ADMIRAL CHESTER W. *(1947-)*
xNaval Museum Commission, Fleet Admiral Chester W. Nimitz Memorial
xFleet Admiral Chester W. Nimitz Memorial Naval Museum
xChester W. Nimitz Momorial Naval Museum Commission, Fleet Admiral

N970 *NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS *(1966-)*
For use of .9 for city/county documents within COG area see appendix B

N980 *NORTEX REGIONAL PLANNING COMMISSION *(1966-)*
For use of .9 for city/county documents within COG area see appendix B

*NORTH TEXAS HOSPITAL FOR THE INSANE, Terrell *(1883: 1885-1925)* Class T860*
*sa:xxTerrell State Hospital *(1925-)*

*NORTHEAST TEXAS INFORMATION NETWORK ASSOCIATION [NETINA] Class Z I505

*NORTHEAST TEXAS MENTAL HEALTH AND MENTAL RETARDATION CENTER, Texarkana *(1966-)*
Class M1000.9
[Former name: Northeast Texas MHMR Board of Trustees 1966-1973]

*NORTHWEST TEXAS INSANE ASYLUM, Wichita Falls *(1917: 1920-1925)* Class W1700*
*sa:xxWichita Falls State Hospital *(1925-)*

N1000 NOTARIES PUBLIC *(1876-)*
*sa:xxDeeds, Commissioners of *(1885-)*

NUCLEAR BOARD, SOUTHERN INTERSTATE See *SOUTHERN INTERSTATE NUCLEAR BOARD

*NUECES COUNTY MENTAL HEALTH MENTAL RETARDATION COMMUNITY CENTER, Corpus Christi *(1966-)* Class M1000.9*

N1135 *NUECES RIVER AUTHORITY *(1935-)*

N1200 NURSE EXAMINERS, BOARD OF *(1909-)*

NURSE EXAMINERS, BOARD OF VOCATIONAL See VOCATIONAL NURSE EXAMINERS, BOARD OF

NURSE EXAMINERS, STATE BOARD OF TUBERCULOSIS See TUBERCULOSIS NURSE EXAMINERS, STATE BOARD OF *(1950-)*

N1300 NURSING HOME ADMINISTRATORS, BOARD OF LICENSURE FOR *(1969-)*

O

OCCUPATIONAL SAFETY BOARD *(1967-) Class H835*
xSafety Board, Occupational

OFFICE [OF, FOR, ETC.]..... See first substantive word following "Office"

O 300 OFFICE OF ECONOMIC OPPORTUNITY *(1965-1975)*
[Has been administered by Education Agency, Governor's Office and Community Affairs]
[1975- Community Affairs, Department of. Division of Economic Opportunity]

O 350 OFFSHORE TERMINAL COMMISSION *(1972-)*
[Dissolved themselves June 26, 1975; Commission to cease operations by August 31, 1975]

OIL COMPACT COMMISSION, INTERSTATE See *INTERSTATE OIL COMPACT COMMISSION *(1935-)*

OIL IMPORT STUDY COMMISSION, GOVERNOR'S (1958) See G1049

O 400 OLD AGE ASSISTANCE COMMISSION *(1936-1939)*
sa: Control, State Board of
Public Welfare, State Department of

OLD FORT PARKER STATE HISTORIC SITE, Limestone Co. (1935-) Class P500/O&1
sa:xxFort Parker State Recreation Park

OLD GALVESTON QUARTER COMMISSION (1962-) Class with H2400.9

OPTOMETRY BOARD *(1969-) Class O 500*
sa:xxOptometry, State Board of Examiners in (1921-1969)

O 500 OPTOMETRY, STATE BOARD OF EXAMINERS IN *(1921-1969)*
Class here: Optometry Board (1969-)
sa:xxOptometry Board (1969-)

ORGANIZED CRIME PREVENTION COUNCIL (1970-) See G1051

ORPHANS HOME, STATE See STATE ORPHANS HOME, *Corsicana (1889-1957)*

ORPHANS HOME, STATE COLORED, Gilmer See DICKSON COLORED ORPHANAGE, *Gilmer (1930-1943)*
Class D360

P

*PALMETTO STATE SCENIC PARK, *Gonzales Co. (1934-) Class P500/P183*

*PALO DURO CANYON STATE SCENIC PARK, *Armstrong & Randall Co. (1933-) Class P500/P186*

P100 *PANHANDLE REGIONAL PLANNING COMMISSION *(1969-)*
For use of .9 for city/county documents within COG area see appendix B.

PARDON ADVISORS, BOARD OF *(1893-1929) Class P200*
sa:xxPardons & Paroles, Board of (1936-)

P200 PARDONS & PAROLES, BOARD OF *(1936-)*
Class here: Parole Commissioners (1975-)
**Interstate Compact for Supervision of Parolees & Probationers (1951-)*
Pardon Advisors, Board of (1893-1929)

PARKS..... For listing of individual state parks see P500 or name of park

PARKS & WILDLIFE COMMISSION *(1963-) Class P400*

P400 PARKS & WILDLIFE DEPARTMENT *(1963-)*
sa:xxFish Commissioner (1881-1885)
Fish & Oyster Commissioner, State (1895-1907)
Game, Fish & Oyster Commissioner, Office of (1907-1929)
Game, Fish & Oyster Commission (1929-1951)
Game & Fish Commission (1951-1963)

415 INFORMATION & EDUCATION DIVISION

421 INLAND FISHERIES

437 MARINE FISHERIES

P500 [*Class here all works on specific parks. Use no form divisions*]
Note: Many small parcels of land were donated in the 20's to the Parks Board, but were never officially accepted. Others were state parks and later were deeded back to owners. See Appendix F for names of these parks.
In September 1975 the designation Recreation, Historic, Scenic was added to the names of all parks. [See Parks & Wildlife Department's Facilities directory for more description of parks]

/Ab57 *ABILENE STATE RECREATION PARK, *Taylor Co. (1933-)*

/Ac87 *ACTON STATE HISTORIC SITE, *Hood Co. (1949-)*

/Al11 *ALAMO STATE PARK, *San Antonio (1883-)*

/At62 *ATLANTA STATE RECREATION PARK, *Cass Co. (1954-)*

/B215 *BALMORHEA STATE RECREATION PARK, *Reeves Co. (1934-)*

/B297 *BASTROP STATE SCENIC PARK, *Bastrop Co. (1933-)*

*BATTLESHIP TEXAS *(1947-19) Class with Sa52*

/B446 *BENTSEN-RIO GRANDE STATE SCENIC PARK, *Hidalgo Co. (1944-)*

/B48 *BIG BEND STATE PARK *(1933-1939)* 2030

P500 STATE PARKS Cont.

/B48s *BIG SPRING STATE RECREATION PARK, *Howard Co.* *(1934-)*

/B596 *BLANCO STATE RECREATION PARK, *Blanco Co.* *(1933-)*

/B641 *BONHAM STATE RECREATION PARK, *Fannin Co.* *(1933-)*

/E739 *BRAZOS ISLAND STATE SCENIC PARK, *Cameron Co.* *(1957-)*

/B84 *BRYAN BEACH STATE PARK, *Brazoria Co.* *(1974-)*

/B86 *BUESCHER STATE RECREATION PARK, *Bastrop Co.* *(1933-)*

/C114 *CADDO LAKE STATE SCENIC PARK, *Harrison Co.* *(1933-)*

/C114m *CADDOAN MOUNDS STATE HISTORIC SITE, *Cherokee Co.* *(1975-)*

/C174 *CAPROCK CANYONS STATE PARK, *Briscoe Co.* *(1975-)*

/C583 *CLEBURNE STATE RECREATION PARK, *Johnson Co.* *(1936-)*

/C79 *COPANO BAY CAUSEWAY STATE RECREATION PARK, *Aransas Co.* *(1967-)*

/C793 *COPPER BREAKS STATE RECREATION PARK, *Hardeman Co.* *(1970-)*

/D144 *DAINGERFIELD STATE RECREATION PARK, *Morris Co.* *(1935-)*

/D295 *DAVIS MOUNTAINS STATE SCENIC PARK, *Jeff Davis Co.* *(1933-)*

/D617 *DINOSAUR VALLEY STATE SCENIC PARK, *Somervell Co.* *(1969-)*

/Ei83 *EISENHOWER BIRTHPLACE STATE HISTORIC SITE, *Denison* *(1958-)*

/Ei83 *EISENHOWER STATE RECREATION PARK, *Grayson Co.* *(1954-)*

/F161 *FAIRFIELD LAKE STATE RECREATION PARK, *Freestone Co.* *(1971-)*

/F182 *FALCON STATE RECREATION PARK, *Starr & Zapata Counties* *(1954-)*

/F216 *FANNIN BATTLEGROUND STATE HISTORIC SITE, *Goliad Co.* *(1963-)*
Class here: Fannin State Battleground Commission, (1963-)

/F216 *FANNIN STATE PARK *(1914: 1918-1963)*
Class here: Fannin State Park Advisory Commission (1918-1963)

/F775g *FORT GRIFFIN STATE HISTORIC PARK, *Shackleford Co.* *(1935-)*

/F775l *FORT LANCASTER HISTORIC SITE, *Crockett Co.* *(1967-)*

/F775le *FORT LEATON STATE HISTORIC SITE, *Presidio Co.* *(1967-)*

/F775m *FORT MCKAVETT STATE HISTORIC SITE, *Menard Co.* *(1967-)*

/F775p *FORT PARKER STATE RECREATION PARK, *Limestone Co.* *(1934-)*

/F775r *FORT RICHARDSON STATE HISTORIC PARK, *Jack Co.* *(1968-)*

/G139 *GALVESTON ISLAND STATE RECREATION PARK, *(1970-)*

/G186 *GARNER STATE RECREATION PARK, *Uvalde Co.* *(1934-)*

/G286 *GENERAL ZARAGOZA STATE PARK, *Goliad Co.* *(1961-1971)*

/G581 *GOLIAD STATE HISTORIC PARK, *Goliad Co.* *(1932-)*

/G644 *GOOSE ISLAND STATE RECREATION PARK, *Aransas Co.* *(1931: 1934-)*

*GOVERNOR HOGG SHRINE STATE HISTORIC SITE *Class J564*

2091

P500 STATE PARKS Cont.

/G93 *GUADALUPE RIVER STATE PARK, *Comal Co.* *(1975-)*

/H85 *HUECO TANKS STATE HISTORIC PARK, *El Paso Co.* *(1957: 1969-)*

/H927 *HUNTSVILLE STATE RECREATION PARK, *Walker Co.* *(1937-)*

/In5 *INKS LAKE STATE RECREATION PARK, *Burnet Co.* *(1940-)*

/J35 *JEFF DAVIS STATE RECREATION PARK, *Hill Co.* *(1924-)*

/J564 *JIM HOGG STATE HISTORIC PARK, *Rusk Co.* *(1941-)*
Class here: Governor Hogg Shrine State Historic Site
Governor James Stephen Hogg Memorial Shrine Commission (1941-1949)

/K468 *KERRVILLE STATE RECREATION PARK, *Kerr Co.* *(1934-)*

/L148a *LAKE ARROWHEAD STATE RECREATION PARK, *Clay Co.* *(1970-)*

/L148b *LAKE BROWNWOOD STATE RECREATION PARK, *Brown Co.* *(1934-)*

/L148c *LAKE COLORADO CITY STATE RECREATION PARK, *Mitchell Co.* *(1970-)*

/L148cc *LAKE CORPUS CHRISTI STATE RECREATION PARK, *San Patricio, etc.* *(1934-)*

/L148l *LAKE LIVINGSTON STATE RECREATION PARK, *Polk Co.* *(1972-)*

/L148m *LAKE MINERAL WELLS STATE PARK, *Palo Pinto Co.* *(1975-)*

/L148s *LAKE SOMERVILLE STATE RECREATION PARK, *Lee & Burleson Co.* *(1969-)*

/L148w *LAKE WHITNEY STATE RECREATION PARK, *Hill Co.* *(1954-)*

/L235 *LANDMARK INN STATE HISTORIC SITE, *Castroville* *(1975-)*

/L663 *LIPANTITLAN STATE HISTORIC SITE, *Nueces Co.* *(1937-)*

/L811 *LOCKHART STATE RECREATION PARK, *Caldwell Co.* *(1934-)*

/L861 *LONGHORN CAVERN STATE SCENIC PARK, *Burnet Co.* *(1932-)*

/L989 *LYNDON B. JOHNSON STATE HISTORIC PARK, *Gillespie Co.* *(1964: 1967-)*

/M199 *MACKENZIE STATE RECREATION PARK, *Lubbock Co.* *(1935-)*

/M215 *MCKINNEY FALLS STATE RECREATION PARK, *Travis Co.* *(1971-)*

/M353 *MARTIN DIES, JR. STATE RECREATION PARK, *Jasper Co.* *(1965-)*

/M543 *MERIDIAN STATE RECREATION PARK, *Bosque Co.* *(1933-)*

/M691 *MISSION SAN FRANCISCO DE LOS TEJAS STATE HISTORIC PARK, *Houston Co.* *(1957-)*

/M741 *MONAHANS SANDHILLS STATE SCENIC PARK, *Ward & Winkler Co.* *(1957-)*

/M769 *MONUMENT HILL STATE HISTORIC SITE, *La Grange* *(1949-)*

/M856 *MOTHER NEFF STATE RECREATION PARK, *Coryell Co.* *(1934-)*

/M978 *MUSTANG ISLAND STATE RECREATION PARK, *Nueces Co.* *(1972-)*

/O41 *OLD FORT PARKER STATE HISTORIC SITE, *Limestone Co.* *(1935-)*

/P183 *PALMETTO STATE SCENIC PARK, *Gonzales Co.* *(1934-)*

/P186 *PALO DURO CANYON STATE SCENIC PARK, *Armstrong & Randall Co.* *(1933-)*

/P412 *PEDERNALES FALLS STATE SCENIC PARK, *Blanco Co.* *(1970-)*

/P83 *PORT ISABEL LIGHTHOUSE STATE HISTORIC SITE, *Cameron Co.* *(1949: 1950-)*

P500 STATE PARKS Cont.

/P83ℓ *PORT LAVACA CAUSEWAY STATE RECREATION PARK, *Calhoun Co. (1963-)*

/P845 *POSSUM KINGDOM STATE RECREATION PARK, *Palo Pinto Co. (1940-)*

/Q31 *QUEEN ISABELLA STATE FISHING PIER, *Port Isabel (1975-)*

/R132 *STATE RAILROAD RECREATION SITE, *Anderson & Cherokee Co. (1971-)*

/Sa13 *SABINAL CANYON STATE SCENIC PARK, *Bandera Co. (1973-)*

/Sa13p *SABINE PASS BATTLEGROUND STATE HISTORIC PARK, *Jefferson Co. (1972-)*

/Sa52 *SAN JACINTO STATE HISTORIC PARK, *Harris Co. (1887: 1907-1963)*
Class here: San Jacinto State Battleground (1963-)
San Jacinto Historical Advisory Board (1965-)
San Jacinto Battleground Commission (1907-1965)
Battleship Texas Commission (1947-1965)

/Sa52j *SAN JOSE MISSION STATE & NATIONAL HISTORIC SITE, *Bexar Co. (1941-)*

/Se11 *SEA RIM STATE SCENIC PARK, *Jefferson Co. (1972-)*

/Se51 *SEMINOLE CANYON STATE HISTORIC SITE, *Val Verde Co. (1973-)*

/St43 *STEPHEN F. AUSTIN STATE HISTORIC PARK, *Austin Co. (1940-)*

/T499 *TIPS PARK, *Live Oak Co. (1924: 1948-)*

/T971 *TYLER STATE RECREATION PARK, *Smith Co. (1935-)*

/V431 *VARNER-HOGG PLANTATION STATE HISTORIC PARK, *Brazoria Co. (1956-)*

/W274 *WASHINGTON-ON-THE-BRAZOS STATE HISTORIC PARK, *Washington Co. (1916-)*

P700 PARKS BOARD, STATE *(1923-1963)*
sa:xxParks & Wildlife Department (1963-)

PAROLE COMMISSIONERS *(1975-) Class P200*
sa:xxPardons & Paroles, Board of (1936-)

PAROLEES & PROBATIONERS, INTERSTATE COMPACT FOR SUPERVISION OF See *INTERSTATE COMPACT FOR SUPERVISION OF PAROLEES & PROBATIONERS *P200*

P900 *PECOS RIVER COMPACT COMMISSION *(Texas entered: 1949)*
Class here: Texas materials only

PELLEGRA HOSPITAL See *ANTI-CANCER & PELLEGRA COMMISSION *(1929-1953)*

PENITENTIARIES See C3555 for works by or about specific units of prison system

PENITENTIARIES, SUPERINTENDENT OF *(1849-1883) Class P3100*
sa:xxPrison Commissioners, Board of (1883-1927)

P1000 PENSIONS, COMMISSIONER OF *(1909-1919)*
sa: Comptroller of Public Accounts (1876-)

*PERDENALES FALLS STATE SCENIC PARK, *Blanco Co. (1970-) Class P500/P412*
[Land offered in 1963 by Wheatly Family, and not accepted]

PERFORMANCE CERTIFICATION BOARD *See* MOBILE HOMES, PERFORMANCE CERTIFICATION BOARD FOR *M2000*

*PERMIAN BASIN COMMUNITY CENTERS FOR MENTAL HEALTH AND MENTAL RETARDATION, *Midland (1967-) Class M1000.9*
[Former name: Midland Community Center for MHMR (1967-1972)]

P1150 *PERMIAN BASIN REGIONAL PLANNING COMMISSION *(1971-)*
For use of .9 for city/county documents within COG area see appendix B.

PERSONNEL ADVISORY TASK FORCE, GOVERNOR'S INTERGOVERNMENTAL (1972-1973) See G1053

PEST CONTROL BOARD, STRUCTURAL *See* STRUCTURAL PEST CONTROL BOARD *(1971-)*

P1100 PESTICIDE ADVISORY COMMITTEE *(1971-)*

P1200 PHARMACY, STATE BOARD OF *(1889-)*

PHYSICAL FITNESS, GOVERNOR'S COMMISSION ON (1971-) See G1057

P1300 PHYSICAL THERAPY EXAMINERS, BOARD OF *(1971-)*
xTherapy Examiners, Board of Physical

P1400 *PILOTS, COMMISSIONERS OF *(1846-) [and Branch Pilots]*
Class here: Pilot Commissioners for Brazoria County, Corpus Christi Bay & Tributaries, Port Aransas Bar, Ports of Galveston County & Texas City, and Sabine Bar, Pass & Tributaries.

PINK BOLLWORM COMMISSION *See* BOLLWORM COMMISSION, PINK

P1500 PLANNING AGENCY COUNCIL *(1965-)*
sa:xxGovernor's Interagency Committee on Planning (1967-)
Governor's Office. Planning Coordination Division (1967-)

P1600 PLANNING BOARD *(1935-1939)*

PLANNING, GOVERNOR'S INTERAGENCY COMMITTEE ON (1967-) See G1065

P1700 PLANNING COMMITTEE, STATE *(1953-1955)*

P1800 PLANT BREEDER EXAMINERS, STATE BOARD OF *(1923-1943)*

P1900 PLUMBING EXAMINERS, STATE BOARD OF *(1947-)*

P2000 PODIATRY EXAMINERS, STATE BOARD OF *(1967-)*
sa:xxChiropody Examiners, State Board of (1923-1967)

POLICE, STATE *(1870: 1871-1873)*

2094

POLLUTION ADVISORY COUNCIL, WATER *See* WATER POLLUTION ADVISORY COUNCIL *(1953-1961)*

P2100 POLYGRAPH EXAMINERS BOARD *(1965-)*

*PORT ISABEL LIGHTHOUSE STATE HISTORIC SITE, *Cameron Co. (1949: 1950-) Class P500/P83*

*PORT LAVACA CAUSEWAY STATE RECREATION PARK, *Calhoun Co. (1963-) Class P500/P831*

*POSSUM KINGDOM STATE RECREATION PARK, *Palo Pinto Co. (1940-) Class P500/P845*

POSTSECONDARY EDUCATIONAL PLANNING, GOVERNOR'S ADVISORY COMMITTEE ON See G974

P2200 POSTWAR ECONOMIC PLANNING COMMISSION *(1943-1945)*
xEconomic Planning Commission

P2300 POULTRY IMPROVEMENT BOARD *(1949-)*

POWER PLANT SITING, GOVERNOR'S ADVISORY COMMITTEE ON (1973) See G1067

PRIME SPONSOR MANPOWER PLANNING COUNCIL, GOVERNOR'S

P2400 PRINTER, STATE EXPERT *(1875-1919)*
sa: Control, State Board of

P2500 PRINTING, STATE BOARD OF PUBLIC *(1876-1919)*
sa: Control, State Board of
xPublic Printing, State Board of

PRISON BOARD *(1927-1957) Class P3100*
sa:xxCorrections, Board of (1957-)
Prison System

PRISON COMMISSIONERS, BOARD OF *(1883-1927) Class P3100*
sa:xxCorrections, Board of (1957-)
Prison System

PRISON LANDS, BOARD FOR LEASE OF *(1930-) Class L1100*

P2900 PRISON SYSTEM, AUDITOR FOR *(1927-1951)*

P3000 PRISON SYSTEM, STATE BOARD TO SELECT AUDITOR FOR *(1910-1951)*

P3100 PRISON SYSTEM *(1883-1957)*
Class here: Penitentiaries, Superintendent of (1849-1883)
Prison Commissioners, Board of (1883-1927)
sa:xxPrison Board (1927-1957)
Corrections, Department of (1957-)

P3150 PRIVATE DETECTIVES, PRIVATE INVESTIGATORS..., BOARD FOR *(1969-1971)*
xDetectives, Private Investigators,.....
xInvestigators
sa:xxPrivate Investigators & Private Security Agencies, Board of (1971-)

P3200 PRIVATE EMPLOYMENT AGENCY REGULATORY BOARD *(1949-)*
Functions within the Bureau of Labor Statistics administered by the Commissioner of the Bureau.
xEmployment Agency Regulatory Board, Private

PRIVATE INVESTIGATORS & PRIVATE SECURITY AGENCIES, BOARD OF *(1971-) Class P3150*
sa:xxPrivate Detectives, Private Investigators..., Board for (1969-1971)

PROFESSIONAL ENGINEERS, STATE BOARD OF REGISTRATION FOR See ENGINEERS, STATE BOARD OF REGISTRATION FOR PROFESSIONAL *(1937-)*

PROPERTY & CASUALTY ADVISORY ASSOCIATION *(1971-) Class I1129*

P3250 PROPRIETARY SCHOOL ADVISORY COMMISSION *(1971-)*
sa: Education Agency E627

PROSECUTING ATTORNEY, STATE *Class C4200*

P3300 PSYCHOLOGISTS, STATE BOARD OF EXAMINERS OF *(1969-)*

PSYCHOTHERAPY, STATE BOARD OF EXAMINERS IN SOCIAL See SOCIAL PSYCHOTHERAPY, STATE BOARD OF EXAMINERS IN *(1975-)*

PUBLIC ACCOUNTANCY, STATE BOARD OF See ACCOUNTANCY, STATE BOARD OF PUBLIC

PUBLIC ACCOUNTS, COMPTROLLER OF See COMPTROLLER OF PUBLIC ACCOUNTS

PUBLIC BUILDINGS & GROUNDS, SUPERINTENDENT OF See BUILDINGS & GROUNDS, SUPERINTENDENT OF PUBLIC *(1874-1919)*

P3400 PUBLIC INSTRUCTION, STATE SUPERINTENDENT OF *(1884-1950)*
sa:xxEducation, State Commissioner of

PUBLIC PRINTING, BOARD TO APPROVE CONTRACTS FOR FUEL & See CONTRACTS FOR FUEL & PUBLIC PRINTING, BOARD TO APPROVE *(1915-)*

P3500 PUBLIC SAFETY, DEPARTMENT OF *(1935-)*
xSafety, Department of Public
[Administers the Interstate Civil Defense & Disaster Compact, 1951- Class D500]
.DEFENSE & DISASTER RELIEF DIVISION *Class D500*
.RANGERS *Class R700*

P3600 PUBLIC SURVEYORS, STATE BOARD OF REGISTRATION FOR *(1955-)*
xSurveyors, State Board of Registration for Public
xRegistration for Public Surveyors, State Board of

P3750 PUBLIC UTILITY COMMISSION *(1975-)*
xUtility Commission, Public

2096

PUBLIC WEIGHERS *(1883-)*
Class M500 to 1925; 1925- Class A900

P3800 PUBLIC WELFARE, STATE DEPARTMENT OF *(1939-)*
sa:xxRelief Commission (1934-1935)
Old Age Assistance Commission (1936-1939)
xWelfare, State Department of Public

3813 ᵇ .CHILD WELFARE DIVISION
*Class here: *Interstate Compact on the Placement of Children (Texas entered: 1975)*
Child Care Administration, Advisory Council on (1973-)
sa:xxControl State Board of. Child Welfare, Division of (1931-1939)

PURCHASES OF BLIND-MADE PRODUCTS & SERVICES, COMMITTEE ON *(1975-) Class C3200*
[Administered by Board of Control]
xBlind-made products & services, Committee on purchases of

PURCHASING AGENT, BOARD TO ADVISE WITH *(1899-1919) Class P4000*

P4000 PURCHASING AGENT, STATE *(1899-1919)*
sa:xxControl, State Board of

PURE FOOD COMMISSIONER See DAIRY & FOOD COMMISSIONER *D200*

Q

*QUEEN ISABELLA STATE FISHING PIER, *Port Isabel (1975-) Class P500/Q31*

R

**R. WAVERLY SMITH PAVILLION, Galveston See Z UM305*

R200 RACING COMMISSION *(1933-1937)*

RADIATION ADVISORY BOARD *(1961-) Class H829*
[State Health Department]

R400 RAILROAD, BOARD OF MANAGERS OF THE STATE *(1921-)*
Class here: State Railroad
sa: Parks & Wildlife, Department of
sa:xxRailroad, State

R500 RAILROAD COMMISSION *(1891-)*

521 ENGINEERING DIVISION

529 GAS UTILITIES DIVISION

537 LIQUIFIED PETROLEUM GAS DIVISION

545 MOTOR TRANSPORTATION DIVISION

553 OIL & GAS DIVISION

561 RAILROAD DIVISION

577 RATE DIVISION

580 SURFACE MINING & RECLAMATION DIVISION *(1975-)*
xMining & Reclamation Division, Surface

585 TRANSPORTATION DIVISION

RAILROAD, STATE *Class R400*

**RAILROAD RECREATION SITE, STATE See* *STATE RAILROAD RECREATION SITE, *Anderson & Cherokee Co. (1971-) Class P500/R132*

**RANDALL PAVILLION, Galveston Class Z UM305*

R600 RANGER COMMEMORATIVE COMMISSION *(1971-1973)*

R700 RANGER FORCE, STATE *(1901-1935)*
[1935- Division of Department of Public Safety]
sa:xxPublic Safety, Department of. Texas Rangers

R700 TEXAS RANGERS *(1823-)*
1823-term applied to fighters by Stephen F. Austin.-1835 twenty-five Rangers authorized by the Permanent Council.-1861-1865, many enlisted to become "Terry's Texas Rangers.-1865-1873, State Police.-1874 used as peace officers rather than military; Ranger name and 2 companies [Special Force and Frontier Battalion] organized from State Police.-1878-1935 operated within Adjutant General's Department.- 1935- part of Department of Public Safety.

RATE MAKING BOARD *(1923-1936) Class D900*
*sa:xx*Depository Board *(1905-)*

REAL ESTATE RESEARCH ADVISORY COMMITTEE *(1971-) Class R800*

R800 REAL ESTATE RESEARCH CENTER *(1971-)*
Class here: Real Estate Research Advisory Committee
xTexas. A & M University. College of Agriculture. Real Estate Research Center

R900 REAL ESTATE COMMISSION *(1949-)*

R1000 RECLAMATION DEPARTMENT, STATE *(1913-1939)*
*sa:xx*Levee & Drainage Commissioner, State *(1909-1913)*
*sa:xx*Land Office, General *(1876-)*
Water Engineers, State Board of *(1913-1962)*

RECORDS PRESERVATION ADVISORY COMMITTEE *(1965-) Class L1900*

R1220 *RED RIVER AUTHORITY *(1959-)*

*RED RIVER COMPACT COMMISSIONER FOR TEXAS *(1971-) Class R1220*
*sa:xx*Interstate Compact Commissioner *(1949-1971)*

REDISTRICTING BOARD, LEGISLATIVE See LEGISLATIVE REDISTRICTING BOARD *(1948-)*

REGISTRATION FOR PROFESSIONAL ENGINEERS, STATE BOARD OF See ENGINEERS, STATE BOARD OF REGISTRATION FOR PROFESSIONAL *(1937-)*

REGISTRATION FOR PUBLIC SURVEYORS, STATE BOARD OF See PUBLIC SURVEYORS, STATE BOARD OF REGISTRATION FOR *(1955-)*

R1300 REGULATORY LOAN COMMISSIONER, OFFICE OF *(1963-1967)*
*sa:xx*Finance Commission *(1943-)*
Consumer Credit Commissioner, Office of *(1967-)*

REHABILITATION & RELIEF COMMISSION *(1933-1934) Class R1600*
*sa:xx*Relief Commission *(1934-1935)*

R1500 REHABILITATION COMMISSION *(1969-)*
*sa:xx*Education Agency. Vocational Rehabilitation & Disability Determination Division

R1600 RELIEF COMMISSION *(1934-1935)*
Class here: Rehabilitation & Relief Commission (1933-1934)
*sa:xx*Public Welfare, State Department of

R1775 *TEXAS RESEARCH INSTITUTE OF MENTAL SCIENCES, *Houston (1967-)*

R1800 *TEXAS RESEARCH LEAGUE *(1952-)*
[Private organization. Provides study of state agencies at request of agency.]
.9 *Research studies of State Agencies. Cutter for agency; work mark for title.*

RETIREMENT SYSTEM, COUNTY & DISTRICT See COUNTY & DISTRICT RETIREMENT SYSTEM *(1967-)*

RETIREMENT SYSTEM, EMPLOYEES See EMPLOYEES RETIREMENT SYSTEM *(1947-)*

RETIREMENT SYSTEM, JUDICIAL See JUDICIAL RETIREMENT SYSTEM

RETIREMENT SYSTEM, TEACHER See TEACHER RETIREMENT SYSTEM *(1937-)*

R1900 REVENUE ESTIMATES, COMMITTEE ON STATE *(1959-)*

R1930 REVENUE SHARING COUNCIL *(197 -)*

R2000 REVISION, BOARD OF *(1911-1929)*
sa:xxTextbook Committee, State (1929-)

R2220 *RICHMOND STATE SCHOOL *(1962: 1968-)*

R2500 *RIO GRANDE COMPACT COMMISSIONER *(1939-)*

R2575 *RIO GRANDE STATE CENTER FOR MENTAL HEALTH & MENTAL RETARDATION, *Harlingen (1968-)*
sa:xxHarlingen State Adult Mental Health Clinic (1962-1968)

RIO GRANDE VALLEY DEVELOPMENT COUNCIL, LOWER See *LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL

RIVER AUTHORITIES: See name of specific river authority.
[Authorities authorized by Constitution in 1917]

RIVER PILOTS See PILOTS, COMMISSIONERS OF

ROAD INDEBTEDNESS, BOARD OF COUNTY & DISTRICT See COUNTY & DISTRICT ROAD INDEBTEDNESS, BOARD OF *(1932-)*

RURAL DEVELOPMENT COMMISSION (1972-1973) See G1071

RURAL INDUSTRIAL DEVELOPMENT AUTHORITY *(1973-) Class I400*
[Administered by Industrial Commission]

R3200 RURAL MEDICAL EDUCATION BOARD, STATE *(1973: 1975-)*
xMedical Education Board, State Rural

R3400 *RUSK STATE HOSPITAL *(1925-)* *[Formerly Rusk Penitentiary]*
sa:xxEast Texas Hospital For Insane, Rusk (1917: 1919-1925)

RUSK STATE PENITENTIARY *(1875: 1884-1917) Class C3555*
[Became East Texas Hospital For the Insane, Rusk 1917-1925]

S

*SABINAL CANYON STATE SCENIC PARK, *Bandera Co.* (1973-) Class P500/Sa13

*SABINE BAR, PASS & TRIBUTARIES PILOT COMMISSIONERS *Class P1400*

*SABINE PASS BATTLEGROUND STATE HISTORIC PARK, *Jefferson Co.* (1972-) Class P500/Sa13p

S100 *SABINE RIVER AUTHORITY (1949-)

*SABINE RIVER COMPACT COMMISSIONER OF TEXAS (1953-) Class S100

SAFETY BOARD, OCCUPATIONAL See H821

S235 *SAN ANGELO CENTER, *Sanatorium* (1969-)
sa:xx*State Tuberculosis Sanatorium, Sanatorium (1912-1951)
*McKnight State Sanatorium, Sanatorium (1951-1955)
*McKnight State Tuberculosis Hospital, Sanatorium (1955-1969)

S250 *SAN ANTONIO RIVER AUTHORITY (1937-)

S270 *SAN ANTONIO STATE ADULT MENTAL HEALTH CLINIC (1958-)

S275 *SAN ANTONIO STATE CENTER FOR HUMAN DEVELOPMENT (1971-)

*SAN ANTONIO STATE CHEST HOSPITAL (1971-) Class S350
sa:xxSan Antonio State Tuberculosis Hospital (1953-1971)

S300 *SAN ANTONIO STATE HOSPITAL (1925-)
sa:xxSouthwestern Insane Asylum, San Antonio (1889: 1892-1925)

S325 SAN ANTONIO STATE SCHOOL (1975-)
[To use excess facilities of the San Antonio Chest Hospital]

S350 *SAN ANTONIO STATE TUBERCULOSIS HOSPITAL (1953-1971)
[Partial replacement for Weaver H. Baker...Sanatorium]
sa:xx*San Antonio State Chest Hospital (1971-)
xx*Weaver H. Baker Memorial Tuberculosis Sanatorium (1948-1952)

*SAN ANTONIO STATE TUBERCULOSIS HOSPITAL. LEGION BRANCH See LEGION BRANCH OF THE SAN ANTONIO STATE TUBERCULOSIS HOSPITAL (1955-1963)

SAN FELIPE STATE PARK See STEPHEN F. AUSTIN STATE HISTORIC PARK, *Austin Co.* (1940-)

SAN JACINTO BATTLEGROUND COMMISSION (1907-1965) Class P500/Sa52
sa:xxSan Jacinto Historical Advisory Board (1965-)

SAN JACINTO HISTORICAL ADVISORY BOARD (1965-) Class P500/Sa52
sa:xxBattleship Texas Commission (1947-1965)
sa:xxSan Jacinto Battleground Commission (1907-1965)

S385 *SAN JACINTO RIVER AUTHORITY *(1937-)*

*SAN JACINTO STATE HISTORIC PARK, *Harris Co. (1975-) Class P500/Sa52*
Class here: San Jacinto State Battleground (1963-1975)
San Jacinto Historical Advisory Board (1965-)
San Jacinto Battleground Commission (1887: 1907-1965)
Battleship Texas Commission (1947-1965)

*SAN JOSE MISSION STATE & NATIONAL HISTORIC SITE, *Bexar Co. (1941-) Class P500/Sa52j*

SANATARIAN ADVISORY COMMITTEE *(1965-) Class H853*

S400 SAVINGS & LOAN DEPARTMENT *(1961-)*
sa:xxFinance Commission (1943-)

SCHOOL ACCREDITATION, STATE COMMISSION ON *(19 -) Class E641*

SCHOOL DISTRICTS
[Special district authorized by Texas Constitution and Education Code. Created by general election in concerned area.]
Class either with COG .9 to emphasize place or with Education Agency to emphasize subject area.

SCHOOL LAND BOARD See LAND BOARD, SCHOOL *(1939-)*

SCHOOL SAFETY, STATE BOARD OF SUPERVISION *(1945-1951)*
[Declared unconstitutional in 1946. Never functional]

SCIENCES, STATE BOARD OF EXAMINERS IN THE BASIC See BASIC SCIENCES, STATE BOARD OF EXAMINERS IN THE

SEA RIM STATE SCENIC PARK, Jefferson Co. (1972-) Class P500/Se11

S500 SECRETARY OF STATE *(1876-)*

S600 SECURITIES BOARD, STATE *(1957-)*

S700 SEED & PLANT BOARD, STATE *(1943-)*
sa:xxPlant Breeder Examiners, State Board of (1923-1943)

SEGREGATION IN THE PUBLIC SCHOOLS, GOVERNOR'S ADVISORY COMMITTEE ON (1955-1956) See G1073

SEMINOLE CANYON STATE HISTORIC SITE, Val Verde Co. (1973-) Class P500/Se51

SERVICES TO CHILDREN & YOUTH, COMMISSION ON See CHILDREN & YOUTH, COMMISSION ON SERVICES TO

SMALL BUSINESS ASSISTANCE, ADVISORY COUNCIL ON *(1975-) Class I400*
sa:xxIndustrial Commission (1920-)
xBusiness Assistance, Advisory Council on Small

*SMITH-WOOD COUNTY CENTER FOR MHMR SERVICES, *Tyler (1966-1974) Class with* MENTAL HEALTH MENTAL RETARDATION REGIONAL CENTER OF EAST TEXAS, *Tyler (1974-) M1000.9*

S850 SOCIAL PSYCHOTHERAPY, STATE BOARD OF EXAMINERS IN *(1975-)*
[Executive secretary to be employee of Health Resources Dept.]
xPsychotherapy, State Board of Examiners in Social

S900 SOIL & WATER CONSERVATION BOARD, STATE *(1965-)*
sa:xxSoil Conservation Board, State (1939-1965)
.9 use for individual districts

SOIL CONSERVATION BOARD, STATE *(1939-1965) Class S900*
sa:xxSoil & Water Conservation Board, State (1965-)

SOIL CONSERVATION DISTRICTS
[For map and names of districts see Appendix D]
Class with either the council of government number to emphasize geographical information or .9 with supervising agency, Soil & Water Conservation Board.

*SOLDIERS' AND SAILORS' HOME *(1939-1953)* [Never operative]

*SOUTH CENTRAL INTERSTATE FOREST FIRE PROTECTION COMPACT COMMISSION *(Texas entered: 1955-) Class F1400*
[Administered by Texas Forest Service]
sa:Texas. Forest Service
xInterstate Forest Fire Protection Compact Commission, South Central
xForest Fire Protection Compact Commission.....

S1010 *SOUTH EAST TEXAS REGIONAL PLANNING COMMISSION *(1970-)*
For use of .9 for city/county documents within COG area see appendix B.

S1050 *SOUTH PLAINS ASSOCIATION OF GOVERNMENTS *(1967-)*
For use of .9 for city/county documents within COG area see appendix B.

SOUTH TEXAS CULTUPAL BASIN, GREATER
See GREATER SOUTH TEXAS CULTURAL BASIN *(1974-)*
GOVERNOR'S GREATER SOUTH TEXAS CULTURAL BASIN COMMISSION *(1972-1973)*

S1060 *SOUTH TEXAS DEVELOPMENT COUNCIL *(1966-)*
For use of .9 for city/county documents within COG area see appendix B.

S1069 *SOUTH TEXAS TUBERCULOSIS SANATORIUM, *Laredo (1945-1948)*
[Operated 1947/1948 as state property; returned to Laredo]

*SOUTHEAST TEXAS INFORMATION NETWORK ASSOCIATION [SETINA], *Houston (1969-)*
Class Z I510

*SOUTHEAST TEXAS REGIONAL MENTAL HEALTH MENTAL RETARDATION CENTER, *Beaumont (1973-)*
Class M1000.9
[Former name: Jefferson County Community Center For Mental Health, 1966-1973]

S1075 *SOUTHERN INTERSTATE NUCLEAR BOARD *(Texas entered: 1961-)*
sa:xxAtomic Energy, Committee on
xInterstate Nuclear Board, Southern

S1080 *SOUTHERN REGIONAL EDUCATION BOARD *(Texas entered: 1951- ; Organized in 1949)*
xEducation Board, Southern Regional

*SOUTHWESTERN INSANE ASYLUM, *San Antonio (1889: 1892-1925) Class S300*
sa:xxSan Antonio State Hospital (1925-)
xSouthwestern Texas Lunatic Asylum

*SOUTHWESTERN TEXAS LUNATIC ASYLUM, *San Antonio See* SOUTHWESTERN INSANE ASYLUM, *San Antonio (1892-1925)*

SPECIAL DISTRICTS
Districts authorized by Texas state law include airport authorities, hospital districts, housing authorities, river authorities, school districts, soil conservation districts, urban renewal agencies, and local water districts (thirteen types). Special laws creating these districts are not always included in the statutes, but do appear in the session laws for the particular session if created by the Legislature. Class special districts either with the council of government number (emphasizing the geographical-local importance) or with the governmental body supervising the district (emphasizing function). Once the library has made a decision, attempt to treat all other special districts in the same manner. Note, for some special district, the local government is the supervisor/creator therefore, the two choices of classification would be the same classification number.

SPORTS, GOVERNOR'S ADVISORY COUNCIL ON LIFETIME (1969-) See G1081

STATE..... See Key word following this designation with exception of names of institutions [State Lunatic Asylum .....]

S1100 STATE & LOCAL TAX POLICY, COMMISSION ON *(1959-1963)*
xTax Policy, Commission on State & Local (1959-1963)

S1200 STATE & LOCAL TAX POLICY, COMMITTEE ON *(1969-1971)*
[Reestablished each session]

**STATE BAR OF TEXAS See* BAR OF TEXAS, STATE

*STATE COLONY FOR FEEBLE MINDED, *Austin (1915: 1917-1925) Class A2900*
*sa:xx*Austin State School (1925-)*
xFeeble Minded, State Colony for

**STATE COLORED ORPHAN'S HOME, Gilmer See* *DICKSON COLORED ORPHANAGE, *Gilmer (1930-1943) D360*
[Alternate name for the Dickson Colored Orphanage, Gilmer which was private, bought by State. Never officially renamed as children were to be moved as soon as possible]

STATE DEPOSITORY BOARD See DEPOSITORY BOARD, STATE

*STATE EPILEPTIC COLONY, *Abilene (1899: 1904-1925) Class A025*
*sa:xx*Abilene State Hospital (1925-1957)*
Abilene State School (1957-)
*x*State Lunatic Asylum. Epileptic Colony, Abilene*

STATE ETHICS COMMISSION See ETHICS COMMISSION, STATE

S1250 STATE-FEDERAL RELATIONS, OFFICE OF *(1971-)*
sa:xxGovernor's Office. State-Federal Relations Division (-1971)

STATE GUARD *Class A695*

*STATE HOG FARM, *Jollyville (1943-)*

*STATE HOME FOR DEPENDENT & NEGLECTED CHILDREN, *Waco (1919-1937) Class W050*
sa:xxWaco State Home (1937-)
xDependent & Neglected Children, State Home for, Waco

*STATE HOME FOR LEPERS *(1909: never operational)*
xLepers, State Home for

*STATE HOSPITAL FOR CRIPPLED & DEFORMED CHILDREN, *Galveston (1915-) Class Z UM305*
[Given to state by Texas Public Health Association
Was Walter Colquitt Memorial Children's Hospital (children's ward of John Sealy Hospital)
On premises of U.T. Medical Branch at Galveston]
xCrippled Children.....

**STATE HOSPITAL FOR THE NEGRO INSANE, Rusk See* EAST TEXAS HOSPITAL FOR INSANE, *Rusk (1917-1925)*

*STATE JUVENILE TRAINING SCHOOL *(1887: 1889-1939) Class G430*
sa:xxGatesville State School For Boys (1939-1975)

STATE LIBRARY See LIBRARY, STATE L1900

STATE LUNATIC ASYLUM, *Austin (1856-1925) Class A2865*
sa:xxAustin State Hospital (1925-)

STATE LUNATIC ASYLUM. EPILEPTIC COLONY, Abilene See STATE EPILEPTIC COLONY, *Abilene A025*
xEpileptic Colony, Abilene

*STATE ORPHANS HOME, *Corsicana (1887: 1889-1957) Class C3575*
*sa:xx*Corsicana State Home (1957-)*
xOrphans Home

S1255 *STATE PASTEUR INSTITUTE *(1903-1928)*
[Diagnose & treat rabies; 1928 attached to Health Dept., Food & Drug Division H709]
sa:xxHealth, State Department of. Food & Drug Division

*STATE RAILROAD RECREATION SITE, *Anderson & Cherokee Co. (1971-) Class P500/R132*
xRailroad Recreation Site, State

*STATE SCHOOL FOR DELINQUENT COLORED GIRLS, *Crockett (1950-1964) Class C5605*
sa:xxBrady State School (1945: 1946-1950)
Crockett State School for Girls (1965-1973)
xDelinquent Colored Girls, State School for

*STATE TRAINING SCHOOL FOR DEPENDENT & DELINQUENT NEGRO GIRLS (Authorized in 1927, again in 1945) See BRADY STATE SCHOOL

*STATE TUBERCULOSIS SANATORIUM, Sanatorium (1911: 1912-1951) Class M050
[Sanatorium, Texas near Carlsbad]
sa:xx*McKnight State Sanatorium, Sanatorium (1951-1955)
*McKnight State Tuberculosis Hospital, Sanatorium (1955-1969)
*San Angelo Center, Sanatorium (1969-)

*STATE TUBERCULOSIS SANATORIUM FOR NEGROES, Kerrville (1935-1947)
[Patients and equipment transferred to East Texas Tuberculosis Sanatorium, Tyler. Grounds used for Texas State School for Cerebral Palsied in 1947.]

*STEPHEN F. AUSTIN STATE HISTORIC PARK, Austin Co. (1940-) Class P500/St43
xSan Felipe State Park

S1300 STONEWALL JACKSON MEMORIAL BOARD (1957-)
[inoperative]

S1400 STRUCTURAL PEST CONTROL BOARD (1971-)
xPest Control Board, Structural

SUBMERGED LANDS ADVISORY COMMITTEE (1961-) Class L300
[Administered by School Land Board of General Land Office]

SUPREME COURT (1876-) Class C4400
sa:xx*Bar of Texas, State (1939-)

SUPREME COURT LAW LIBRARY (-1971) Class L1050
sa:xxLaw Library, State (1971-)

S1600 SURPLUS PROPERTY AGENCY (1971-)
[1945-1950 temporary each session; 1951-1957 continued by resolution; 1971, by statute]

T

TRIMS See TEXAS RESEARCH INSTITUTE OF MENTAL SCIENCES

*TARRANT COUNTY MHMR CENTER, *Fort Worth (1966-71) Class M1000.9 With* TRINITY VALLEY MENTAL HEALTH MENTAL RETARDATION AUTHORITY, *Fort Worth*

TASK FORCE FOR COURT IMPROVEMENT, CHIEF JUSTICE'S See CHIEF JUSTICE'S TASK FORCE FOR COURT IMPROVEMENT *(1971-) C4440*

T200 TAX BOARD, STATE *(1905-)*
[1971 all duties transferred to Legislative Property Tax Committee]
sa:xxLegislative Property Tax Committee
xTax Commission

TAX POLICY, COMMISSION ON STATE & LOCAL (1959-63) See STATE & LOCAL TAX POLICY....

TAX BOARD, AUTOMATIC See AD VALOREM TAX RATE, BOARD TO CALCULATE THE

TAX COMPACT, MULTISTATE See MULTISTATE TAX COMPACT

TAX RATE, BOARD TO CALCULATE See AD VALOREM TAX RATE, BOARD TO CALCULATE

T300 TAX STUDY COMMISSION, STATE *(1957-1959)*

T350 TAX SURVEY COMMITTEE, LEGISLATIVE
xLegislative Tax Survey Committee

T500 TEACHER EDUCATION, STATE BOARD OF EXAMINERS FOR *(1893-)*

T600 TEACHER RETIREMENT SYSTEM *(1937-*
xRetirement System, Teacher

T700 TEACHER'S PROFESSIONAL PRACTICES COMMISSION *(1969-)*

TECHNICAL-VOCATIONAL EDUCATION IN TEXAS, ADVISORY COUNCIL FOR *(1969-) Class E1400*

TELEVISION, COMMISSION FOR EDUCATIONAL See EDUCATIONAL TELEVISION, COMMISSION FOR

T860 *TERRELL STATE HOSPITAL *(1925-)*
sa:xxNorth Texas Hospital for the Insane, Terrell (1883:1885-1925)

TEXAN CULTURES, INSTITUTE OF See *INSTITUTE OF TEXAN CULTURES

TEXAS..... Agency names beginning "Texas" are alphabeted by first substantive word

*TEXAS CONFEDERATE HOME FOR MEN, *Austin (1891-1965) Class C2720*
sa:xxAustin State Hospital. Annex (1965-)
xConfederate Home for Men, Austin
sa:xxJohn B. Hood Camp for Confederate Veterans, Austin (1889-1891) (private)

*TEXAS BLIND & DEAF SCHOOL, Austin (1965-67) Class D360
sa:xxDeaf, Dumb & Blind Asylum for Colored Youths [Austin (1887-1929)] & Colored Orphans, Austin (1929-47)
Texas Blind, Deaf & Orphan School, Austin (1947-65)
Texas School for the Deaf, Austin (1967-)

*TEXAS BLIND, DEAF & ORPHAN SCHOOL, Austin (1947-65) Class D360
sa:xxDeaf, Dumb & Blind Asylum for Colored Youths [Austin (1887-1929)] & Colored Orphans, Austin (1929-47)
Texas Blind, & Deaf School, Austin (1965-67)
Texas School for the Deaf, Austin (1967-)

TEXAS DISTINGUISHED SERVICE [MEDAL] AWARDS COMMITTEE (1969-)
xDistinguished Service Awards Committee

*TEXAS EDUCATION & KNOWLEDGE NETWORK ASSOCIATION, Austin (TEKNET) (1969-)
Class Z I515

*TEXAS HISTORICAL FOUNDATION (1954-1961) Class H1800
[Private, non-profit corporation to support educational undertakings.]

*TEXAS MEDICAL CENTER, Houston See Z UA600

*TEXAS MEMORIAL MUSEUM, Austin See Z UA355

TEXAS RANGERS Class R700

*TEXAS RESEARCH INSTITUTE OF MENTAL SCIENCES, Houston (1967-) Class R1775
sa:xxHouston State Psychiatric Institute for Research & Training (1957-1967)
xTRIMS

*TEXAS STATE SCHOOL FOR CEREBRAL PALSIED, Galveston (1947-51) Class Z UM305
sa:xxMoody State School for Cerebral Palsied Children, Galveston (1951-) Class Z UM305
xCerebral Palsied, Texas State School For

*TEXAS SCHOOL FOR THE BLIND, Austin (1915-) Class B900
sa:xxAsylum for the Blind (1856-1905)
sa:xxBlind Institute, Austin (1905-15)

*TEXAS SCHOOL FOR THE DEAF, Austin (1949-) Class D375
[1967, Texas School for the Deaf and the Texas School for the Blind were combined administratively.]
sa:xxDeaf & Dumb Asylum, Austin (1856-1949)
Texas Blind & Deaf School, Austin (1965-1967)
xxDeaf, Dumb & Blind Asylum for Colored Youths [Austin (1887-1929)] & Colored Orphans, Austin (1929-1947)
Texas Blind, Deaf & Orphan School, Austin (1947-1965)

TEXAS SYSTEM OF NATURAL LABORATORIES, INC. See Z TS975

*TEXOMA REGIONAL MENTAL HEALTH MENTAL RETARDATION CENTER, Denison (1974-)
Class M1000.9*

T980 *TEXOMA REGIONAL PLANNING COMMISSION (1968-)
For use of .9 for city/county documents within COG area see appendix.*

T1000 TEXTBOOK COMMISSION, STATE (1891, 1925-1929)
sa:xxTextbook Committee, State

T1100 TEXTBOOK COMMITTEE, STATE (1929-)
sa:xxTextbook Commission, State (1891-1929)
sa:xxRevision, Board of (1911-1929)

THERAPY EXAMINERS, BOARD OF PHYSICAL See PHYSICAL THERAPY EXAMINERS, BOARD OF *(1971-)*

THIRTY-SIXTH DIVISION STATE PARK, Brownwood Co. See LAKE BROWNWOOD STATE RECREATION PARK, *Brown Co. (1934-)*

TIGUA INDIAN COMMUNITY, *Ysleta (1965-) Class I200*
sa:xxIndian Affairs, Commission for (1965-1975)
Indian Commission (1975-)
[Originally known as "Pueblo De San Antonio de la Ysleta del Sur"]

*TIPS PARK, Live Oak Co. (1924: 1948-) Class P500/T499

T1200 TOURIST DEVELOPMENT AGENCY (1963-)

TRAFFIC ACCIDENTS, GOVERNOR'S SPECIAL INVESTIGATION COMMITTEE ON (1938) See G1081

T1300 TRAFFIC SAFETY COUNCIL (1957-1967)

TRAINERS, BOARD OF ATHLETIC See ATHLETIC TRAINERS, BOARD OF

TRANSIENT BUREAU *Class M1400*

TRANSPORTATION COUNCIL, INTERAGENCY (1971-)

T1350 *TRAVIS STATE SCHOOL, Austin (1961-)
sa:xxAustin State School. Farm Colony, Travis Co. (1941-1961)
[Separated from Austin State School in 1949]*

T1400 TREASURY DEPARTMENT (1876-)
sa:xxDepository Board, State (1905-)

T1500 *TRINITY RIVER AUTHORITY (1955-)

*TRINITY VALLEY MENTAL HEALTH MENTAL RETARDATION AUTHORITY, Fort Worth (1966-)
Class M1000.9
[Former name: Tarrant County MHMR Center (1966-1971)]*

*TROPICAL TEXAS CENTER FOR MENTAL HEALTH MENTAL RETARDATION, *Edinburg, (1966-)*
Class M1000.9
[Former name: Hidalgo County MHMR Center 1966-1974]

TUBERCULOSIS, GOVERNOR'S COMMITTEE ON THE ERADICATION OF (1963-) See G1089 & H861

TUBERCULOSIS ADVISORY COMMITTEE *(1965-) Class H861*

TUBERCULOSIS CONTROL, SPECIAL BI-NATIONAL COMMISSION FOR (March 1967-) Class H861

T1600 TUBERCULOSIS NURSE EXAMINERS, STATE BOARD OF *(1950-)*
xNurse Examiners, State Board of Tuberculosis

**TUBERCULOSIS SANATORIUM, STATE See* STATE TUBERCULOSIS SANATORIUM, *Sanatorium (1911-)*

T1700 TURNPIKE AUTHORITY *(1953-)*

*TYLER STATE RECREATION PARK, Smith Co. (1935-) Class P500/T971

U

UNEMPLOYMENT COMPENSATION, GOVERNOR'S COMMITTEE ON (1935-1937) See G1097

UNEMPLOYMENT COMPENSATION COMMISSION *(1936-1949)*
sa:xxEmployment Commission (1949-)

*UNIFORM RECIPROCAL ENFORCEMENT OF SUPPORT AGREEMENT

U400 *UNIFORM STATE LAWS, COMMISSION ON *(1951-)*

UNIVERSITY RELATIONS, GOVERNOR'S JOINT COUNCIL ON STATE - (1968-) See G1100

UNORGANIZED COUNTIES, BOARD OF EQUALIZATION FOR See EQUALIZATION FOR UNORGANIZED COUNTIES, BOARD OF *(1879-1951)*

U1300 *UPPER COLORADO RIVER AUTHORITY *(1935-)*
xColorado River Authority, Upper

U1375 *UPPER GUADALUPE RIVER AUTHORITY *(1939-)*
xGuadalupe River Authority, Upper

URBAN RENEWAL AGENCIES
Class .9 with county/council of government.
[A type of special district authorized by Art 1269d-3, in 1957. Created by city council.]

U1500 URBAN DEVELOPMENT COMMISSION *(1970-1971)*
[Created by Governor as a temporary Commission]

UTILITY COMMISSION, PUBLIC See PUBLIC UTILITY COMMISSION *(1975-)*

V

*VARNER-HOGG PLANTATION STATE HISTORIC PARK, *Brazoria Co. (1956-) Class P500/V431*

*VEHICLE EQUIPMENT SAFETY COMMISSION *(1963-) Class P3500*
[Interstate compact administered by Department of Public Safety]

V300 VENDING COMMISSION *(1971-1973)*
sa:xxAmusement Machine Commission (1973-)
xxComptroller of Public Accounts (1876-)

V350 *VERNON CENTER [& ANNEX] *(1968-)*

V400 VETERANS' AFFAIRS COMMISSION *(1947-)*
sa:xxVeterans' State Service Officer (1927-1947)

VETERANS' EDUCATION, STATE APPROVAL AGENCY FOR *(1947-1953)*
[Absorbed by Texas Education Agency. Established by Governor in accord with PL 346, 78th Congress.]

VETERAN'S LAND BOARD See LAND BOARD, VETERANS'

VETERANS' STATE SERVICE OFFICER *(1927-1947) Class V400*
sa:xxVeterans' Affairs Commission (1947-)

VETERANS TASK FORCE COMMITTEE, GOVERNOR'S JOBS FOR (1972-) See G1029

V700 VETERINARIAN, STATE *(1913-1925)*

V775 *TEXAS VETERINARY MEDICAL DIAGNOSTIC LABORATORY, *College Station (1967-)*

V800 VETERINARY MEDICAL EXAMINERS, STATE BOARD OF *(1911-)*
xMedical Examiners, State Board of Veterinary

VISUALLY HANDICAPPED, GOVERNOR'S COORDINATING OFFICE FOR THE See GOVERNOR'S COORDINATING OFFICE FOR THE VISUALLY HANDICAPPED *(1975-) G1103*

VISUALLY HANDICAPPED, POLICY BOARD FOR SERVICES TO THE (1975-) See G1103

VOCATIONAL EDUCATION IN TEXAS, ADVISORY COUNCIL FOR TECHNICAL- See TECHNICAL-VOCATIONAL EDUCATION IN TEXAS, ADVISORY COUNCIL FOR *(1969-) Class E1400*

VOCATIONAL EDUCATION, STATE BOARD OF *Class E1000*

V1000 VOCATIONAL NURSE EXAMINERS, BOARD OF *(1951-)*
xNurse Examiners, Board of Vocational

V1100 VOLUNTARY ARMY OF THE WAR WITH SPAIN, COMMISSION OF THE *(1935-1953)*

W

W. GOODRICH JONES STATE FOREST, *Montgomery Co. (1926-) Class F1400*

WACO-MCLENNAN COUNTY MHMR CENTER, *Waco (1967-1974) Class with* HEART OF TEXAS REGION MENTAL HEALTH MENTAL RETARDATION CENTER, *Waco M1000.9*

W050 *WACO STATE HOME *(1937-)*
*sa:xx*State Home for Dependent & Neglected Children, Waco (1919-1937)*

W200 WAR COUNCIL, STATE *(1943-1945)*

WAREHOUSES, BOARD OF SUPERVISORS OF *(1914-1925)*
sa:Agriculture, Department of (1907-)

*WASHINGTON-ON-THE-BRAZOS STATE HISTORIC PARK, *Washington Co. (1916-)*
Class P500/W274
[Museum control transferred to Blinn College, 1969-]

WATCHMEN See PRIVATE DETECTIVES

WATER & LIGHT BOARD *(1902-1909) Class B1500*
sa:xxBuildings & Grounds, Superintendent of Public (1874-1919)

W500 WATER COMMISSION *(1962-1965)*
sa:xxWater Rights Commission (1965-)
Water Engineers, Board of (1913-1962)
Water Well Drillers Board (1965-)

WATER COMMITTEE, GOVERNOR'S STATEWIDE (1957-1961?) See G1105

WATER CONSERVATION, GOVERNOR'S COMMITTEE ON (1952-1953) See G1113

W550 TEXAS WATER CONSERVATION ASSOCIATION

W600 WATER DEVELOPMENT BOARD *(1957-)*
sa:xxWater Commission (1957-)
Water Well Drillers Board (1965-)

WATER DISTRICTS
Class either with the Water Rights Commission (.9) or with county/council of government.
Complete listing of water districts can be found in West's Texas Statutes after the Water Code.

W700 WATER ENGINEERS, STATE BOARD OF *(1913-1962)*
sa:xxReclamation Department, State (1913-1939)
Water Commission (1962-1965)

W800 WATER POLLUTION ADVISORY COUNCIL *(1953-1961)*
sa:xxWater Quality Board (1967-)
Water Pollution Control Board (1961-1967)
xPollution Advisory Council, Water

W1000 WATER QUALITY BOARD *(1967-)*
sa:xxWater Pollution Control Board (1961-1967)
Water Pollution Advisory Council (1953-1961)

WATER RECREATION STUDY COMMITTEE, GOVERNOR'S STATE See G1121

WATER RESOURCE CONSERVATION & DEVELOPMENT TASKFORCE, GOVERNOR'S (1973-) See G1117

W1100 WATER RESOURCES COMMITTEE *(1953-1957)*

W1200 WATER RIGHTS COMMISSION *(1965-)*
sa:xxWater Commission (1962-1965)

W1300 WATER WELL DRILLERS BOARD *(1965-)*
sa:xxWater Development Board (1957-)

WEATHER MODIFICATION ADVISORY COMMITTEE *(1967-) Class W600*

*WEAVER H. BAKER MEMORIAL TUBERCULOSIS SANATORIUM [at Sanatorium, near Carlsbad]
(1948-1952)
*sa:*McKnight State Sanatorium, Sanatorium (1951-54)*
*sa:*San Antonio State Tuberculosis Hospital (1953-1971)*

WEIGHERS, PUBLIC See PUBLIC WEIGHERS

WELFARE, STATE DEPARTMENT OF PUBLIC See PUBLIC WELFARE.....

WELFARE COMMISSION, INDUSTRIAL See INDUSTRIAL WELFARE COMMISSION *(1919-1921)*

W1500 WEST CENTRAL TEXAS COUNCIL OF GOVERNMENTS *(1966-)*
For use of .9 for city/county documents within COG area see appendix B.

W1530 *WEST TEXAS COUNCIL OF GOVERNMENTS *(1967-)*
For use of .9 for city/county documents within COG area see appendix B.

WESTERN INFORMATION NETWORK ASSOCIATION [WIN], *Lubbock See Z I520*

W1700 *WICHITA FALLS STATE HOSPITAL *(1925-)*
sa:xxNorthwest Texas Insane Asylum, Wichita Falls (1917: 1920-1925)

WOMEN, GOVERNOR'S COMMISSION ON THE STATUS OF (1967-) See G1129

Y

YOUTH CAMP SAFETY, ADVISORY COUNCIL ON *(1973-) Class H922*

YOUTH CARE EVALUTAION OFFICE See G875

YOUTH, COMMISSION ON SERVICES TO CHILDREN & See CHILDREN & YOUTH, COMMISSION ON SERVICES TO

Y200 YOUTH COUNCIL *(1957-)*
Class Here: Interstate Compact on Juveniles (1965-)
xxInterstate Compact on Juveniles (1965-)
sa:xxYouth Development Council (1949-1957)

YOUTH DEVELOPMENT COUNCIL *(1949-1957) Class Y200*
sa:xxYouth Council (1957-)

SECTION TWO

Z CLASSIFICATION

FOR

INSTITUTIONS OF HIGHER EDUCATION

Z CLASSIFICATION

For State Supported Colleges & Universities, Public Junior Colleges, Institutes & Consortiums

Colleges and junior colleges are arranged in alphabetical order by current name (1975). Following each name is the year of creation as state public institutions. When two dates precede the dash, the second date refers to the operational date. Footnotes following the name indicate a larger system of which the school is a part. Below each institution is listed name changes in chronological order, to assist the librarian in preparing see also references or history cards for the public catalog. See references are provided only for drastic name changes. (As this classification scheme also provides Legislative Reference as an entry authority, some school names are transposed to agree with our proper entry (U.T., Austin is listed as: Texas. Univ. at Austin).

This scheme has adopted the U.T., San Antonio Library theory for the assignment of specific classification numbers within an institution: Numbers are assigned to "...university affiliated research centers", but not to departments or "colleges" within an institution. Departmental publications of the school of business administration, fine arts college, etc. are entered under the classification for the institution, adding the proper form division. (Breakdowns within a university may be omitted, if preferred.) CUTTER for title.

Classify monographs prepared/published by a state college for a state agency with the agency for which it is prepared (Texas Transportation Institute studies on air transportation prepared for the Aeronautics Commission will class with the Aeronautics Commission). For cooperative programs (Highway Dept. Cooperative Research Program and the Natural Fibers & Food Protein Committee) involving several institutions, class with the coordinating/sponsoring agency.

Call numbers are intended to be placed in the following way to match with those of agencies and to reduce the length of the initial line in the call number.

Z	Z
M900.3	TA225.2
C766	M668

University names can be updated by the Coordinating Board's Institutions of higher education in Texas (annual in the spring)

NOTE: All normal schools were changed to teachers colleges by the 38th Legislature, 1923 (V.A.C.S. Art. 2644)

SYMBOLS USED

+Junior college
*Entry not preceded by college name
Key: Footnotes following name:

1 Part of Texas A & M System
1* " Dallas County Community College District (1965: 1966-
2 " Texas A & I Univ. System
2* " San Antonio Junior College District (1948: 1948-
3 " U.T. System
3* " San Antonio Junior College District (1947-
4 " State Senior College System
5 " Univ. of Texas at Houston
6 " University of Texas System. School of Nursing
7 " University of Texas Medical Branch at Galveston
8 " University of Texas. Health Science Center, San Antonio, 1972-
9 " University of Texas at Austin
10 " Univ. of Texas Health Science Center at Dallas

Z SCHEDULE

ALTA VISTA AGRICULTURAL COLLEGE, *Prairie View (1878-9) Class Z P800*

Z A050 +ALVIN JUNIOR COLLEGE *(1948: 1949-*

Z A100 +AMARILLO COLLEGE *(1929: 1930-*

Z A150 +ANGELINA COLLEGE, *Lufkin (1966: 1968-*

Z A200 ANGELO STATE UNIV., *San Angelo*[4] *(1963: 1965-*
1926: 1928-63 San Angelo College. [junior college]
1963: 1965-69 Angelo State College, San Angelo [actual transfer from private to state not completed until 1965]
1969- Angelo State Univ., San Angelo

ARLINGTON TRAINING SCHOOL *(1913-1917) Class Z UA100*

ATMOSPHERIC SCIENCE GROUP See Z UA208

Z A800 +AUSTIN COMMUNITY COLLEGE *(1972-*

BATES COLLEGE OF LAW See Z U405

Z B200 +BEE COUNTY COLLEGE, *Beeville (1965: 1967-*

Z B500 +BLINN COLLEGE, *Brenham (1930-*
1883-1889: Mission Institute
1889-1934: Blinn Memorial College
1930- Merged with Southwestern Univ.; 1934, became public junior college

BORGER JUNIOR COLLEGE DISTRICT See FRANK PHILLIPS COLLEGE

Z B650 +BRAZOSPORT COLLEGE, *Lake Jackson (1948: 1968-*

+BRITTON TRAINING INSTITUTE, *Cisco Class Z C400*

CALLIER CENTER FOR COMMUNICATION DISORDERS OF DALLAS *Class Z UA510*
[Private, 1964-1975; Bought by U.T. at Dallas, 1975]

CARDIOVASCULAR INSTITUTE See Z U407

CARLISLE MILITARY ACADEMY, *Arlington (1880-1913) Class Z UA100*

CENTER FOR ARCHAEOLOGICAL RESEARCH See Z UA812

CENTER FOR BUILDING RESEARCH See Z UA240

CENTER FOR ENERGY STUDIES See Z UA242

CENTER FOR HIGHWAY RESEARCH See Z UA245

CENTER FOR HUMAN RESOURCES See Z U415

CENTER FOR MARITIME RESOURCES See Z M805

CENTER FOR NUCLEAR STUDIES See Z UA255

CENTER FOR RESEARCH IN WATER RESOURCES See Z UA260

CENTER FOR SOCIAL WORK RESEARCH See Z UA266

CENTER FOR STUDIES IN BUSINESS, ECONOMICS & HUMAN RESOURCES See Z UA817

CENTER FOR THE STUDY OF HUMAN RESOURCES See Z UA248

Z C200 +CENTRAL TEXAS COLLEGE, *Killeen (1965: 1967-*

Z C400 +CISCO JUNIOR COLLEGE *(1940: 1940-*
Established on the site of Britton Training Institute (1909-1922)
1922-24: Cisco Christian College [merger of B.T.I. & defunct Midland College]
1924-37: Randolph College

Z C500 +CLARENDON COLLEGE *(1927-*
1898-1927: a Methodist junior college
1927- Public junior college

COASTAL ZONE LABROATORY *Class Z M810*

COLLEGE OF INDUSTRIAL ARTS FOR WOMEN, *Denton (1903-1945) Class Z TW700*

COLLEGE OF MINES & METALLURGY, *El Paso (1919-49) Class Z UA550*

Z C600 +COLLEGE OF THE MAINLAND, *Texas City (1965: 1967-*

CONFEDERATE RESEARCH CENTER, Hillsboro See Z H520

Z C680 +COOKE COUNTY COLLEGE, *Gainesville (1924: 1924-*
1891-1894: Gainesville College
19 - Gainesville College
1924-1960: Part of Gainesville ISD
1961-1974: Officially Cooke County Junior College
1974- Cooke County College

Z D100 DALLAS COUNTY JUNIOR COLLEGE DISTRICT *(1966-*
[See also specific colleges: Eastfield, El Centro, Mountain View, Richland]

DEFENSE RESEARCH LABORATORY See Z UA205

Z D350 +DEL MAR COLLEGE, *Corpus Christi (1935: 1935-*

Z E400 EAST TEXAS STATE UNIV., *Commerce (1917: 1917-*
1889: 1890-94: East Texas Normal College, Cooper
1895-1917: East Texas Normal College, Commerce [referred to as Mayo College, after founder]
1917-23: East Texas State Normal College, Commerce
1923-57: East Texas State Teachers College, Commerce
1957-65: East Texas State College, Commerce
1965- East Texas State Univ., Commerce

450 CENTER, *Texarkana (1971-*

Z E460 +EASTFIELD COLLEGE, *Mesquite*[1]* *(1970: 1970-*

+EDINBURG JUNIOR COLLEGE *(1927-52) Class Z P100*

Z E800 +EL CENTRO COLLEGE, *Dallas*[1]* *(1966: 1966-*

Z E880 +EL PASO COMMUNITY COLLEGE *(1969: 1970-*

EL PASO MILITARY INSTITUTE *Class Z UA550*

ENERGY INSTITUTE See Z U425

ENVIRONMENTAL SCIENCE PARK See Z UE300

FEED & FERTILIZER CONTROL SERVICE See Z TA365

FIREMEN'S TRAINING SCHOOL See Z TA375

*FLOWER GARDEN RESEARCH CENTER, *Galveston Class Z UA335*

FOREST SERVICE See F1400

Z F500 +FRANK PHILLIPS COLLEGE, *Borger (1946: 1948-*

+GAINESVILLE COLLEGE *(189]-1894) Class Z C680*

Z G100 +GALVESTON COLLEGE *(1935: 1967-*

Z G800 +GRAYSON COUNTY COLLEGE, *Denison (1963: 1965-*

GRUBBS VOCATIONAL COLLEGE, *Arlington (1917-23) Class Z UA100*

GUN MUSEUM, Hillsboro See Z H520

+HARDIN JUNIOR COLLEGE, *Wichita Falls (1937-50) Class Z M570*

HEALTH SERVICES RESEARCH INSTITUTE *Class Z UH340*

Z H200 +HENDERSON COUNTY JUNIOR COLLEGE, *Athens (1946: 1946-*

Z H500 +HILL JUNIOR COLLEGE, *Hillsboro (1923-*
1923-50: Hillsboro Junior College
1950- Hill Junior College

520 CONFEDERATE RESEARCH CENTER *(1963-*

530 GUN MUSEUM *(1965-*

*HOGG FOUNDATION FOR MENTAL HEALTH, *Austin* *Class Z UA275*

+HOUSTON COLORED JUNIOR COLLEGE *(1927-35)* *Class Z TS700*

Z H800 +HOUSTON COMMUNITY COLLEGE SYSTEM *(1971: 1971-*

Z H870 +HOWARD COUNTY JUNIOR COLLEGE, *Big Spring (1945: 1946-*

Z I500 INFORMATION NETWORK ASSOCIATIONS *(1967-*
[1967, WIN created, and authorized the Coordinating Board to create others using WIN as the pattern. None have been funded to date]

505 NORTHEAST TEXAS INFORMATION NETWORK ASSOCIATION (NETINA)
[Headquartered at Univ. of Texas at Arlington]

510 SOUTHEAST TEXAS INFORMATION NETWORK ASSOCIATION (SETINA)
[Headquartered at University of Houston]

515 TEXAS EDUCATION & KNOWLEDGE NETWORK (TEKNET)
[Headquartered at Univ. of Texas at Austin]

520 WESTERN INFORMATION NETWORK (WIN)
[Headquartered at Texas Tech Univ.]

INSTITUTE FOR ENVIRONMENTAL STUDIES See Z N725

INSTITUTE FOR URBAN STUDIES See Z U435

INSTITUTE OF CONTEMPORARY CORRECTIONS & THE BEHAVIORAL SCIENCES See Z S205

INSTITUTE OF HEALTH SCIENCES See Z TW705

*INSTITUTE OF TEXAS CULTURES, *San Antonio*[3] *Class I600*
[Funded through U.T. San Antonio]

INTERNATIONAL CENTER FOR ARID AND SEMI-ARID LAND STUDIES See Z TT345

INTERNATIONAL FOOD PROTEIN RESEARCH CENTER See Z TA405

+JAMES CONNALLY TECHNICAL INSTITUTE, *Waco (1965-69)* *Class Z TS800*

JOHN TARLETON AGRICULTURAL COLLEGE, *Prairie View (1917-49) Class Z T100*

JOSEY SCHOOL OF VOCATIONAL EDUCATION See Z S210

Z K400 +KILGORE COLLEGE *(1935: 1935-*

Z L100 LAMAR UNIV., *Beaumont (1949: 1949-*
1923-32: South Park Junior College, Beaumont
1923-40: Lamar College, Beaumont
1942-49: Lamar Union Junior College, Beaumont
1949-71: Lamar State College of Technology, Beaumont
1971- Lamar Univ., Beaumont

Z L200 +LAREDO JUNIOR COLLEGE *(1946: 1947-*

Z L300 +LEE COLLEGE, *Baytown (1934: 1934-*

LYNDON B. JOHNSON SCHOOL OF PUBLIC AFFAIRS See Z UA320

MCDONALD OBSERVATORY See Z UA330

Z M150 +MCLENNAN COMMUNITY COLLEGE, *Waco (1965: 1966-*

MARINE SCIENCE INSTITUTE, *Port Aransas Class Z UA335*

Z M500 +MIDLAND COLLEGE *(1969-*
[1969-1972, branch of Odessa College]

+MIDLAND COLLEGE, *Cisco Class Z C400*

Z M570 MIDWESTERN UNIV., *Wichita Falls (1961: 1961-*
1922-37: Wichita Falls Junior College
1937-46: Hardin Junior College, Wichita Falls
1946-50: Hardin College, Wichita Falls
1950-61: Midwestern Univ., Wichita Falls [Private]
1961-75: Midwestern Univ., Wichita Falls, [State]
1975- Midwestern State Univ., Wichita Falls

+MISSION INSTITUTE, *Brenham (1883-1889) Class Z B500*

Z M800 MOODY COLLEGE OF MARINE SCIENCES & MARITIME RESOURCES, *Galveston*[1] *(1971: 1971-*

805 CENTER FOR MARITIME RESOURCES[1]

810 COASTAL ZONE LABORATORY[1]

815 TEXAS MARITIME ACADEMY[1] *(1962-*

Z M850 +MOUNTAIN VIEW COLLEGE, *Dallas*[1*] *(1970: 1970-*

Z N100 +NAVARRO JUNIOR COLLEGE, *Corsicana (1945: 1946-*

NETINA See Z I505

Z N600 +NORTH HARRIS COUNTY JUNIOR COLLEGE DISTRICT, *Houston (1972: 1973-*

+NORTH TEXAS JUNIOR AGRICULTURAL COLLEGE, *Arlington, (1923-49) Class Z UA100*

Z N700 NORTH TEXAS STATE UNIV., *Denton (1899: 1901-*
1890-189?: Texas Normal College & Teachers Training Institute, Denton
189?-1901: North Texas Normal College, Denton
1901-1923: North Texas State Normal College (1899 accepted by state, but not funded until 1901)
1923-1949: North Texas State Teacher's College, Denton
1949-1961: North Texas State College, Denton
1961- North Texas State Univ., Denton

705 CENTER FOR COMMUNITY SERVICES

725 INSTITUTE FOR ENVIRONMENTAL STUDIES

NORTHEAST TEXAS INFORMATION NETWORK ASSOCIATION (NETINA) *Class Z I505*

Z O200 +ODESSA COLLEGE *(1946: 1946-*
[1969-1972, had a branch college - Midland College]

Z P100 PAN AMERICAN UNIV., *Edinburg (1965: 1965-*
1927-52: Edinburg Junior College
1951: 1952-71 Pan American College, Edinburg
1965.....Became state supported
1971- Pan American Univ., Edinburg

Z P130 +PANOLA COLLEGE, *Carthage (1947: 1948-*
1948-52: Panola County Junior College
1953- Panola College

Z P150 +PARIS JUNIOR COLLEGE *(1924: 1924-*

PERMIAN JUNIOR COLLEGE SYSTEM See Z O 200

POPULATION RESEARCH CENTER See Z UA340

Z P800 PRAIRIE VIEW A & M UNIV.[1] *(1876: 1878-*
1870: 1878-79: Alta Vista Agricultural College
1879: 1888-89: Prairie View State Normal School
1889-1945: Prairie View Normal & Industrial College
1945-1947: Prairie View Univ.
1947-1973: Prairie View Agriculture & Mechanical College
1973- Prairie View A & M Univ.

+RANDOLPH COLLEGE, Cisco See CISCO JUNIOR COLLEGE

Z R100 +RANGER JUNIOR COLLEGE *(1926: 1926-*

REAL ESTATE RESEARCH CENTER See R800

Z R500 +RICHLAND COLLEGE, *Dallas*[1*] *(1972: 1972-*

RODENT & PREDATORY ANIMAL CONTROL SERVICE See Z TA445

Z S100 +ST. PHILIP'S COLLEGE[3*] *(1942-*
1898-1942: (Private)
1942-1946: a branch of San Antonio College
1946- Became independent junior college in junior college district

Z S200 SAM HOUSTON STATE UNIV., *Huntsville*[4] *(1879: 1923-*
1879: 1923-65: Sam Houston State Teachers College
1965-69: Sam Houston State College, Huntsville
1969- Sam Houston State Univ., Huntsville

205 *SINSTITUTE OF CONTEMPORARY CORRECTIONS & THE BEHAVIORAL SCIENCES, *Huntsville* *(1965-

210 *SJOSEY SCHOOL OF VOCATIONAL EDUCATION *(1947-

215 *SSAM HOUSTON MEMORIAL MUSEUM, *Huntsville* *(1936-

SAN ANGELO COLLEGE *(1926: 1928-63) Class Z A200*

Z S280 SAN ANTONIO UNION JR. COLLEGE DIST.

Z S300 +SAN ANTONIO COLLEGE[3*] *(1925-*
1925: University Junior College
1926-1948: San Antonio Junior College
1948- San Antonio College

Z S350 +SAN JACINTO COLLEGE, *Pasadena* *(1960: 1961-*

SETINA See Z I510

+SOUTH PARK JUNIOR COLLEGE, *Beaumont* *(1923-32) Class Z L100*

Z S700 +SOUTH PLAINS COLLEGE, *Levelland* *(1957: 1958-*

SOUTH TEXAS MEDICAL SCHOOL, *San Antonio* *(1959-67) Class Z UM340*

SOUTH TEXAS STATE TEACHER COLLEGE, *Kingsville* *(1923: 1925-59) Class Z TA110*

SOUTHEAST TEXAS INFORMATION NETWORK ASSOCIATION (SETINA) *Class Z I510*

Z S715 SOUTHWEST CENTER FOR URBAN RESEARCH, *Houston* *(1968: 1969-*
Composed of Rice Univ., Houston
Univ. of Houston. Institute for Urban Studies
Texas Southern Univ., Houston (1973-
Univ. of Texas School of Public Health at Houston (1973-
Baylor College of Medicine (1973-

Z S725 SOUTHWEST RESEARCH CONSORTIUM *(197?*
Composed of Southwest Research Institute, Houston (1947-
Southwest Foundation for Research & Education (1941-
Univ. of Texas at San Antonio
Univ. of Texas Health Science Center at San Antonio

Z S730 SOUTHWEST RESEARCH INSTITUTE
[Offices at Corpus Christi, Houston, San Antonio]

Z S750 +SOUTHWEST TEXAS JUNIOR COLLEGE, *Uvalde (1946: 1946-*

Z S770 SOUTHWEST TEXAS STATE UNIV., *San Marcos*[4] *(1899: 1903-*
1899: 1903-23: Southwest Texas State Normal School, San Marcos
1923-59: Southwest Texas State Teachers College
1959-69: Southwest Texas State College, San Marcos
1969- Southwest Texas State Univ., San Marcos

SOUTHWESTERN MEDICAL SCHOOL, *Dallas (1943-1949) Class Z US700*

STATE SCHOOL OF MINES & METALLURGY, *El Paso (1913-1919) Class Z UA550*

Z S800 STATE TEACHERS COLLEGE SYSTEM, BOARD OF REGENTS *(1911-1965)*
sa:xxState Senior College System, Board of Regents (1965-1975)
sa:xxState University System, Board of Regents (1975-

Z S850 STEPHEN F. AUSTIN STATE UNIV., *Nacogdoches (1921: 1923-*
1921: 1923-48: Stephen F. Austin State Teachers College, Nacogdoches
1948-69: Stephen F. Austin State College, Nacogdoches
1969- Stephen F. Austin State Univ., Nacogdoches

Z S900 SUL ROSS STATE UNIV., *Alpine*[4] *(1917: 1920-*
1917: 1920-23: Sul Ross State Normal College, Alpine
1923-73: Sul Ross State College, Alpine
1973- Sul Ross State Univ., Alpine

Z T100 TARLETON STATE UNIV., *Stephenville*[1] *(1917: 1917-*
1899-1917: John Tarleton College [Private]
1917-49: John Tarleton Agricultural College [State]
1949-73: Tarleton State College, Stephenville
1973- Tarleton State Univ., Stephenville
1961: Became four year college

Z T150 +TARRANT COUNTY JUNIOR COLLEGE DISTRICT, *Fort Worth (1965-*

155 NORTHEAST CAMPUS, *Hurst (1967: 1968-*

165 NORTHWEST CAMPUS *(1971:*

175 SOUTH CAMPUS, *Fort Worth (1966: 1967-*

TEKNET See Z I515

Z T300 +TEMPLE JUNIOR COLLEGE *(1926: 1926-*

2124

Z T350 +TEXARKANA COLLEGE *(1927: 1927-*

Z TA100 TEXAS A & I UNIV. IN CORPUS CHRISTI[2] *(1971: 1973-*

Z TA110 TEXAS A & I UNIV. IN KINGSVILLE[2] *(1923: 1925-*
1923: 1925-59: South Texas State Teachers College, Kingsville
1929-67: Texas College of Arts & Industries, Kingsville
1967- Texas A & I Univ., Kingsville

Z TA120 TEXAS A & I UNIV. IN LAREDO[2] *(1969: 19-*

Z TA130 TEXAS A & I UNIV. SYSTEM
TEXAS A & M RESEARCH FOUNDATION See Z TA485

Z TA200 TEXAS. A & M UNIV., *College Station*[1] *(1871: 1876-*
1871-1963: Texas. Agricultural & Mechanical College, College Station
1963- Texas. A & M Univ., College Station
[1871-1919 Part of U.T. System; 1966 admitted women]

225 AGRICULTURAL ECONOMICS & RURAL SOCIOLOGY DEPT. *(196?*

245 AGRICULTURAL EXPERIMENT STATION *(1888: 1913-*
Class Substations in this number.
[Entry note. Use Center at _____ if does not have distinctive name. If distinctive name, enter under that with see from A & M. Agricultural Experiment Station. Center at _____]

at Amarillo See Southwestern Great Plains
" Beaumont, 1909
" Bushland see Southwestern Great Plains Research Center, Bushland, 1938
" Chillicothe-Vernon, 1971
" Corpus Christi, 1974
" Dallas-Ft. Worth-Denton, 1972
" El Paso, 1942
" Lubbock, 1909
" McGregor, 1948
at Overton, 1967
" San Angelo, 1970
" Stephenville
" Temple, 1909 Blacklands Research Center
" Uvalde, 1971
" Weslaco, 1923

265 AGRICULTURAL EXTENSION SERVICE *(1915-*

285 ARCHITECTURE RESEARCH CENTER

CENTER FOR MARINE RESOURCES *Class Z M805*

COASTAL ZONE LABORATORY *Class Z M810*

305 ENGINEERING EXPERIMENT STATION *(1914-*

325 ENGINEERING EXTENSION SERVICE *(1925-*

345 ENVIRONMENTAL QUALITY PROGRAM *(1970-*

365 FEED & FERTILIZER CONTROL SERVICE *(1957-*

375 FIREMEN'S TRAINING SCHOOL *(1931-*

*FOREST SERVICE *(1915- Class F1400*

385 INDUSTRIAL ECONOMICS RESEARCH DIVISION

Z TA *TEXAS. A & M UNIV. (Cont.)*

Z TA392 INSTITUTE OF TROPICAL VETERINARY MEDICINE

Z TA405 INTERNATIONAL FOOD PROTEIN RESEARCH CENTER
[*For cooperative works in conjunction with Natural Fibers & Food Protein Committee See: N305*

MARINE LABORATORY, *Galveston Class Z M810*

*MOODY COLLEGE OF MARINE SCIENCES & MARITIME RESOURCES, *Galveston Class Z M800*

425 NUPLEX PROGRAM OFFICE *(1969-*

*REAL ESTATE RESEARCH CENTER *Class R800*

445 RODENT & PREDATORY ANIMAL CONTROL SERVICE *(1951-*

465 SEA GRANT PROGRAM *(1969-*

485 *TEXAS A & M RESEARCH FOUNDATION
[*Not a part of A & M; however, uses faculty, graduate students and facilities*]

505 *TEXAS TRANSPORTATION INSTITUTE *(1950: 1955-*
[*See also H1333.7 for cooperative reports prepared in conjunction with the Highway Department*]

525 URBAN & REGIONAL PLANNING DEPARTMENT

*VETERINARY MEDICAL DIAGNOSTIC LABORATORY *(1967- Class V775*

545 WATER RESOURCES INSTITUTE *(1964-*

Z TX565 TEXAS. A & M UNIV. SYSTEM

TEXAS ARCHAEOLOGY SURVEY See Z UA209

TEXAS COLLEGE OF ARTS & INDUSTRIES, *Kingsville (1929-67) Class Z TA110*

Z TC500 TEXAS COLLEGE OF OSTEOPATHIC MEDICINE, *Fort Worth (1971-*
1966: 1970- Affiliated with North Texas State Univ.
1971- Received state aid
1975- [Attached to North Texas State Univ., Denton]

TEXAS EASTERN COLLEGE, *Tyler (1975- Class Z TY150*

TEXAS EDUCATION AND KNOWLEDGE NETWORK (TEKNET) *Class Z I515*

TEXAS INDUSTRIAL INSTITUTE & COLLEGE FOR THE EDUCATION OF WHITE GIRLS IN THE ARTS & SCIENCES, Denton (1901) See Z TW700

TEXAS INSTITUTE OF COASTAL & MARINE RESOURCES See Z U465

*TEXAS MARITIME ACADEMY, *Galveston (1962: 1963- Class Z M815*

TEXAS MEDICAL COLLEGE, *Galveston (1873-89) Class Z UM320*

*TEXAS MEMORIAL MUSEUM, *Austin Class Z UA355*

Z TS700 TEXAS SOUTHERN UNIV., *Houston (1947: 1947-*
1927-35: Houston Colored Junior College
1935-47: Houston College for Negroes [Branch of Univ. of Houston]
1947-51: Texas State Univ., For Negroes, Houston
1951- Texas Southern Univ., Houston

Z TS750 +TEXAS SOUTHMOST COLLEGE, *Brownsville (1926: 1926-*

Z TS800 +TEXAS STATE TECHNICAL INSTITUTE, *Waco (1965-*
1965-69: James Connally Technical Institute[1], *Waco*
1969- Texas State Technical Institute, Waco

815 JAMES CONNALLY CAMPUS, *Waco (1965-*

825 MID CONTINENT CAMPUS, *Amarillo*

835 RIO GRANDE CAMPUS, *Harlingen*

845 ROLLING PLAINS CAMPUS, *Sweetwater*

TEXAS STATE UNIV. FOR NEGROES, *Houston (1947-51) Class Z TS700*

Z TS975 *TEXAS SYSTEM OF NATURAL LABORATORIES, INC. [private/state cooperative]

Z TT300 TEXAS TECH UNIV., *Lubbock (1923: 1925-*
1925-69: Texas Technological College, Lubbock
1969- Texas Tech Univ., Lubbock

315 CENTER, *Amarillo*

325 CENTER, *Junction*

339 CENTER FOR PUBLIC SERVICE

345 ICASALS (INTERNATIONAL CENTER FOR ARID AND SEMI-ARID LAND STUDIES) *(1966-*

385 MUSEUM & RANCH HEADQUARTERS
1975- Ranching Heritage Center

415 SCHOOL OF LAW *(1965: 1967-*

425 TEXTILE RESEARCH CENTER: *Class cooperative reports C3700 1941-71*
N313 1971-

445 WATER RESOURCES CENTER

Z TT550 TEXAS TECH UNIV. SCHOOL OF MEDICINE, *Lubbock (1969-*

2127

TEXAS TRANSPORTATION INSTITUTE See Z TA505

TEXAS WESTERN COLLEGE OF THE UNIV. OF TEXAS, *El Paso (1949-66) Class Z UA550*

Z TW700 TEXAS WOMAN'S UNIV., *Denton (1901: 1903-*
1901 : Texas Industrial Institute & College for the Education of White Girls in the Arts & Sciences
1903-1945: College of Industrial Arts for Women, Denton
1945-1957: Texas State College for Women, Denton
1957- Texas Woman's Univ., Denton

705 INSTITUTE OF HEALTH SCIENCES

725 NUTRITION & NATURAL FIBER UTILIZATION RESEARCH [*RESEARCH INSTITUTE*] *Class cooperative reports C3700 (1941-71)*
N321 (1971-

TEXTILE RESEARCH CENTER See Z TT425

Z TY100 +TYLER JUNIOR COLLEGE *(1926-*

Z TY150 TYLER STATE COLLEGE *(1971: 1973-1975)*
1975: Renamed Texas Eastern Univ., Tyler

+UNIVERSITY JUNIOR COLLEGE, *San Antonio (1925) Class Z S300*

Z U400 UNIV. OF HOUSTON *(1961: 1963-*
1927-1934: Junior college
1934-1961: Private college

405 BATES COLLEGE OF LAW

407 CARDIOVASCULAR INSTITUTE

415 CENTER FOR HUMAN RESOURCES

418 CONTINUING EDUCATION CENTER *(1974-*

425 ENERGY INSTITUTE

435 INSTITUTE FOR URBAN STUDIES *(1967-*

455 OCEAN SYSTEMS MODEL TEST FACILITY

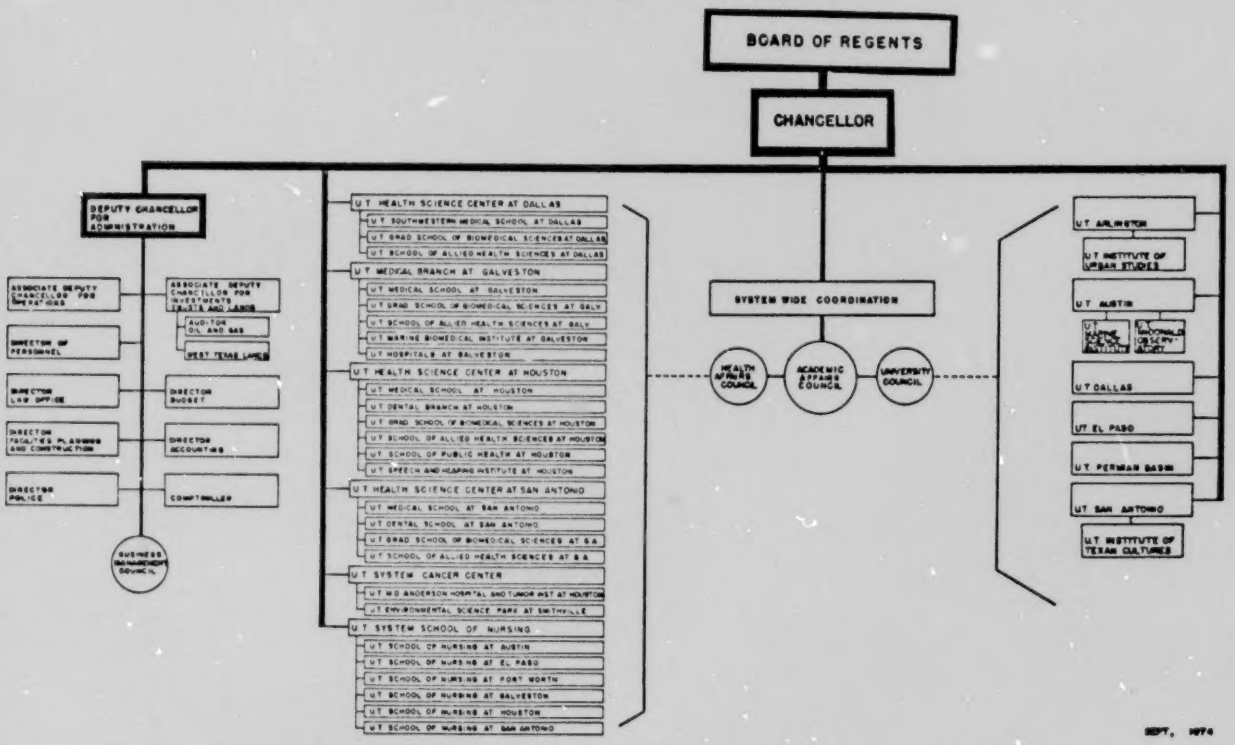
459 PUBLIC AFFAIRS RESEARCH CENTER

465 *TEXAS LAW INSTITUTE OF COASTAL & MARINE RESOURCES

480 VICTORIA CENTER

Z U500 UNIV. OF HOUSTON AT CLEAR LAKE *(1971:*

THE UNIVERSITY OF TEXAS SYSTEM



Z UA100 TEXAS. UNIV. AT ARLINGTON[3] *(1917-*

1880's-1913: Carlisle Military Academy, Arlington [private]
1913-1917 : Arlington Training School [private]
1917-1923 : Grubbs Vocational College, Arlington
1923-1949 : North Texas Junior Agricultural College, Arlington
1949-1967 : Arlington State College[1]
1967- Univ. of Texas at Arlington[3]
[1917-67, governed by A & M; 1948-65, part of A & M System; 1965- part of U.T. System]

150 INSTITUTE OF URBAN STUDIES *(1967-*

Z UA200 TEXAS. UNIV. AT AUSTIN[3] *(1881-*

205 APPLIED RESEARCH LABORATORIES

1942-45? War Research Laboratory
1945?-64 Military Physics Research Laboratory
[Merged with Defense Research Laboratory as Aerospace Technology Division]
1945-68: Defense Research Laboratory
1968- Applied Research Laboratories

208 ATMOSPHERIC SCIENCE GROUP

209 TEXAS ARCHEOLOGICAL SURVEY

BALCONES RESEARCH CENTER *(1949- Class Annual report Z UA200; Publications with sponsoring institute*

Z UA *TEXAS. UNIV. AT AUSTIN (Cont.)*

Z UA215 BUREAU OF BUSINESS RESEARCH *(1927-*

220 BUREAU OF ECONOMIC GEOLOGY *(1908-*

230 BUREAU OF MUNICIPAL RESEARCH

BUREAU OF PUBLIC SCHOOL SERVICE See UNIVERSITY INTERSCHOLASTIC LEAGUE

240 CENTER FOR BUILDING RESEARCH

242 CENTER FOR ENERGY STUDIES

245 CENTER FOR HIGHWAY RESEARCH *Class cooperative research publications H1333.7*

248 CENTER FOR THE STUDY OF HUMAN RESOURCES *(1969-*

255 CENTER FOR NUCLEAR STUDIES

260 CENTER FOR RESEARCH IN WATER RESOURCES *(1963-*

266 CENTER FOR SOCIAL WORK RESEARCH *(1974-*

COMMUNICATIONS CENTER *Class Z UA200*

COTTON ECONOMICS RESEARCH *Class C3729 or N329*

275 *HOGG FOUNDATION FOR MENTAL HEALTH, *Austin*

287 INST. OF LATIN AMERICAN AFFAIRS

INSTITUTE OF MARINE SCIENCE See MARINE SCIENCE...

300 INSTITUTE OF PUBLIC AFFAIRS *(1955?*

320 LYNDON B JOHNSON SCHOOL OF PUBLIC AFFAIRS *(197-*

330 *MCDONALD OBSERVATORY, *Mount Locke*
[*Cooperative with Univ. of Chicago (1932-1963)*]
Originally named J. W. McDonald Astronomical Observatory

335 *MARINE SCIENCE INSTITUTE, *Port Aransas (1941)*
[*Including Texas Tektite project & Flower Gardens Ocean Research Center & Marine Study Center, Galveston*]

337 PETROLEUM EXTENSION SERVICE

340 POPULATION RESEARCH CENTER

Z UA *TEXAS. UNIV. AT AUSTIN (Cont.)*

343 RARE PLANTS STUDY CENTER

345 SCHOOL OF LAW

355 *TEXAS MEMORIAL MUSEUM *(1939-*

375 UNIVERSITY INTERSCHOLASTIC LEAGUE *(1910-*

Z UA500 TEXAS. UNIV. AT DALLAS[3] *(1969: 19 -*

510 CALLIER CENTER FOR COMMUNICATION DISORDERS OF DALLAS *(1975-*

Z UA550 TEXAS. UNIV. AT EL PASO[3] *(1913: 1914-*
-13: El Paso Military Institute
1913-19: State School of Mines & Metallurgy, El Paso
1919-49: College of Mines & Metallurgy, El Paso
1949-66: Texas Western College of the Univ. of Texas, El Paso
1966:67- : Univ. of Texas at El Paso

561 BUREAU OF BUSINESS & ECONOMIC RESEARCH

Z UA600 TEXAS. UNIV. AT HOUSTON[3] *(1967-*
Includes Texas Medical Center, Houston
Class components under their own classification nos. Includes:
U.T. Dental Branch at Houston
U.T. Graduate School of Biomedical Sciences at Houston
U.T. M.D. Anderson Hospital & Tumor Institute at Houston
U.T. Medical School at Houston
U.T. School of Allied Health Sciences at Houston
U.T. School of Public Health at Houston
U.T. Speech & Hearing Institute at Houston

Z UA800 TEXAS. UNIV. AT SAN ANTONIO[3] *(1969: 1973-*

812 CENTER FOR ARCHAEOLOGICAL RESEARCH

817 CENTER FOR STUDIES IN BUSINESS, ECONOMICS, & HUMAN RESOURCES

TEXAS. UNIV. CANCER SYSTEM See Z US900

Z UD325 TEXAS. UNIV. DENTAL BRANCH AT HOUSTON[5] *(1943-*
1905-1943: Texas Dental College
Includes:
Texas. Univ. Dental School at Houston
Texas. Univ. Dental Science Institute at Houston
Texas. Univ. School of Dental Hygiene at Houston
Texas. Univ. Postgraduate School of Dentistry

Z UD340 TEXAS. UNIV. DENTAL SCHOOL AT SAN ANTONIO[8] *(1969: 1970-*

Z UE300 TEXAS. UNIV. ENVIRONMENTAL SCIENCE PARK[3] *(1971-*
Buescher Div., Smithville
Camp Swift Div., Bastrop

Z UG710 TEXAS. UNIV. GRADUATE SCHOOL OF BIOMEDICAL SCIENCES, *Dallas (1949-*
1949-72: part of U.T. Southwestern Medical School, Dallas
1972- separate

Z UG720 TEXAS. UNIV. GRADUATE SCHOOL OF BIOMEDICAL SCIENCES AT GALVESTON[7]

Z UG725 TEXAS. UNIV. GRADUATE SCHOOL OF BIOMEDICAL SCIENCES AT HOUSTON[5] *(1963: 1964-*

Z UG740 TEXAS. UNIV. GRADUATE SCHOOL OF BIOMEDICAL SCIENCES AT SAN ANTONIO[8] *(1970: 1970-*

Z UH310 TEXAS. UNIV. HEALTH SCIENCE CENTER AT DALLAS[3]
Class components under individual class. nos.
U.T. Graduate School of Biomedical Sciences at Dallas
U.T. School of Allied Health Sciences at Dallas
U.T. Southwestern Medical School at Dallas

Z UH325 TEXAS. UNIV. HEALTH SCIENCE CENTER AT HOUSTON *See also* TEXAS. UNIV. AT HOUSTON

Z UH340 TEXAS. UNIV. HEALTH SCIENCE CENTER AT SAN ANTONIO[8] *(1972-*
[Class here: Health Services Research Institute;
Class components under individual class. nos:
U.T. Dental School at San Antonio Z UD340
U.T. Graduate School of Biomedical Sciences at San Antonio Z UG740
U.T. Medical School at San Antonio Z UM340
U.T. School of Allied Health Sciences at San Antonio Z US140

Z UM100 TEXAS. UNIV. M.D. ANDERSON HOSPITAL & TUMOR INSTITUTE, *Houston*[11] *(1941-*

Z UM305 TEXAS. UNIV. MEDICAL BRANCH AT GALVESTON[7] *(1881: 1892-*
Includes:
Childrens Hospital, Galveston
Galveston State Psychopathic Hospital, Galveston
[1925- State; 1945 transferred to U.T. Galveston]
Jeannie Sealy Hospital, Galveston
John Sealy Hospital, Galveston (1887: U.T., 1892-
Martin L. Graves Hospital, Galveston
Moody State School for Cerebral Palsied Children, Galveston (1947-
R. Waverly Smith Pavillion, Galveston
Randall Pavillion, Galveston
U.T. Graduate School of Biomedical Sciences at Galveston
U.T. Marine Biomedical Institute at Galveston
U.T. Medical School at Galveston
U.T. School of Allied Health Sciences at Galveston
Ziegler Memorial Hospital, Galveston

Z UM320 TEXAS. UNIV. MEDICAL SCHOOL AT GALVESTON[7] *(1881: 1892-*
1873-89: Texas Medical College

Z UM325 TEXAS. UNIV. MEDICAL SCHOOL AT HOUSTON[5] *(1969: 1970-*

Z UM340 TEXAS. UNIV. MEDICAL SCHOOL AT SAN ANTONIO[8] *(1959: 1966-*
1959-67: South Texas Medical School, San Antonio
1967- Texas Univ. Medical School at San Antonio

Z UP300 TEXAS. UNIV. OF THE PERMIAN BASIN, *Odessa*[3] *(1969: 1973-*

Z UP725 TEXAS. UNIV. POSTGRADUATE SCHOOL OF MEDICINE AT HOUSTON[5] *(1948-63)*

Z US110 TEXAS. UNIV. SCHOOL OF ALLIED HEALTH SCIENCES AT DALLAS[3]

Z US120 TEXAS. UNIV. SCHOOL OF ALLIED HEALTH SCIENCES AT GALVESTON[7]

Z US125 TEXAS. UNIV. SCHOOL OF ALLIED HEALTH SCIENCES AT HOUSTON[5]

Z US140 TEXAS. UNIV. SCHOOL OF ALLIED HEALTH SCIENCES AT SAN ANTONIO

Z US205 TEXAS. UNIV. SCHOOL OF NURSING AT AUSTIN[6] *(1967-*

Z US215 TEXAS. UNIV. SCHOOL OF NURSING AT EL PASO[6] *(1972-*

Z US217 TEXAS. UNIV. SCHOOL OF NURSING AT FORT WORTH[6]

Z US220 TEXAS. UNIV. SCHOOL OF NURSING AT GALVESTON[6] *(1973-*

Z US225 TEXAS. UNIV. SCHOOL OF NURSING AT HOUSTON[6]

Z US240 TEXAS. UNIV. SCHOOL OF NURSING AT SAN ANTONIO[6] *(1969: 1970-*

Z US325 TEXAS. UNIV. SCHOOL OF PUBLIC HEALTH AT HOUSTON[5] *(1947: 1967-*

Z US700 TEXAS. UNIV. SOUTHWESTERN MEDICAL SCHOOL AT DALLAS[3] *1949-*
1943-49: Southwestern Medical School, Dallas [Private]

Z US900 TEXAS. UNIV. SYSTEM

BOARD OF REGENTS

905 CANCER SYSTEM
Includes: Texas Univ. M.D. Anderson...
Texas Univ. Environmental Science Park

925 SCHOOL OF NURSING *(1967?-*
Class components under individual class. nos.
Includes schools at Austin, El Paso, Fort Worth, Galveston, Houston, San Antonio

Z V300 +VERNON REGIONAL JUNIOR COLLEGE *(1970: 1972-*

VETERINARY MEDICAL DIAGNOSTIC LABORATORY See V775

Z V500 +VICTORIA COLLEGE *(1925: 1925-*
1925-49: Victoria Junior College

WATER RESOURCES CENTER See Z TT445

Z W300 +WEATHERFORD COLLEGE *(1869: 1949-*
1869:1880-1921: operated intermittently as private college
1921-1944: operated as junior college
1944-1949: operated as a branch of Southwestern University
1949- an independent public junior college

Z W350 WEST TEXAS STATE UNIV., *Canyon (1909: 1910-*
1910-23: West Texas Normal College, Canyon
1923-49: West Texas State Teachers College, Canyon
1949-63: West Texas State College, Canyon
1963- West Texas State Univ., Canyon

WESTERN INFORMATION NETWORK [WIN] *Class Z I520*

Z W375 +WESTERN TEXAS COLLEGE, *Snyder (1969: 1971-*

Z W475 +WHARTON COUNTY JUNIOR COLLEGE *(1946: 1946-*

WIN See Z I520

APPENDICES

APPENDIX A

FORM DIVISIONS

(CONTENT) .1 HISTORY

INCLUDES PRESS MEMOS, PAMPHLETS, PROGRAMS, PHOTOS, PROGRAMS, SPEECHES

(CONTENT) .2 MINUTES

INCLUDES HEARINGS TRANSCRIPTS, AGENDAS

(CONTENT) .3 DEPARTMENTAL REPORTS

INCLUDES FINANCIAL REPORTS, ANNUAL REPORTS, BIENNIAL REPORTS, AUDITS PREPARED BY ACCOUNTING FIRMS

(CONTENT) .4 LAWS

INCLUDES RULES, REGULATIONS, PROPOSED LEGISLATION

(CONTENT) .5 GUIDES

INCLUDES HANDBOOKS, MANUALS, FORMS, DIRECTORIES AND COLLEGE CATALOGS

(FORMAT) .6 SERIALS

INCLUDES MAGAZINES, NEWSPAPERS, NEWSLETTERS

(FORMAT) .7 SERIES

*CUTTER FOR SERIES TITLE

(FORMAT) .8 MONOGRAPHS

(SPECIAL) .9 SPECIAL DESIGNATION: USE ONLY WHEN AUTHORIZED

APPENDIX B

LOCAL GOVERNMENTS

Councils of governments are listed alphabetically with the agencies within the classification scheme. (Council boundaries and inclusive counties are specified by Governor's executive order.) The scheme allows for inclusion of local documents (County and Municipal) in .9 form division within the council of governments classification number. However, this is not adequate for collections which enjoy a large volume of local documents. For these document collections, the following expansion has been provided. (Texas State Library uses the expanded classification.) The number consists of the proper council of governments classification number, form division .9 for local documents, and a numerical designation for each county in the COG.

EXAMPLE

ATASCOSA COUNTY -- Atascosa is the first county listed alphabetically under the Alamo Area Council of Governments. Its number would be A1250.91

A1250.	Alamo Area Council of Governments
.9	Local document designation
1	Number for first county listed under AACOG

Municipal documents can be included in the scheme by using the county number and adding a capital letter after the number to indicate the specific city within the county. See Appendix B-1.

EXAMPLE

AUSTIN -- Austin is located in Travis County so its number would be C450.99A

C450.	Capital Area Planning Council
.9	Local document designation
9	Numerical position of Travis County in alphabetical listing under CAPCO
A	First letter of the town/city

COUNTIES

Anderson E040.91	Carson. P100.93	Donley. P100.98
Andrews. P1150.91	Cass. A2150.92	Duval C1930.94
Angelina D450.91	Castro. P100.94	Eastland. W1500.95
Aransas. C1930.91	Chambers. H2400.93	Ector P1150.95
Archer N980.91	Cherokee. E040.93	Edwards M1300.92
Armstrong. P100.91	Childress N980.93	Ellis N970.94
Atascosa A1250.91	Clay. N980.94	El Paso W1530.93
Austin H2400.91	Cockran S1050.92	*Erath N970.95
Bailey S1050.91	Coke. C2700.91	Falls H1120.92
Bandera. A1250.92	Coleman W1500.93	Fannin. T980.92
Bastrop. C450.91	Collin. N970.91	Fayette C450.95
Baylor N980.92	Collingsworth P100.95	Fisher. W1500.96
Bee. C1930.92	Colorado. H2400.94	Floyd S1050.95
Bell C980.91	Comal A1250.94	Foard N980.96
Bexar. A1250.93	*Comanche. W1500.94	Fort Bend H2400.95
*Blanco C450.92	Concho. C2700.92	Franklin. A2150.94
Borden P1150.92	Cooke T980.91	Freestone H1120.93
Bosque H1120.91	Coryell C980.92	Frio. A1250.95
Bowie. A2150.91	Cottle. N980.95	Gaines. P1150.96
Brazoria H2400.92	*Crane P1150.93	Galveston H2400.96
Brazos B1350.91	*Crockett. C2700.93	Garza S1050.96
Brewster W1530.91	Crosby. S1050.93	Gillespie A1250.96
Briscoe. P100.92	Culberson W1530.92	Glasscock P1150.97
Brooks C1930.93	*Dallam. P100.96	Goliad. G470.93
Brown. W1500.91	Dallas. N970.92	Gonzales. G470.94
Burleson B1350.92	Dawson. P1150.94	Gray. P100.99
Burnet C450.93	Deaf Smith. P100.97	Grayson T980.93
Caldwell C450.94	Delta A2150.93	Gregg E040.94
Calhoun. G470.91	Denton. N970.93	Grimes. B1350.93
Callahan W1500.92	Dewitt. G470.92	Guadalupe A1250.97
Cameron. L2750.91	Dickens S1050.94	Hale. S1050.97
Camp E040.92	Dimmit. M1300.91	Hall. P100.910

Hamilton. C980.93
*Hansford. P100.911
Hardeman. N980.97
Hardin. D450.91
Harris. H2400.97
Harrison. E040.95
Hartley P100.912
Haskell W1500.97
Hays. C450.96
Hemphill. P100.913
Henderson E040.96
Hidalgo L2750.92
Hill. H1120.94
*Hockley S1050.98
Hood. N970.96
Hopkins A2150.95
Houston D450.92
Howard. P1150.98
Hudspeth. W1530.94
Hunt. N970.97
Hutchinson. P100.914
Irion C2700.94
Jack. N980.98
Jackson G470.95
Jasper. D450.93
Jeff Davis. W1530.95
Jefferson S1010.92
Jim Hogg. S1060.91
Jim Wells C1930.95
Johnson N970.98
Jones W1500.98
Karnes. A1250.98
Kaufman N970.99
Kendall A1250.99
*Kenedy. C1930.96
Kent. W1500.99
Kerr. A1250.910
Kimble. C2700.95
King. S1050.99
Kinney. M1300.93
Kleberg C1930.97
Knox. W1500.910
Lamar A2150.96
*Lamb. S1050.910
Lampasas. C980.94
La Salle. M1300.94
Lavaca. G470.96
Lee C450.97
Leon. B1350.94
Liberty H2400.98
Limestone H1120.95
Lipscomb. P100.915
Live Oak. C1930.98
*Llano C450.98
*Loving. P1150.99
Lubbock S1050.911
Lynn. S1050.912
McCulloch C2700.96
McLennan. H1120.96
McMullen. C1930.99
Madison B1350.95
Marion. E040.97
Martin. P1150.910
Mason C2700.97
Matagorda H2400.99
Maverick. M1300.95
Medina. A1250.911
Menard. C2700.98
Midland P1150.911
Milam C980.95
Mills C980.96
Mitchell. W1500.911
Montague. N980.99
Montgomery. H2400.910
Moore P100.916
Morris. A2150.97
Motley. S1050.913
Nacogdoches D450.94
Navarro N970.910
Newton. D450.95
Nolan W1500.912
Nueces. C1930.910
*Ochiltree P100.917
Oldham. P100.918
Orange. S1010.93
Palo Pinto. N970.911
Panola. E040.98
Parker. N970.912
Parmer. P100.919
Pecos P1150.912
Polk. D450.96
Potter. P100.920
Presidio. W1530.96
Rains E040.99
Randall P100.921
Reagan. C2700.99
Real. M1300.96
Red River A2150.98
Reeves. P1150.913
Refugio C1930.911
*Roberts P100.922
Robertson B1350.96
Rockwall. N970.913
Runnels W1500.913
Rusk. E040.910
Sabine. D450.97
San Augustine D450.98
San Jacinto D450.99
San Patricio. C1930.912
San Saba. C980.97
*Schliecher. C2700.910
Scurry. W1500.914
Shackleford W1500.915
Shelby. D450.910
*Sherman P100.923
Smith E040.911
*Somervell N970.914
Starr S1060.92
Stephens. W1500.916
Sterling. C2700.911
Stonewall W1500.917
Sutton. C2700.912
Swisher P100.924
Tarrant N970.915
Taylor. W1500.918
Terrell P1150.914
Terry S1050.914
Throckmorton. W1500.919
Titus A2150.99
Tom Green C2700.913
Travis. C450.99
Trinity D450.911
Tyler D450.912
Upshur. E040.912
Upton P1150.915
Uvalde. M1300.97
Val Verde M1300.98
Van Zandt E040.913
Victoria. G470.97
Walker. H2400.911
Waller. H2400.912
Ward. P1150.916
Washington. B1350.97
Webb. S1060.93
Wharton H2400.913
Wheeler P100.925
Wichita N980.910
Wilbarger N980.911
Willacy L2750.93
Williamson. C450.910
Wilson. A1250.912
Winkler P1150.917
Wise. N970.916
Wood. E040.914
Yoakum. S1050.915
Young N980.912
Zapata. S1060.94
Zavalla M1300.99

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APPENDIX B-1

CITIES (INCORPORATED)

CITY	COUNTY	CLASS NO.	CITY	COUNTY	CLASS NO.
Abbott	Hill	H1120.94A	Bayview	Cameron	L2750.91Ba
Abernathy	Hale	S1050.97A	Beaumont	Jefferson	S1010.92Ba
Abilene	Taylor	W1500.918A	Beckville	Panila	E040.98B
Ackerly	Dawson	P1150.94A	Bedford	Tarrant	N970.915Bd
Addison	Dallas	N970.92A	Beeville	Bee	C1930.92B
Adrian	Oldham	P100.913A	Bellaire	Harris	H2400.97Be
Agua Dulce	Nueces	C1930.910A	Bellevue	Clay	N980.94Be
Alamo	Hidalgo	L2750.92A	Bellmead	McLennan	H1120.96Be
Alamo Heights	Bexar	A1250.93A	Bellville	Austin	H2400.91B
Alba	Wood	E040.914A	Bells	Grayson	T980.93B
Albany	Shackleford	W1500.915A	Belton	Bell	C980.91B
Aledo	Parker	N970.912A	Benavides	Duval	C1930.94B
Alice	Jim Wells	C1930.915A	Benbrook	Tarrant	N970.915Bn
Allen	Collin	N970.91A1	Benjamin	Knox	W1500.910B
Alpine	Brewster	W1530.91A	Bessmay-Buna	Jasper	D450.93B
Alta Loma	Galveston	H2400.96A	Beverly Hills	McLennan	H1120.96Bv
Alto	Cherokee	E040.93A	Bevil Oaks	Jefferson	S1010.92Bv
Alvarado	Johnson	N970.98A	Big Lake	Reagan	C2700.99B
Alvin	Brazoria	H2400.92A	Big Sandy	Upshur	E040.912B
Alvord	Wise	N970.916A	Big Spring	Howard	P1150.98B
Amarillo	Potter	P100.920A	Big Wells	Dimmitt	M1300.91B
Amherst	Lamb	S1050.910A	Bishop	Nueces	C1930.910B
Anahuac	Chambers	H2400.93A	Blackwell	Nolan	W1500.912B
Andrews	Andrews	P1150.91A	Blanco	Blanco	C450.92B
Angleton	Brazoria	H2400.92An	Blanket	Brown	W1500.91B1
Anna	Collin	N970.91An	Bloomburg	Cass	A2150.92B
Annona	Red River	A2150.98An	Blooming Grove	Navarro	N970.910B1
Anson	Jones	W1500.98A	Bloomington	Victoria	G470.97B
Anthony	El Paso	W1530.93A	Blossom	Lamar	A1250.96B
Anton	Hockley	S1050.98A	Blue Mound	Tarrant	N970.915B1
Appleby	Nacogdoches	D450.94A	Blue Ridge	Collin	N970.91B
Archer City	Archer	N980.91A	Blum	Hill	H1120.94B
Argyle	Denton	N970.93A	Boerne	Kendall	A1250.99B
Arlington	Tarrant	N970.915Ar	Bogata	Red River	A2150.98B
Arp	Smith	E040.911A	Bonham	Fannin	T980.92Bo
Aransas Pass	San Patricio	C1930.912A	Booker	Lipscomb	P100.915B
Asherton	Dimmitt	M1300.91A	Borger	Hutchinson	P100.914B
Aspermont	Stonewall	W1500.917A	Bovina	Parmer	P100.919B
Athens	Henderson	E040.96A	Bowie	Montague	N980.99B
Atlanta	Cass	A2150.92At	Boyd	Wise	N970.916Bo
Aubrey	Denton	N970.93Au	Brackettville	Kenney	M1300.93B
Austin	Travis	C450.99A	Brady	McCulloch	C2700.96B
Austwell	Refugio	C1930.911A	Brazoria	Brazoria	H2400.92Br
Avery	Red River	A2150.98Av	Breckenridge	Stephens	W1500.916B
Avinger	Cass	A2150.92Av	Bremond	Robertson	B1350.96B
Azle	Tarrant	N970.915Az	Brenham	Washington	B1350.97
			Bridge	Orange	S1010.93B
Bailey	Fannin	T980.92B	Bridgeport	Wise	N970.916Br
Bailey's Prairie	Brazoria	H2400.92B	Bronte	Coke	C2700.91B
Baird	Callahan	W1500.92B	Brookside	Brazoria	H2400.92Bs
Balch Springs	Dallas	N970.92B	Brownsboro	Henderson	E040.96B
Balcones Heights	Bexar	A1250.93B	Brookshire	Waller	H2400.912B
Ballinger	Runnels	W1500.913B	Brownfield	Terry	S1050.914B
Balmorthea	Reeves	P1150.913B	Brownwood	Brown	W1500.91Br
Bandera	Bandera	A1250.92	Brownsville	Cameron	L2750.91Br
Bangs	Brown	W1500.91B	Bryan	Brazos	B1350.91B
Bardwell	Ellis	N970.94B	Bryson	Jack	N980.98B
Barrett	Harris	H2400.97Bar	Buckingham	Dallas	N970.92Bu
Barry	Navarro	N970.910Ba	Buda	Hays	C450.96B
Barstow	Ward	P1150.916B	Buffalo	Leon	B1350.94B
Bastrop	Bastrop	C450.91B	Buffalo Gap	Taylor	W1500.918B
Bartlett	Williamson	C450.910B	Bullard	Smith	E040.911B
Bay City	Matagorda	H2400.99B	Bunker Hill		
Baytown	Harris	H2400.97Bay	Village	Harris	H2400.97Bu

CITY	COUNTY	CLASS NO.
Burkburnett	Wichita	N980.910B
Burke	Angelina	D450.91B
Burleson	Johnson	N970.98B
Burnet	Burnet	C450.93B
Byers	Clay	N980.94By
Cactus	Moore	P100.916C
Caddo Mills	Hunt	N970.97Ca
Caldwell	Burleson	B1350.92C
Calvert	Robertson	B1350.96C
Cameron	Milam	C980.95C
Campbellton	Atascosa	A2150.91C
Camp Wood	Real	M1300.96C
Canadian	Hemphill	P100.913C
Canton	Van Zandt	E040.913C
Canutillo	El Paso	W1530.93C
Canyon	Randall	P100.921C
Carbon	Eastland	W1500.95C
Carrizo Springs	Dimmitt	M1300.91C
Carrollton	Dallas	N970.92C
Carthage	Panola	E040.98C
Castle Hills	Bexar	A1250.93C
Castroville	Medina	A1250.911C
Cedar Hill	Dallas	N970.92Ce
Celeste	Hunt	N970.97Ce
Celina	Collin	N970.91C
Center	Shelby	D450.910C
Centerville	Leon	B1350.94C
Chandler	Henderson	E040.96C
Channing	Hartley	P100.912C
Charlotte	Atascosa	A1250.91C
Chester	Tyler	D450.912C
Chico	Wise	N970.917C
Childress	Childress	N980.93C
Chillocothe	Hardeman	N980.97C
China Grove	Bexar	A1250.93Ch
Christine	Atascosa	A1250.91Ch
Cibolo	Guadalupe	A1250.97C
Cisco	Eastland	W1500.95Ci
Claredon	Donley	P100.98C
Clarksville	Red River	A2150.98C
Clarksville City	Gregg	E040.94C
Claude	Armstrong	P100.91C
Cleburne	Johnson	N970.98C
Cleveland	Liberty	H2400.98C
Clifton	Bosque	H1120.91C
Clyde	Callahan	W1500.92Cl
Clute City	Brazoria	H2400.92C
Coahoma	Howard	P1150.98C
Cockrell Hill	Dallas	N970.92Co
Coleman	Coleman	W1500.93C
Colleyville	Tarrant	N970.915Co
College Station	Brazos	B1350.91C
Collinsville	Grayson	T980.93C
Colorado City	Mitchell	W1500.911C
Columbus	Colorado	H2400.94C
Comanche	Comanche	W1500.94C
Combes	Cameron	L2750.91C
Commerce	Hunt	N970.97Co
Como	Hopkins	A2150.95Co
Conroe	Montgomery	H2400.910C
Converse	Bexar	A1250.93Co
Cool	Parker	N970.912C
Coolidge	Limestone	H1120.95C
Coppell	Dallas	N970.92Cp
Cooper	Delta	A2150.93C
Copperas Cove	Coryell	C980.92C
Corinth	Denton	N970.93C
Corpus Christi	Nueces	C1930.910C
Corsicana	Navarro	N970.910C
Corrigan	Polk	D450.96C
Cotulla	La Salle	M1300.94C
Cove	Chambers	H2400.93C
Crandall	Kaufman	N970.99C
Crane	Crane	P1150.93C
Crawford	McLennan	H1120.96C
Crockett	Houston	D450.92C
Crosby	Harris	H2400.97C
Crosbyton	Crosby	S1050.93C
Cross Plains	Callahan	W1500.92Cr
Crowell	Foard	N980.96C
Crowley	Tarrant	N970.915Cr
Crystal City	Zavala	M1300.99C
Cuero	DeWitt	G470.92C
Cumby	Hopkins	A2150.95Cu
Cushing	Nacogdoches	D450.94C
Daingerfield	Morris	A2150.97D
Daisetta	Liberty	H2400.98Di
Dalhart	Dallam	P100.96D
Dallas	Dallas	N970.92D
Dalworthington Gardens	Tarrant	N970.915D
Danbury	Brazoria	H2400.92D
Darrouzett	Lipscomb	P100.915D
Dawson	Navarro	N970.910D
Dayton	Liberty	H2400.98Dy
Decatur	Wise	N970.917D
Deer Park	Harris	H2400.97D
De Kalb	Bowie	A2150.91D
De Leon	Comanche	W1500.94D
Dell City	Hudspeth	W1530.94D
Del Rio	Val Verde	M1300.98D
Denison	Grayson	T980.93D
Denton	Denton	N970.93D
Denver City	Yoakum	S1050.915D
Deport	Lamar	A1250.96D
De Soto	Dallas	N970.92De
Detroit	Red River	A2150.98D
Devine	Medina	A1250.911D
Diboll	Angelina	D450.91D
Dickens	Dickens	S1050.94D
Dickinson	Galveston	H2400.96D
Dilley	Frio	A1250.95D
Dimmitt	Castro	P100.94D
Dodd City	Fannin	T980.92D
Dodson	Collingsworth	P100.95D
Donna	Hidalgo	L2750.92D
Douglassville	Cass	A2150.92D
Driscoll	Nueces	C1930.910D
Dublin	Erath	N970.95D
Dumas	Moore	P100.916D
Duncanville	Dallas	N970.92Du
Eagle Lake	Colorado	H2400.94E
Eagle Pass	Maverick	M1300.95E
Early	Brown	W1500.91E
Earth	Lamb	S1050.910E
East Bernard	Wharton	H2400.813Ea
Eastland	Eastland	W1500.95E
Easton	Gregg	E040.94E
East Twakoni	Rains	E040.99Ea
Ector	Fannin	T980.92E
Edcouch	Hidalgo	L2750.92Ec
Eden	Concho	C2700.92E
Edgecliff	Tarrant	N970.915Ed
Edgewood	Van Zandt	E040.913E
Edinburg	Hidalgo	L2750.92Ei
Edmonson	Hale	S1050.97E
Edna	Jackson	G470.95E

CITY	COUNTY	CLASS NO.
Edom	Van Zandt	E040.913E
El Campo	Wharton	H2400.913El
El Campo South	Wharton	H2400.913Els
Eldorado	Schliecher	C2700.910E
Electra	Wichita	N980.910E
Elgin	Bastrop	C450.91E
Elkhart	Anderson	E040.91E
Elmendorf	Bexar	A1250.93E
El Paso	El Paso	W1530.93E
Elsa	Hidalgo	L2750.92El
Emhouse	Navarro	N970.910E
Emory	Rains	E040.99Em
Enloe	Delta	A2150.93E
Ennis	Ellis	N970.94E
Estelline	Hall	P100.910E
Euless	Tarrant	N970.915Eu
Eustace	Henderson	E040.96E
Everman	Tarrant	N970.915Ev
Fabens	El Paso	W1530.93F
Fairfield	Freestone	H1120.93F
Fairview	Collin	N970.91Fai
Falfurrias	Brooks	C1930.93F
Falls City	Karnes	A1250.98F
Farmers Branch	Dallas	N970.92F
Farmersville	Collin	N970.91Far
Farwell	Parmer	P100.919Fa
Fate	Rockwell	N970.913F
Fayetteville	Fayette	C450.95F
Ferris	Ellis	N970.94F
Florence	Williamson	C450.910F
Floresville	Wilson	A1250.912F
Flatonia	Fayette	C450.95Fl
Flower Mound	Denton	N970.93F
Floydada	Floyd	S1050.95F
Follett	Lipscomb	P100.915F
Forest Hill	Tarrant	N970.915Fh
Forney	Kaufman	N970.99F
Forsan	Howard	P1150.98F
Fort Bliss	El Paso	W1530.93Fo
Fort Gates	Coryell	C980.92F
Fort Hood	Bell	C980.91F
Fort Sam Houston	Bexar	A1250.93F
Fort Stockton	Pecos	P1150.912F
Fort Wolters	Palo Pinto	N970.911F
Fort Worth	Tarrant	N970.915Fw
Franklin	Robertson	B1350.96F
Frankston	Anderson	E040.91F
Fredericksburg	Gillespie	A1250.96F
Freeport	Brazoria	H2400.92F
Freer	Duval	C1930.94F
Friendswood	Galveston	H2400.96F
Friona	Parmer	P100.919Fr
Frisco	Collin	N970.91Fr
Fritch	Hutchinson	P100.914F
Frost	Navarro	N970.910F
Fruitvale	Van Zandt	E040.913F
Fulton	Aransas	C1930.91F
Gainesville	Cooke	T980.91G
Galena Park	Harris	H2400.97G
Galveston	Galveston	H2400.96G
Ganado	Jackson	G470.95G
Georgetown	Williamson	C450.910Ge
George West	Live Oak	C1930.98G
Garland	Dallas	N970.92G
Garrett	Ellis	N970.94G
Garrison	Nacogdoches	D450.94G
Gary City	Panola	E040.98
Gatesville	Coryell	C980.92G
Giddings	Lee	C450.97G
Gilmer	Upshur	E040.912G
Gladewater	Gregg	E040.94G
Glen Rose	Somervell	N970.914G
Godley	Johnson	N970.98G
Goldsmith	Ector	P1150.95G
Goldthwaite	Mills	C980.96G
Goliad	Goliad	G470.96G
Gonzales	Gonzales	G470.94G
Gordon	Palo Pinto	N970.911Go
Goree	Knox	W1500.910G
Gorman	Eastland	W1500.95G
Graford	Palo Pinto	N970.911Gr
Graham	Young	N980.912G
Granbury	Hood	N970.96G
Grandfalls	Ward	P1150.916G
Grand Prairie	Dallas	N970.92Gr
Grand Saline	Van Zandt	E040.913G
Grandview	Johnson	N970.98Gr
Granger	Williamson	C450.910Gr
Granite Shoals	Burnet	C450.93G
Grapeland	Houston	D450.92G
Grapevine	Tarrant	N970.915G
Grey Forest	Bexar	A1250.93G
Greenville	Hunt	N970.97G
Gregory	San Patricio	C1930.912G
Griffing Park	Jefferson	S1010.92Gi
Groesbeck	Limestone	H1120.95G
Groom	Carson	P100.93G
Groves	Jefferson	S1010.92Go
Groveton	Trinity	D450.911G
Gruver	Hansford	P100.911G
Gunter	Grayson	T980.93G
Gustine	Comanche	W1500.94G
Hale Center	Hale	S1050.97H
Hallettsville	Lavaca	G470.96H
Hallsville	Harrison	E040.95H
Haltom City	Tarrant	N970.915Hl
Hamilton	Hamilton	C980.93Ha
Hamlin	Jones	W1500.98H
Happy	Swisher	P100.924H
Harker Heights	Bell	C980.91H
Harlingen	Cameron	L2750.91H
Hart	Castro	P100.94H
Harwood	Gonzales	G470.94H
Haskell	Haskell	W1500.97H
Haslet	Tarrant	N970.915Hs
Hawkins	Wood	E040.914H
Hearne	Robertson	B1350.96H
Heath	Rockwall	N970.913H
Hebbronville	Jim Hogg	S1060.91H
Hedley	Donley	P100.98H
Hedwig Village	Harris	H2400.97He
Hemphill	Sabine	D450.97H
Hempstead	Waller	H2400.912H
Henderson	Rusk	E040.910H
Henrietta	Clay	N980.94H
Hereford	Deaf Smith	P100.97H
Hewitt	McLennan	H1120.96H
Hickory Creek	Denton	N970.93H
Hidalgo	Hidalgo	L2750.92H
Higgins	Lipscomb	P100.915H
Highland	Denton	N970.93Hi
Highland Park	Dallas	N970.92H
Highlands	Harris	H2400.97Hig
Hico	Hamilton	C980.93Hi
Hill Country Village	Bexar	A1250.93H
Hill Crest	Brazoria	H2400.92H
Hillsboro	Hill	H1120.94Hi
Hilshire Village	Harris	H2400.97Hil

CITY	COUNTY	CLASS NO.
Hitchcock	Galveston	H2400.96H
Holland	Bell	C980.91Ho
Holliday	Archer	N980.91H
Hollywood Park	Bexar	A1250.93Ho
Hondo	Medina	A1250.911H
Honey Grove	Fannin	T980.92H
Hooks	Bowie	A2150.91H
Houston	Harris	H2400.97Ho
Howe	Grayson	T980.93H
Hubbard	Hill	H1120.94Hu
Hudson	Angelina	D450.91Hu
Hughes Springs	Cass	A2150.92H
Humble	Harris	H2400.97Hum
Hunters Creek Village	Harris	H2400.97Hun
Huntington	Angelina	D450.91H
Hurst	Tarrant	N970.915Hu
Hutchins	Dallas	N970.92Hu
Huntsville	Walker	H2400.911H
Hutto	Williamson	C450.910H
Huxley	Shelby	D450.910H
Idalou	Lubbock	S1050.911I
Impact	Taylor	W1500.918I
Ingleside	San Patricio	C1930.912I
Iowa Park	Wichita	N980.910I
Iraan	Pecos	P1150.912I
Iredell	Bosque	H1120.91I
Irving	Dallas	N970.92I
Italy	Ellis	N970.94I
Itasca	Hill	H1120.94I
Jacinto City	Harris	H2400.97Ja
Jacksboro	Jacks	N980.98J
Jacksonville	Cherokee	E040.93J
Jasper	Jasper	D450.93J
Jayton	Kent	W1500.99J
Jefferson	Marion	E040.97J
Jersey Village	Harris	H2400.97Je
Jewett	Lean	B1350.94J
Joaquin	Shelby	D450.910J
Johnson City	Blanco	C450.92J
Jones Creek	Brazoria	H2400.92J
Josephine	Collin	N970.91J
Joshua	Johnson	N970.98J
Jourdanton	Atascosa	A1250.91J
Junction	Kimble	C2700.95J
Justin	Denton	N970.93J
Karnes City	Karnes	A1250.98Ka
Katy	Harris	H2400.97K
Kaufman	Kaufman	N970.99Ka
Keene	Johnson	N970.98K
Keller	Tarrant	N970.915K
Kemah	Galveston	H2400.96K
Kemp	Kemp	N970.99Ke
Kenedy	Karnes	A1250.98Ke
Kennedale	Tarrant	N970.915Kn
Kerens	Navarro	N970.910K
Kermit	Winkler	P1150.917K
Kerrville	Kerr	A1250.910K
Kilgore	Gregg	E040.94K
Killeen	Bell	C980.91K
Kingsville	Kleberg	C1930.97K
Kirby	Bexar	A1250.93K'
Kirbyville	Jasper	D450.93K
Kirvin	Freestone	H1120.93K
Krum	Denton	N970.93K
Kleberg	Dallas	N970.92K
Knox City	Knox	W1500.910K
Kosse	Limestone	H1120.95K
Kountze	Hardin	D450.91K
Kress	Swisher	P100.924K
Kyle	Hays	C450.96K
Lackland	Bexar	A1250.93L
Lacy-Lakeview	McLennan	H1120.96La
Ladonia	Fannin	T980.92L
La Feria	Cameron	L2750.91La
La Grange	Fayette	C450.95L
La Grulla	Starr	S1060.92L
Laguna Vista	Cameron	L2750.91Lag
Lake Dallas	Denton	N970.93L
Lake Jackson	Brazoria	H2400.92L
Lakeport	Gregg	E040.94La
Lakeside	Archer	N980.91L
Lakeside	Tarrant	970.915Ls
Lakeview	Jefferson	S1010.92L
Lakeview	Hall	P100.910L
Lake Worth Village	Tarrant	N970.915Lw
La Isla	El Paso	W1530.93L
La Joya	Hidalgo	L2750.92Lj
Lamesa	Dawson	P1150.94L
Lampasas	Lampasas	C980.94La
La Marque	Galveston	H2400.96La
Lancaster	Dallas	N970.92L
La Porte	Harris	H2400.97La
Laredo	Webb	S1060.93L
Laughlin	Val Verde	M1300.98L
La Villa	Hidalgo	L2750.92Lv
Lawn	Taylor	W1500.918L
Lawrence	Kemp	N970.99L
League City	Galveston	H2400.96Le
Leakey	Real	M1300.96L
Leary	Bowie	A2150.91L
Lefors	Gray	P100.99L
Leona	Leon	B1350.94L
Leonard	Fannin	T980.92Le
Leon Valley	Bexar	A1250.93L
Lewisville	Denton	N970.93Le
Levelland	Hockley	S1050.98L
Lexington	Lee	C450.97L
Liberty	Liberty	H2400.98L
Lindale	Smith	E040.911L
Linden	Cass	A2150.92L
Lindsay	Cooke	T980.91L
Lipan	Hood	N970.96L
Little Elm	Denton	N970.93Li
Littlefield	Lamb	S1050.910L
Live Oak	Bexar	A1250.93Li
Liverpool	Brazoria	H2400.92Li
Livingston	Polk	D450.96L
Lockhart	Caldwell	C450.94L
Lockney	Floyd	S1050.95L
Llano	Llano	C450.98L
Lomax	Harris	H2400.97Lo
Lometa	Lampassas	C980.94Lo
Lone Oak	Hunt	N970.97L
Longview	Gregg	E040.94Lo
Loraine	Mitchell	W1500.911L
Lone Star	Morris	A2150.97L
Lorena	McLennan	H1120.96Lo
Lorenzo	Crosby	S1050.93L
Los Fresnos	Cameron	L2750.91Lo
Lott	Falls	H1120.92L
Lovelady	Houston	D450.92L
Lubbock	Lubbock	S1050.911L
Lucas	Collin	N970.91L
Lueders	Jones	W1500.98L
Lufkin	Angelina	D450.91L
Luling	Caldwell	C450.94L

CITY	COUNTY	CLASS NO.
Lyford	Willacy	L2750.93L
Lytle	Atascosa	A1250.91L
Mabank	Kemp	N970.99M
Madisonville	Madison	B1350.95M
Malakoff	Henderson	E040.96Ma
Malone	Hill	H1120.94Ma
Manvel	Brazoria	H2400.92M
Manor	Travis	C450.99M
Marble Falls	Burnet	C450.93M
Mansfield	Tarrant	N970.915M
Marfa	Presidio	W1530.96M
Marlin	Falls	H1120.92M
Marion	Guadalupe	A1250.97M
Marquez	Leon	B1350.94M
Marshall	Harrison	E040.95M
Mart	McLennan	H1120.96Ma
Mason	Mason	C2700.97M
Matador	Motley	S1050.913M
Mathis	San Patricio	C1930.912M
Maud	Bowie	A2150.91M
Maypearl	Ellis	N970.94M
McAllen	Hidalgo	L2750.92Mc
McCamey	Upton	P1150.915M
McGregor	McLennan	H1120.96Mc
McKinney	Collin	N970.91M
McLean	Gray	P100.99M
McNair	Harris	H2400.97M
Meadow	Terry	S1050.914M
Melvin	McCulloch	C2700.96M
Memphis	Hall	P100.910M
Menard	Menard	C2700.98M
Mercedes	Hidalgo	L2750.92M
Megargel	Archer	N980.91M
Meridian	Bosque	H1120.91M
Merkel	Taylor	W1500.918M
Mertens	Hill	H1120.94Me
Mertzon	Irion	C2700.94M
Mesquite	Dallas	N970.92M
Mexia	Limestone	H1120.95M
Miami	Roberts	P100.922M
Midland	Midland	P1150.911M
Midlothian	Ellis	N970.94Mi
Miles	Runnels	W1500.913M
Milford	Ellis	N970.94Mil
Mineola	Wood	E040.914M
Mineral Wells	Palo Pinto	N970.911Me
Mingus	Palo Pinto	N970.911Mg
Mission	Hidalgo	L2750.92Mi
Missouri City	Fort Bend	H2400.95M
Monahans	Ward	P1150.916M
Montague	Montague	N980.99M
Mont Belvieu	Chambers	H2400.93M
Montgomery	Montgomery	H2400.910M
Moody	McLennan	H1120.96Mo
Moran	Shackleford	W1500.915M
Morgan	Bosque	H1120.91Mo
Morgans Point	Harris	C980.91M
Morton	Cockran	S1050.92M
Moulton	Lavaca	G470.96M
Mount Calm	Hill	H1120.94Mo
Mount Enterprise	Nacogdoches	D450.94M
Mount Pleasant	Titus	A2150.99M
Mount Vernon	Franklin	A2150.94M
Muenster	Cooke	T980.91M
Muleshoe	Bailey	S1050.91M
Mullin	Mills	C980.96M
Munday	Knox	W1500.910M
Murchison	Henderson	E040.96Mu
Murphy	Collin	N970.91Mu
Nacogdoches	Nacogdoches	D450.94N
Nacona	Montague	N980.99N
Naples	Morris	A2150.97N
Natalia	Medina	A1250.911N
Nash	Bowie	A2150.91N
Navasota	Grimes	B1350.93N
Nederland	Jefferson	S1010.92N
Needville	Fort Bend	H2400.95N
Nesbitt	Harrison	E040.95N
Newark	Wise	N970.916N
New Boston	Bowie	A2150.91Ne
New Braunfels	Comal	A1250.94N
Newcastle	Young	N980.912N
New Home	Lynn	S1050.912N
New London	Rusk	E040.910N
New Summerfield	Cherokee	E040.93N
Newton	Newton	D450.95N
New Waverly	Walker	H2400.911N
Nixon	Gonzales	G470.94N
Nordheim	Dewitt	G470.92N
Nolanville	Bell	C980.91N
Normangee	Leon	B1350.94N
North Cleveland	Liberty	H2400.98N
Northcrest	McLennan	H1120.96N
Northlake	Denton	N970.93N
North Richland Hills	Tarrant	N970.915N
Novice	Coleman	W1500.93N
Oakwood	Leon	B1350.940
O'Brien	Haskell	W1500.970
Odem	San Patricio	C1930.9120
Odessa	Ector	P1150.950
O'Donnell	Lynn	S1050.9120
Oglesby	Coryell	C980.920
Olmos Park	Bexar	A1250.930
Olney	Young	N980.9120
Olton	Lamb	S1050.9100
Omaha	Morris	A2150.970
Orange	Orange	S1010.930
Orange Grove	Jim Wells	C1930.950
Ore	Upshur	E040.9120
Overton	Rusk	E040.9100
Ovilla	Ellis	N970.940
Ozona	Crockett	C2700.93
Pantego	Tarrant	N970.915P
Paducah	Cottle	N980.95P
Paint Rock	Concho	C2700.92P
Palacios	Matagorda	H2400.99D
Palmer	Ellis	N970.94P
Palestine	Anderson	E040.91P
Palmhurst	Hidalgo	L2750.92Pa
Pampa	Gray	P100.99P
Panhandle	Carson	P100.93P
Parker	Collin	N970.91Pa
Paris	Lamar	A1250.96P
Pasadena	Harris	H2400.97Pa
Patton	Montgomery	H2400.910P
Peacock	Stonewall	W1500.917P
Pearland	Brazoria	H2400.92P
Pear Ridge	Jefferson	S1010.92Pr
Pearsall	Frio	A1250.95P
Pecan Gap	Delta	A2150.93P
Pecos	Reeves	P1150.913P
Penelope	Hill	H1120.94P
Perrin	Jack	N980.98D
Perryton	Ochiltree	P100.917P
Petersburg	Hale	S1050.97P
Petrolia	Clay	N980.94P

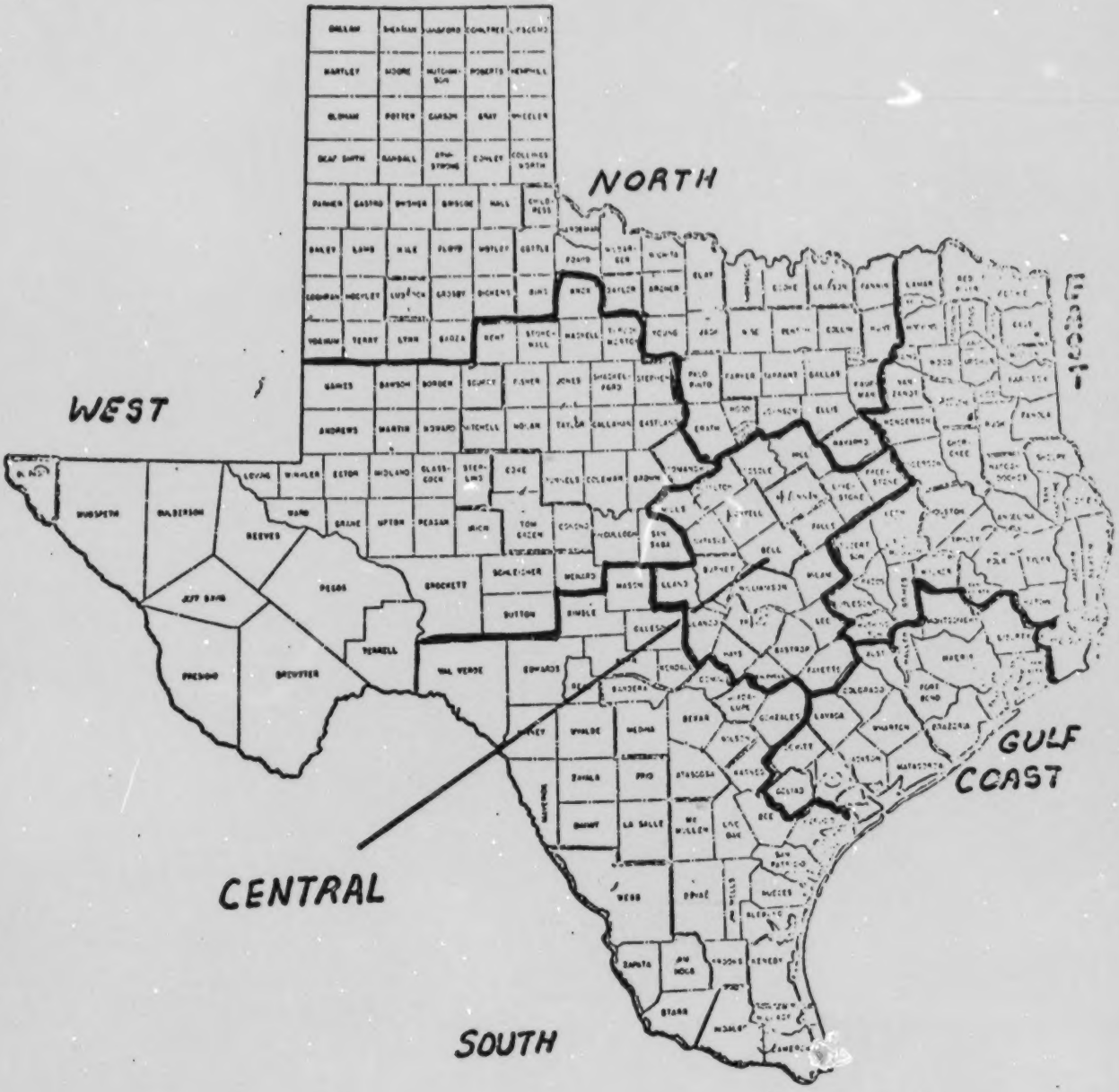
CITY	COUNTY	CLASS NO.
Pflugerville	Travis	C450.99P
Pilot Point	Denton	N970.93P
Pine Forest	Orange	S1010.93Pf
Pinehurst	Orange	S1010.93Ph
Pineland	Sabine	D450.97P
Piney Point Village	Harris	H2400.97Pi
Pittsburg	Camp	E040.92P
Pharr	Hidalgo	L2750.92Ph
Phillips	Hutchinson	P100.914P
Plains	Yoakum	S1050.915P
Plainview	Hale	S1050.97P
Plano	Collin	N970.91Pl
Pleasanton	Atascosa	A1250.91P
Pleasant Valley	Wichita	N980.910P
Point	Rains	E040.99P
Point Comfort	Calhoun	G470.91P
Ponder	Denton	N970.93Po
Port Aransas	Nueces	C1930.910P
Port Arthur	Jefferson	S1010.92Pa
Port Isabel	Cameron	L2750.91Po
Portland	San Patricio	C1930.912P
Port Lavaca	Calhoun	G470.91Pl
Port Neches	Jefferson	S1010.92Pn
Post	Garza	S1050.96P
Poteet	Atascosa	A1250.91Po
Poth	Wilson	A1250.912P
Pottsboro	Grayson	T980.93P
Powell	Navarro	N970.910Po
Prairie View	Waller	H2400.912P
Premont	Jim Wells	C1930.95P
Princeton	Collin	N970.91Pri
Primera	Cameron	L2750.91Pr
Prosper	Collin	N970.91Pro
Purdon	Navarro	N970.910Pu
Putnam	Callahan	W1500.92P
Pyote	Ward	P1150.916P
Quanah	Hardeman	N980.97Q
Queen City	Cass	A2150.92Q
Quinlan	Hunt	N970.97Q
Quitaque	Briscoe	P100.92Q
Quitman	Wood	E040.914Q
Ralls	Crosby	S1050.93R
Randolph	Fannin	T980.92R
Ranger	Eastland	W1500.95R
Rankin	Upton	P1150.915R
Ravenna	Fannin	T980.92Ra
Raymondville	Willacy	L2750.93R
Red Oak	Ellis	N970.94R
Reese AFB	Lubbock	S1050.911R
Refugio	Refugio	C1930.911R
Reklaw	Cherokee	E040.93Re
Renner	Collin	N970.91R
Reno	Parker	N970.912R
Reno Town	Lamar	A1250.96R
Retreat	Navarro	N970.910Re
Rhome	Wise	N970.916R
Rice	Navarro	N970.910Re
Richardson	Dallas	N970.92R
Richland	Navarro	N970.910Rh
Richland Hills	Tarrant	N970.915Rc
Richland Springs	San Saba	C980.97R
Richmond	Fort Bend	H2400.95R
Richwood	Brazoria	H2400.92R
Rio Grande	Starr	S1060.92Ri
Rio Hondo	Cameron	L2750.91R
Rio Vista	Johnson	N970.98R
Rising Starr	Eastland	W1500.95Ri
River Oaks	Tarrant	N970.915Rv
Roanoke	Denton	N970.93R
Roaring Springs	Motley	S1050.913R
Robert Lee	Coke	C2700.91R
Robinson	McLennan	H1120.96R
Robstown	Nueces	C1930.910R
Roby	Fisher	W1500.96R
Rochester	Haskell	W1500.97Ro
Rockdale	Milam	C980.95R
Rockport	Aransas	C1930.91R
Rocksprings	Edwards	M1300.92R
Rockwall	Rockwall	N970.913R
Rogers	Bell	C980.91R
Rollingwood	Travis	C450.99R
Roma-Los Saenz	Starr	S1060.92Ro
Ropesville	Hockley	S1050.98R
Roscoe	Nolan	W1500.912R
Rosebud	Falls	H1120.92R
Rose Hill Acres	Hardin	D450.91R
Rosenberg	Fort Bend	H2400.95Ro
Rotan	Fisher	W1500.96Ro
Rowlett	Dallas	N970.92Ro
Round Rock	Williamson	C450.910R
Round Top	Fayette	C450.95R
Royse City	Rockwall	N970.913Ry
Rule	Haskell	W1500.97Ru
Runge	Karnes	A1250.98R
Rusk	Cherokee	E040.93Ru
Sabinal	Uvalde	M1300.97S
Sachse	Dallas	N970.92S
Sadler	Grayson	T980.93Sa
Saginaw	Tarrant	N970.915Sg
San Angelo	Tom Green	C2700.913S
San Antonio	Bexar	A1250.93S
San Augustine	San Augustine	D450.98S
San Benito	Cameron	L2750.91Sb
Sanderson	Terrell	P1150.914S
San Diego	Duval	C1930.94S
San Felipe	Austin	H2400.91S
Sanford	Hutchinson	P100.914Sa
Sanger	Denton	N970.93S
San Juan	Hidalgo	L2750.92S
San Marcos	Hays	C450.96S
San Perlita	Willacy	L2750.93S
San Saba	San Saba	C980.97S
Sansom Park Village	Tarrant	N970.915Sn
Santa Anna	Coleman	W1500.93S
Santa Rosa	Cameron	L2750.91Sr
Savoy	Fannin	T980.92S
Schertz	Guadalupe	A1250.97Sh
Schulenburg	Fayette	C450.95S
Scottsville	Harrison	E040.95S
Seabrook	Harris	H2400.97Se
Seadrift	Calhoun	G470.91S
Seagraves	Gaines	P1150.96Sea
Seagoville	Dallas	N970.92Se
Sealy	Austin	H2400.91Se
Seguin	Guadalupe	A1250.97Se
Selma	Bexar	A1250.93Se
Seminole	Gaines	P1150.96Sem
Seymour	Baylor	N980.92S
Shady Shores	Denton	N970.93Sh
Shallowater	Lubbock	S1050.911Sh
Shamrock	Wheeler	P100.925S
Shavano Park	Bexar	A1250.93Sh
Sheldon	Harris	H2400.97She
Shepherd	San Jacinto	D450.99S
Sherman	Grayson	T980.93Sh

CITY	COUNTY	CLASS NO.
Shiner	Lavaca	G470.96S
Shoreacres	Harris	H2400.97Sho
Silsbee	Hardin	D450.91Si
Silverton	Briscoe	P100.92S
Sinton	San Patricio	C1930.912S
Skellytown	Carson	P100.93S
Slaton	Lubbock	S1050.911S1
Smiley	Gonzales	G470.94S
Smithville	Bastrop	C450.91S
Smyer	Hockley	S1050.98Sm
Snyder	Scurry	W1500.914S
Somerville	Burleson	B1350.92S
Sonora	Sutton	C2700.912S
Sour Lake	Hardin	D450.91So
South Houston	Harris	H2400.97Soh
Southlake	Tarrant	N970.915So
Southmayd	Grayson	T980.93So
South Side Place	Harris	H2400.97Sos
Spearman	Hansford	P100.911S
Splendora	Montgomery	H2400.910S
Spofford	Kinney	M1300.93S
Springlake	Lamb	S1050.910Sp
Springtown	Parker	N970.912S
Spring Valley	Harris	H2400.97Sp
Spur	Dickens	S1050.94S
Stafford	Fort Bend	H2400.95S
Stamford	Jones	W1500.98S
Stanton	Martin	P1150.910S
Stephenville	Erath	N970.95S
Sterling City	Sterling	C2700.911S
Stinnett	Hutchinson	P100.914St
St. Jo	Montague	N980.99S
Stockdale	Wilson	A1250.912S
Stratford	Sherman	P100.923S
Strawn	Palo Pinto	N970.911S
Streetman	Freestone	H1120.93S
Sudan	Lamb	S1050.910Su
Sugar Land	Fort Bend	H2400.95Su
Sulphur Springs	Hopkins	A2150.95S
Sundown	Hockley	S1050.98Su
Sunnyvale	Dallas	N970.92Su
Sunray	Moore	P100.916S
Sunrise	Llano	C450.98S
Sunset Valley	Travis	C450.99S
Sweeny	Brazoria	H2400.92S
Sweetwater	Nolan	W1500.912S
Taft	San Patricio	C1930.912T
Tahoka	Lynn	S1050.912T
Talco	Titus	A2150.99T
Talpa	Coleman	W1500.93T
Tatum	Rusk	E040.910T
Taylor	Harris	H2400.97Ta
Teague	Freestone	H1120.93T
Tehuacana	Limestone	H1120.95Te
Temple	Bell	C980.91T
Tenaha	Shelby	D450.910T
Terrell	Kemp	N970.99T
Terrill Hills	Bexar	A1250.93T
Texas City	Galveston	H2400.96T
Texarkana	Bowie	A2150.91T
Texhoma	Sherman	P100.923T
Texline	Dallam	P100.96T
Thorndale	Milam	C980.95T
Thornton	Limestone	H1120.95Th
Thrall	Williamson	C450.910T
Three Rivers	Live Oak	C1930.98T
Throckmorton	Throckmorton	W1500.919T
Timpson	Shelby	D450.910T
Tioga	Grayson	T980.93T
Tolar	Hood	N970.96T
Tomball	Harris	H2400.97To
Tom Bean	Grayson	T980.93To
Toyah	Reeves	P1150.913T
Trent	Taylor	W1500.918Tr
Trenton	Fannin	T980.92T
Trinidad	Henderson	E040.96T
Trinity	Trinity	D450.911T
Troup	Smith	E040.911Tr
Troy	Bell	C980.91Tr
Tulia	Swisher	P100.924T
Turkey	Hall	P100.910T
Tuscola	Taylor	W1500.918Tu
Tye	Taylor	W1500.918Ty
Tyler	Smith	E040.911Ty
Uncertain	Harrison	E040.95U
Universal City	Bexar	A1250.93U
University Park	Dallas	N970.92U
Uvalde	Uvalde	M1300.97U
Valentine	Jeff Davis	W1530.95V
Valley Mills	Bosque	H1120.91V
Van	Van Zandt	E040.913V
Van Alstyne	Grayson	T980.93V
Van Horn	Culberson	W1530.93V
Vega	Oldham	P100.913V
Venus	Johnson	N970.98V
Vernon	Wilbarger	N980.911V
Victoria	Victoria	G470.97V
Vidor	Orange	S1010.93V
Waco	McLennan	H1120.96Wa
Waelder	Gonzales	G470.94W
Wake Village	Bowie	A2150.91W
Waller	Waller	H2400.912W
Wallis	Austin	H2400.91W
Walnut Springs	Bosque	H1120.91W
Warren City	Gregg	E040.94Wa
Waskom	Harrison	E040.95W
Waxahachie	Ellis	N970.94W
Weatherford	Parker	N970.912We
Webster	Harris	H2400.97Web
Weimer	Colorado	H2400.94W
Weinert	Haskell	W1500.97W
Wellington	Collingsworth	P100.95W
Wells	Cherokee	E040.93W
Weslaco	Hidalgo	L2750.92W
West	McLennan	H1120.96We
Westbrook	Mitchell	W1500.911W
West Columbia	Brazoria	H2400.92W
Westlake	Denton	N970.93W
West Lake Hills	Travis	C450.99W
Westminster	Collin	N970.91We
West Mountain	Upshur	E040.912W
West Orange	Orange	S1010.93W
Westover Hills	Tarrant	N970.915Wo
West Tawakoni	Hunt	N970.97We
West University Place	Harris	H2400.97Wes
Westworth	Tarrant	N970.915Ww
Wharton	Wharton	H2400.913W
Wheeler	Wheeler	P100.925W
White Deer	Carson	P100.93W
Whiteface	Cochran	S1050.92W
Whitehouse	Smith	E040.911Wh
White Oak	Gregg	E040.94Wh
Whitesboro	Grayson	T980.93Ws
White Settlement	Tarrant	N970.915Wh
Whitewright	Grayson	T980.93Ww
Whitney	Hill	H1120.94W
Wichita Falls	Wichita	N980.910W

CITY	COUNTY	CLASS NO.
Wickett	Ward	P1150.916W
Willis	Montgomery	H2400.910Wi
Willow Park	Parker	N970.912Wi
Wills Point	Van Zandt	E040.913W
Windcrest	Bexar	A1250.93W
Windfield	Titus	A2150.99W
Windom	Fannin	T980.92W
Wilmer	Dallas	N970.92W
Wilson	Lynn	S1050.912W
Wink	Winkler	P1150.917W
Winnie	Chambers	H2400.93W
Winnsboro	Wood	E040.914W
Winona	Smith	E040.911Wi
Winters	Runnels	W1500.913W
Wolfe City	Hunt	N970.97Wo
Wolfforth	Lubbock	S1050.911W
Woodbranch	Montgomery	H2400.910Wo
Woodland Hills	Dallas	N970.92W
Woodsboro	Refugio	C1930.911W
Woodson	Throckmorton	W1500.919W
Woodville	Tyler	D450.912W
Woodway	McLennan	H1120.96Wo
Wortham	Freestone	H1120.93W
Wylie	Collin	N970.91Wy
Yantis	Wood	E040.914Y
Yoakum	Lavaca	G470.96Y
Yorktown	DeWitt	G470.92Y
Zapata	Zapata	S1060.94Z

APPENDIX C

MAP OF TEXAS INDICATING GEOGRAPHICAL AREAS USED AS SUBJECT HEADINGS IN LEGISLATIVE REFERENCE



APPENDIX D

SOIL AND WATER CONSERVATION DISTRICTS

NOTE: Solid black lines and black numbers signify soil and water conservation districts. Solid black sections represent areas with no soil and water conservation districts and broken black lines are county boundaries. Gray lines and numbers represent Texas State Soil and Water Conservation Board zones.

STATE DISTRICT ONE (PANHANDLE AREA)

101 Buck Creek (1963- See #157)
104 Floyd
105 Cochran-Yoakum-Terry (1953- See #149,
107 Crosby (Also called Rio Blanco)
108 Lubbock Co.
109 Hall Co.
110 Salisbur (1956- Called Tule Creek)
111 Blackwater Valley
115 Upper Colorado
119 Lynn County
120 King-Stonewall
121 Upper Clear Fork
122 Lower Pease River
123 Upper Pease
124 Dawson Co.
125 Gray Co.
126 Cap Rock
127 Donley
128 Gaines
129 Hockley
130 Lamb
131 Dallam
132 Hale Co.
133 Salt Fork
134 Lipscomb
135 Staked Plains (1951- See also #155)
136 Running Water
137 Morris Co.
138 Hemphill
140 Parmer
141 Wheeler Co.
142 Childress
143 Tierra Blanca
145 Roberts
146 Hutchinson
147 Randall-Potter (1966 renamed Palo Duro)
148 Hansford
149 Cochran (See #105 prior to 1953)
150 Yoakum " "
151 Terry " "
152 Hartley
153 Oldham Co.
155 Staked Plains (Formerly #135)
156 McClellan Creek
157 Buck Creek (Prior to 1963 see #101)
158 Garza
159 Sherman Co.
160 Canadian River (1967-
161 Ford Co.
162 Lower Pease River (See also #122)
163 Cottle
164 Upper Pease (See also #123)
165 Upper Clear Fork (See also #121)

STATE DISTRICT TWO (WEST TEXAS AREA)

201 Concho
203 Martin-Howard (See also #242, 1971 -
205 El Paso-Hudspeth
206 Middle Clear Fork
207 Mitchell Co.
208 North Concho River
209 Toyah-Limpia
210 Pipkland
212 Colorado Divide
213 Upper Pecos
214 San Saba-Brady
215 Menard Co.
216 Kendall Co.
217 Kerr Co.
218 Pedernales
219 Coke Co.
220 Gillespie Co.
221 Nueces-Frio-Sabinal
222 Edwards Plateau
223 Mason Co.
224 Devil's River
225 Upper Llanos
226 Medina Valley
227 Big Bend
228 Maverick
229 Bandera
230 High Point
231 Trans-Pecos
232 Nueces
233 Llano
234 Middle Concho
235 Crockett
236 West Nueces-Los Moras
237 Rio Grande-Pecos River
238 Upper Nueces-Frio
240 Chaparral
241 San Saba (Also called Ector Co)
242 Mustang
243 Howard
244 Midland
245 Nolan Co.

STATE DISTRICT THREE (SOUTH TEXAS)

301 Wilson Co
302 Karnes Co
304 Hays-Caldwell-Travis
306 Comal-Blanco-Guadalupe
307 Atascosa
308 Middle Guadalupe Basin (See also #339)
310 Bastrop-Fayette (1961- See also #350)
311 San Diego-Alto Dulce (Also called Nueces-Jim Wells)
312 Willacy-Hidalgo (Divided into #349 and #350)
313 Burleson-Lee
314 Austin-Washington (1969- see also #348)
315 Calhoun-Victoria (1965- see #345, #346)
316 Matagorda
317 Coastal Plains
318 Brazoria-Galveston (1963/4- See Water Davis)
319 Southmost
320 Duval
321 Agua Poquita
322 Don Nion
323 Live Oak
324 San Patricio
325 Frio Co.
326 Winter Garden
328 Loma Blanca
329 Copano Bay
330 Alamo
331 Monte Rucho
332 Starr Co.
333 Colorado
334 Lavaca
335 Zapata
336 Jackson
337 Webb
339 DeWitt Co. (1961- Formerly part of #307)
340 Bastrop (1961- Formerly part of #310)
341 Fayette
342 Wharton Co.
343 Karnes-Gollied
344 Lee Co.
345 Calhoun (1969- Formerly part of #315)
346 Victoria (1968- See also #325)
347 Austin Co.
348 Washington (Formerly part of #314)
349 Willacy (See also #312)
350 Hidalgo (See also #312)

SOIL AND WATER CONSERVATION DISTRICTS cont.

STATE DISTRICT FOUR (EAST TEXAS)

401 Nacogdoches-Rusk (1960- See #447)
404 Davy Crockett-Trinity Co.
408 Bowie Co.
412 Harrison Co.
414 Shelby-Panola (1963- See #448 & #449)
415 North Texas
417 Sabine River-Cypress Creek (Also called Upshur-Gregg)
419 Sulphur-Cypress
421 Anderson-Houston
422 Trinity-Neches
423 Red River
424 Freestone-Leon
425 San Jacinto (Also called Montgomery-Walker, 1968-)
426 Neches-Sabine
427 Cherokee
428 Bedias Creek
429 Piney Woods
431 Brazos-Robertson
432 Coastal
433 Marion-Cass
434 Trinity bay
435 Lower Trinity
436 Polk Co.
437 Lower Neches
438 Upper Neches
439 Long Leaf
440 Navasota
441 Jasper-Newton
442 Harris
443 Delta
444 Wood
445 Hopkins-Rains
446 Lower Sabine-Neches
447 Rusk (Formerly part of #401)
448 Panola (1963- ; Formerly part of #414)
449 Shelby (1963- ; " ")

STATE DISTRICT FIVE (NORTH CENTRAL TEXAS)

501 Limestone-Falls
504 Ellis-Prairie
505 Kaufman-Van Zandt
506 Hamilton-Coryell
507 Upper West Fork
508 Little River-San Gabriel
509 Central Texas
512 McLennan
513 Taylor
514 Navarro-Hill
515 California Creek
517 Central Colorado
518 Palo Pinto
519 Dalworth
520 Fannin
522 Bosque
523 Brown-Mills
524 Upper Elm-Red
525 Upper Leon
526 Miller-Brazos
527 Wichita-Brazos
528 Denton-Wise
529 Hood-Parker
530 Upper Sabine
531 Lower Clear Fork of the Brazos
532 Little Wichita
533 Wilbarger-Wichita (1966- ; See also #538 & 537)
534 Hill Country
535 Collin Co
536 Nolan-Aquilla (1971- ; See also #540 & #541)
537 Wilbarger (1966- Formerly part of #533)
538 Wichita (Formerly part of #533)
539 Young (1968/70-)
540 Hill Co.-Blackland
541 Johnson Co.
542 Miller-Brazos
543 Throckmorton

APPENDIX E

SESSIONS OF THE LEGISLATURES OF TEXAS

Number	Date of Session
1st	Feb. 16-May 13, 1846.
2d	Dec. 13, 1847-Mar. 20, 1848.
3rd	Nov. 5, 1849-Feb. 11, 1850. Aug. 12-Sept. 6, 1850. 1st C. S. Nov. 18-Dec. 3, 1850. 2d C. S.
4th	Nov. 3, 1851-Feb. 16, 1852. Jan. 10-Feb. 7, 1853. 1st C. S.
5th	Nov. 7, 1853-Feb. 13, 1854.
6th	Nov. 5, 1855-Feb. 4, 1856. July 7-Sept. 1, 1856. A. S.
7th	Nov. 2, 1857-Feb. 16, 1858.
8th	Nov. 7, 1859-Feb. 13, 1860. Jan. 21-Feb. 9, 1861. 1st C. S. Mar. 18-Apr. 9, 1861. A. C. S.
9th	Nov. 4, 1861-Jan. 14, 1862. Feb. 2-Mar. 7, 1863. 1st C. S.
10th	Nov. 2-Dec. 16, 1863. May 9-May 28, 1864. 1st C. S. Oct. 17-Nov. 15, 1864. 2d C. S.
11th	Aug. 6-Nov. 13, 1866.
12th	Feb. 8-Feb. 24, 1870. P.S. Apr. 26-Aug. 15, 1870. 1st C. S. Jan. 10-May 31, 1871. 2d C. S. Sept. 12-Dec. 2, 1871. 3rd C. S.
13th	Jan. 14-June 4, 1873.
14th	Jan. 13-May 4, 1874. Jan. 12-Mar. 15, 1875. 1st C. S.
15th	Apr. 18-Aug. 21, 1876.
16th	Jan. 14-Apr. 24, 1879. June 10-July 9, 1879. 1st C. S.
17th	Jan. 11-Apr. 1, 1881. Apr. 6-May 5, 1882. 1st C. S.
18th	Jan. 9-Apr. 13, 1883. Jan. 8-Feb. 6, 1884. 1st C. S.
19th	Jan. 13-Mar. 31, 1885.
20th	Jan. 11-Apr. 4, 1887. Apr. 16-May 15, 1888. 1st C. S.
21st	Jan. 8-Apr. 6, 1889.
22d	Jan. 13-Apr. 13, 1891. Mar. 14-Apr. 12, 1892. 1st C. S.
23rd	Jan. 10-May 9, 1893.
24th	Jan. 8-Apr. 30, 1895. Oct. 1-Oct. 7, 1895. 1st C. S.
25th	Jan. 12-May 21, 1897. May 22-June 20, 1897. 1st C. S.
26th	Jan. 10-May 27, 1899. Jan. 23-Feb. 21, 1900. 1st C. S.
27th	Jan. 8-Apr. 9, 1901. Aug. 6-Sept. 4, 1901. 1st C. S. Sept. 5-Oct. 1, 1901. 2d C. S.
28th	Jan. 13-Apr. 1, 1903. Apr. 2-May 1, 1903. 1st C. S.
29th	Jan. 10-Apr. 15, 1905. Apr. 15-May 14, 1905. 1st C. S. Mar. 26-Apr. 3, 1906. 2d C. S.
30th	Jan. 8-Apr. 12, 1907. Apr. 12-May 11, 1907. 1st C. S.
31st	Jan. 12-Mar. 13, 1909. Mar. 13-Apr. 11, 1909. 1st C. S. Apr. 12-May 11, 1909. 2d C. S. July 19-Aug. 17, 1910. 3rd C. S. Aug. 18-Sept. 10, 1910. 4th C. S.
32d	Jan. 10-Mar. 11, 1911. July 31-Aug. 29, 1911. 1st C. S.
33rd	Jan. 14-Apr. 1, 1913. July 21-Aug. 19, 1913. 1st C. S. Aug. 24-Sept. 22, 1914. 2d C. S. Sept. 23-Oct. 22, 1914. 3rd C. S.
34th	Jan. 12-Mar. 20, 1915. Apr. 29-May 28, 1915. 1st C. S.
35th	Jan. 9-Mar. 21, 1917. Apr. 18-May 17, 1917. 1st C. S. Aug. 1-Aug. 30, 1917. 2d C. S. Aug. 31-Sept. 29, 1917. 3rd C. S. Feb. 26-Mar. 27, 1918. 4th C. S.
36th	Jan. 14-Mar. 19, 1919. May 5-May 9, 1919. 1st C. S. June 23-July 22, 1919. 2d C. S. May 20-June 18, 1920. 3rd C. S. Sept. 21-Oct. 2, 1920. 4th C. S.
37th	Jan. 11-Mar. 12, 1921. July 18, 1921-Aug. 16, 1921. 1st C. S. Aug. 17-Aug. 25, 1921. 2d C. S.
38th	Jan. 9-Mar. 14, 1923. Mar. 15, 1923. 1st C. S. Apr. 16-May 15, 1923. 2d C. S. May 16-June 14, 1923. 3rd C. S.

Number	Date of Session
39th	Jan. 13-Mar. 19, 1925. Sept. 13-Oct. 8, 1926. 1st C. S.
40th	Jan. 11-Mar. 16, 1927. May 9-June 7, 1927. 1st C. S.
41st	Jan. 8-Mar. 14, 1929. Apr. 22-May 21, 1929. 1st C. S. June 3-July 2, 1929. 2d C. S. July 3-July 20, 1929. 3rd C. S. Jan. 20-Feb. 18, 1930. 4th C. S. Feb. 19-Mar. 20, 1930. 5th C. S.
42d	Jan. 13-May 23, 1931. July 14-Aug. 12, 1931. 1st C. S. Sept. 8-Oct. 3, 1931. 2d C. S. Aug. 30-Sept. 21, 1932. 3rd C. S. Nov. 3-Nov. 12, 1932. 4th C. S.
43rd	Jan. 10-June 1, 1933. Sept. 14-Oct. 13, 1933. 1st C. S. Jan. 29-Feb. 27, 1934. 2d C. S. Aug. 27-Sept. 25, 1934. 3rd C. S. Oct. 12-Nov. 10, 1934. 4th C. S.
44th	Jan. 8-May 11, 1935. Sept. 16-Oct. 15, 1935. 1st C. S. Oct. 16-Nov. 14, 1935. 2d C. S. Sept. 28-Oct. 27, 1936. 3rd C. S.
45th	Jan. 12-May 22, 1937. May 27-June 25, 1937. 1st C. S. Sept. 27-Oct. 26, 1937. 2d C. S.
46th	Jan. 10-June 21, 1939.
47th	Jan. 14-July 3, 1941. Sept. 9-Sept. 19, 1941. 1st C. S.
48th	Jan. 12-May 11, 1943.
49th	Jan. 9-June 5, 1945.
50th	Jan. 14-June 6, 1947.
51st	Jan. 11-July 6, 1949. Jan. 31-Mar. 1, 1950. 1st C. S.
52d	Jan. 9-June 8, 1951.
53rd	Jan. 13-May 27, 1953. Mar. 15-Apr. 13, 1954. 1st C. S.
54th	Jan. 11-June 7, 1955.
55th	Jan. 8-May 23, 1957. Oct. 14-Nov. 12, 1957. 1st C. S. Nov. 13-Dec. 3, 1957. 2d C. S.
56th	Jan. 13-May 12, 1959. May 18-June 16, 1959. 1st C. S. June 17-July 16, 1959. 2d C. S. July 17-Aug. 6, 1959. 3rd C. S.
57th	Jan. 10-May 29, 1961. July 10-Aug. 8, 1961. 1st C. S. Aug. 10-Aug. 14, 1961. 2d C. S. Jan. 3-Feb. 1, 1962. 3rd C. S.
58th	Jan. 8-May 24, 1963.
59th	Jan. 12, 1965-May 31, 1965. Feb. 14, 1966-Feb. 23, 1966. 1st C. S.
60th	Jan. 10, 1967-May 29, 1967. June 4, 1968-July 3, 1968. 1st C. S.
61st	Jan. 14, 1969-June 2, 1969. July 28, 1969-Aug. 26, 1969. 1st C. S. Aug. 27, 1969-Sept. 9, 1969. 2d C. S.
62d	Jan. 12-May 31, 1971. June 1-June 4, 1971. 1st C. S. Mar. 28-Mar. 30, 1972. 2d C. S. June 14-July 7, 1972. 3rd C. S. Sept. 18-Oct. 17, 1972. 4th C. S.
63rd	Jan. 9-May 28, 1973. Dec. 18-Dec. 20, 1973. 1st C. S.
64th	Jan. 14-June 2, 1975.

Key to abbreviations used:

A. C. S.---Adjourned Called Session
A. S.------Adjourned Session
C. S.------Called Session
P. S.------Provisional Session

APPENDIX F

PARKS WHICH ARE NO LONGER/NEVER A PART OF PARK SYSTEM

ASCARATE PARK, *El Paso Co.* [*not state; mentioned in 1947 appropriations bill*]
ASHERMONT STATE PARK, *Stonewall Co.* [*deed not signed*]
BARREDA STATE PARK, *Cameron Co. (1924-1952)* [*never developed; returned to owner*]
BEEVILLE STATE PARK, *Bee Co. (1924-1943)* [*never developed; returned to owner*]
BRAZORIA COUNTY PARK, *See Velasco State Park* [*46th Legislature*]
BURG, *Gillespie Co. (1924)* [*returned*]
CAMPBELL, *(1933/4)* [*returned*]
CANYONS STATE PARK, *(1933)* [*renamed Big Bend State Park, 1933-1937*]
CHISOS MOUNTAINS, *(1933)* [*SB 532*]
CISCO STATE PARK, *Eastland Co. (1935)*
CLIFTON STATE PARK, *Bosque Co. (1933)* [*returned*]
CROSBY COUNTY STATE PARK, *(1925)* [*returned*]
DEL RIO STATE PARK, *Val Verde Co. (1935)* [*returned*]
DE ZAVALLA, *Harris Co.*
FERGUSON STATE PARK, *(1933/4)* [*returned*]
FRIO STATE PARK, *(1925)* [*returned, 1963*]
GENERAL ZARAGOZA STATE PARK, *(1961-71)* [*added to Goliad State Park*]
GONZALES PALMETTO STATE PARK, *(1934/6 audit)*
GONZALES STATE PARK, *(1913?)* [*1958, returned to city*]
HAMILTON STATE PARK, *(1933)* [*returned 1947, never established*]
HARDEMAN COUNTY STATE PARK, *Hardeman*
HAYS COUNTY STATE PARK, *(1936)*
HEREFORD STATE PARK, *Deaf Smith Co. (193?)* [*never established*]
INDEPENDENCE STATE PARK, *(1947-65)* [*returned to Baylor University*]
INDIAN LODGE, *See Davis Mountains* [*referred to in 45/6 audit*]
INDIANOLA STATE PARK, *Calhoun Co. (1958-70)*
KATEMCY STATE PARK, *(1934)* [*never deeded to state*]
KINGS MEMORIAL STATE PARK, *Refugio (1941-51)*
KLOH, *(1933)* [*Quitman Co.?*]
LAKE ABILENE, *Taylor Co. (1933)*
LAKE MEDINA STATE PARK, *(1946-71)* [*refused by Parks & Wildlife*]
LAKE STAMFORD STATE PARK, *(1957-63)*
LAMPASAS PARK, *(1933-37)* [*returned to city*]
LEONARD STATE PARK, *(1933/4 audit)*
LOVES LOOKOUT STATE PARK, *Cherokee Co. (1929)* [*1960, transferred to Highway Department*]
LOY STATE PARK, *Grayson Co. (1933/4 audit)*
MC KITTRICK CANYON STATE PARK, *Cubberson Co. (1939-)*
MINERAL WELLS STATE PARK, *(1933-51)* [*transferred to city*]
MUD ISLAND STATE PARK, *(1967-7?)* [*transferred to General Land Office*]
NOCONA STATE PARK, *Montague Co. (1935-37)* [*returned*]
NORMANGEE STATE PARK, *Leon Co. (1934-47)* [*returned to city*]
OCHILTREE STATE PARK, [*never established*]
OLD SETTLERS STATE PARK, *(1933/4)*
OTTENE, *(1933)* [*SB 532*]
PALISADES STATE PARK, *(1933-39)* [*returned*]
PIONEER STATE PARK, *Houston Co. (1938)* [*never established*]
PORT MANSFIELD STATE PARK, *Willacy Co. (1958-1962)*
QUINTANA STATE PARK, *Freeport & Brazoria Co.* [*never established*]
ROBINSON STATE PARK, *Llano (1924-1940)* [*returned to Llano*]
SAN MARCOS STATE PARK, [*never established, discussed 1960, Comal Co.*]
SEMINOLE CANYON
STEEL, *(1933/4)* [*never developed*]
STEPHENVILLE, *Erath Co. (1933)* [*returned to donors, 1942*]
THORP SPRINGS, *(1933)* [*SB 532*]
VELASCO STATE PARK, *Brazoria Co.* [*300' wide never developed; transferred to General Land Office*]
WHEATLY STATE PARK, *Blanco Co. (1962/3)* [*became Perdenales Falls State Park*]
WOMACK STATE PARK, *Houston Co. (1928)* [*returned to owners, 1945*]

C. A. CUTTER'S Three-Figure Author Table

(SWANSON-SWIFT REVISION, 1969)

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A	1	Ab	1	Ac	1	Ad	1	Ae	1	Af	1	Ag	1	Ah	1	Ai	1		
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Tex TX:I

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TEXAS STATE DOCUMENTS

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By legislative action in 1963 (V.T.A.S., Art, 5442a) the Texas State Library was named the agency responsible for distributing documents issued by State agencies to libraries officially designated by the Texas Library and Historical Commission as "depository libraries."

Texas State Documents, a monthly publication that lists the state documents received by the Texas State Library during the preceeding month, serves as an order form and check list for current state publications. Since the pages are numbered sequentially through the year, the publication--when used with the annual index provides a practical tool for ready reference.

Some State documents are not received in quantities sufficient for distribution, but every effort is made to acquire all State publications that contain information on the operations of Texas State government. In addition, the check list informs libraries of publications not available through the regular distribution channels.

Although the publications are sent to depository libraries at no charge to the libraries and methods of cataloging and arranging them are left to the discretion of the libraries, there are three basic policies that the libraries must agree to follow:

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    c. Compilations of laws and regulations upon receipt of new editions.

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TX:I1

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March 16, 1979

The attached memo from R.E. Getz to catalogers and documents librarians is an explanation of a new service available from the Texas State Library: the Texas State Documents Cataloging Supplement. You will find the first issue of this supplement in your January depository shipment.

Please note: we are experiencing some technical difficulties in the reproduction of the OCLC cards used in the preparation of the supplement. We hope the quality of reproduction of some of the cards will not seriously affect your use of the cataloging information contained in the supplement. If it does, please let us know. Should we be unable to solve these technical difficulties in the future, we will explore other options for bringing you this cataloging information.

TEXAS STATE DOCUMENTS CATALOGING SUPPLEMENT

A
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TEXAS STATE LIBRARY
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January 1979 No. 79-1

This cataloging supplement supplies cataloging copy for those Texas state documents distributed by the Texas State Publications Clearinghouse. The supplement is prepared by reproducing the main entry cards produced for use at the Texas State Library for each monograph contained in the depository shipment.

Each page of the supplement contains two columns in which cards are arranged alphabetically by title. This arrangement coincides with the alphabetical listing of titles on the monthly shipping list. The following kinds of documents which appear on the monthly shipping list will not be included in the cataloging supplement: periodicals (easily identified by their short, 5-digit, item number), updates, errata sheets, and some series (for example, the summary reports from the Texas A & M University Transportation Institute).

If there are any questions concerning this cataloging supplement, please contact:

Cataloging Information: Rowland Craig 512-475-2026

Supplement Distribution: Dale Propp 512-475-6725

2157

TXD
C2601.5
Ac27at

Accounting, auditing, accuracy : information guide. [Austin : Comptroller's Office, Training Division, 1976]
1 v. ; 28 cm. (Training audit bulletin)
Loose-leaf for updating.

1. Accounting. 2. Auditing. I. Texas. Comptroller's Office. Training Division. II. Series

Tx 25jan79 IKM 4583757 IKMMxc

TXD
M1000.5
D628

Texas. Department of Mental Health and Mental Retardation.
Directory of services - Texas ... Arts, Graphics and Educational Services, Texas Dept. of Mental Health and Mental Retardation. (Card 2)

1. Mental health services--Texas--Directories. I. Texas. Department of Mental Health and Mental Retardation. Arts, Graphics and Educational Services. II. Title

Tx 24jan79 NLM 4523118 IKMMxc SN79-1075

TXD
C3200.3
An78t

Texas.State Board of Control.
Annual report to the legislature on the cost effectiveness of the State Telecommunications System. 1975/76-
[Austin, Tex.] The Board.
v. 28cm.
LIBRARY HAS: 1975/76-Current.
Report year ends Aug. 31.

1. Texas. State Telecommunications System. 2. Telecommunications systems--Texas. I. Title

Tx 24jan79 IKM 4579449 IKMxc

TXD
C2600.5
D631
1978

Bullock, Bob.
Disclosure policy and procedures / Bob Bullock, comptroller of public accounts. Rev. [Austin : Office of the Comptroller], 1978.
vii, 43 p. : forms ; 28 cm.

1. Privacy, Right of--Texas. 2. Tax administration and procedure--Texas--Handbooks, manuals, etc. I. Texas. Comptroller's Office. II. Title

Tx 24jan79 IKM 4579876 IKMMxc

TXD
C3200.3
An78t

Texas.State Board of Control.
Annual report...

II. Title: Cost effectiveness of the State Telecommunications System

Tx 24jan79 IKM 4579449 IKMxc

TXD
P500
Ei83
1978

Eisenhower Birthplace State Historic Site. [Austin : Texas Parks and Wildlife Department, 1978].
folder (6 p.) : ill., ports. ; 22cm (PWD brochure - Texas Parks and Wildlife Department ; 4000-91)
Cover title.
1. Eisenhower, Dwight David, President United States, 1890-1969. 2. Eisenhower Birthplace State Historic Site, Texas. 3. Historic houses--Texas. 4. Birthplaces.

Tx 29 Aug 78 4176894 IKMs/

TXD
P3500.3
B477

Texas. Department of Public Safety.
Biennial Report. 1938/40-
[Austin]
v. illus., ports., tables, diagrs., forms. 28cm.
Report year ends Aug. 31.

1. Texas.Department of Public Safety. 2. Police--Texas.

Tx 29 Aug 77 3225580 IKMs/ 42-36804

TXD
P500
Ei83
1978

Eisenhower Birthplace State Historic....1978
(Card 2)

I. Texas. Parks and Wildlife Department. II. Series: Texas. Parks and Wildlife Department. PWD brochure - Texas Parks and Wildlife Department ; 4000-91.

Tx 29 Aug 78 4176894 IKMs/

TXD
M1000.5
D628

Texas. Department of Mental Health and Mental Retardation.
Directory of services - Texas Department of Mental Health and Mental Retardation. 197 - Austin, Tex., Arts, Graphics and Educational Services, Texas Dept. of Mental Health and Mental Retardation.
v. ill. 28 cm.
LIBRARY HAS: 1975-Current.
Continues: Directory of mental health and mental retardation services for Texas.
Key title: Directory of services - Texas Department of Mental Health and Mental Retardation, ISSN 0164-0550

Tx 24jan79 NLM 4523118 IKMMxc SEE NEXT CRD

TXD
P557.8
En39rm

Crawford, Paul B.
Enhanced recovery methods add new values to oilfield exploitation / Paul B. Crawford. [s.l.] : Petroleum Times, 1978.
p. 15-16 : ill. ; 28 cm.
Photocopy of article in Petroleum Times, January 20, 1978.

1. Secondary recovery of oil. I. Petroleum times 1978, Jan. 20. II. Title

Tx 25jan79 IKM 4583142 IKMMxc

F500
F161
1979

Fairfield Lake State Recreation Area.
[Austin : Texas Parks and Wildlife Department, 1979]
folder (6 p.) : ill., map ; 22 cm. (PWD brochure - Texas Parks and Wildlife Department ; 4000-173)
Cover title.

1. Fairfield Lake State Recreation Area, Texas. 2. Recreation areas--Texas. I. Texas. Parks and Wildlife Department. II. Series: Texas. Parks and Wildlife Department. PWD brochure - Texas Parks and Wildlife Department ; 4000-173.

Tx 25jan79 IKM 4592739 IKMMxc

TXD
G1129.5
F21v
1978

Bowerman, Karen Dill.
Family violence : children within the cycle : a resource manual for Texas community leaders / Karen Dill Bowerman. Austin : Texas Commission on the Status of Women, 1978.
vi, 132 p. : ill., map ; 28 cm.
"Data were compiled and current during the period October to November, 1978."
Cover title: A resource manual for Texas community leaders on family violence.

TX 25jan79 IKM 4583471 IKMMxc SEE NEXT CRD

TXD
G1129.5
F21v
1978

Bowerman, Karen Dill.
Family violence : ... 1978.
(Card 2)

Includes bibliographical references.

1. Conjugal violence. 2. Child abuse. 3. Wife beating. 4. Family. I. Texas. Governor's Commission on the Status of Women. II. Title II. Title: A resource manual for Texas community leaders on family violence.

Tx 25jan79 IKM 4583471 IKMMxc

TXD
A1300.3
An78

Texas. Alcoholic Beverage Commission.
Annual report of the Texas Alcoholic Beverage Commission. 36th- 1969/70-
[Austin, Tex.] The Commission.
v. 28 cm.
LIBRARY HAS: 1969/70-Current.
Cover title.
Report year ends Aug. 31.

1. Texas. Alcoholic Beverage Commission--Appropriations and expenditures. I. Title

Tx 24jan79 IKM 4579634 IKMMxc

TXD
F1550.5
H191e
1978

Fort Worth State School.
FWSS + 1 : a handbook for employees / Fort Worth State School. Fort Worth, Texas : Communication Services, Fort Worth State School, 1978.
30 p. ; 12 x 19 cm.
Cover title: FWSS + one.

1. Fort Worth State School--Employees--Handbooks, manuals, etc. I. Title II. Title: FWSS + one.

Tx 24jan79 IKM 4579143 IKMMxc

C2600.5
H797m
1978

Texas. Comptroller's Office.
Motel-motel tax. [Austin] : Comptroller of Public Accounts, 1978.
folder (3 p.) ; 22 cm. (Tax tips)
Cover title.
Other title: Motel-motel tax information.

1. Motels--Law and legislation--Texas. 2. Hotels, taverns, etc.--Texas. 3. Taxation--Texas. I. Title II. Title: Motel-motel tax information. III. Series

Tx 24jan79 IKM 4580087 IKMMxc

TXD
P557.8
Te2pp

Texas Petroleum Research Committee says increased petroleum production possible with nitrogen injection.
[College Station?] : Texas A&M University, 1978.
[2] leaves ; 28 cm.
Caption title.
Reprint of article in Texas energy and mineral resources, v. 4, no. 2, January 1978.

1. Secondary recovery of oil. I. Texas Petroleum Research Committee. II. Title: Increased petroleum production possible with nitrogen injection.

Tx 24jan79 IKM 4580085 IKMMxc

TXD
C2600.5
In4te
1978

Texas. Comptroller's Office.
Your estate under Texas law.
[Austin] : Comptroller of Public Accounts, 1978.
folder (8 p.) ; 22 cm. (Tax tips)
Cover title.
Other title: Inheritance tax, your estate.
Other title: Texas inheritance tax.

1. Inheritance and transfer tax--Texas. I. Title II. Title: Inheritance tax, your estate. III. Title: Texas inheritance tax. IV. Series

Tx 24jan79 IKM 4580066 IKMMxc

TXD
L1836.64
J588
v.3

Texas. Legislature. House of Representatives. Judiciary Committee.
Workmen's compensation : balancing the interests : interim report / Committee on the Judiciary, Sixty-fifth Legislature. [Austin] : The Committee, 1976.
49 p. ; 28 cm. (Interim report - Committee on Judiciary ; v. 3)
1. Workmen's compensation--Texas. I. Title II. Series: Texas. Legislature. House of Representatives. Judiciary Committee. Interim report, Sixty-fifth Legislative Session, Committee on Judiciary, Texas House of Representatives ; v. 3.

Tx 24jan79 IKM 4580274 IKMMxc

TXD
L1900.7
In8vanz

Hall, Margaret E.
Inventory of county records, Van Zandt County courthouse, Canton, Texas / compiled by Margaret E. Hall. Denton, Tex. : Texas County Records Inventory Project, North Texas State University, [1978].
xiv, 215 p. : map ; 28 cm.
Includes index.

1. Van Zandt County, Texas--History--Sources--Bibliography. 2. Public records--Van Zandt County, Texas--Inventories, calendars, etc. I. Texas. North Texas State University, Denton. II. Title

Tx 24jan79 IKM 4579804 IKMMxc

TXD
L1400.6
L524

Texas. Legislative Budget Board.
Legislative budget estimates.
[Austin] Legislative Budget Board.
v. ill. 23 x 31 cm.
LIBRARY HAS: 1961/63, 1965/66, 1967/69, 1969/71, 1972/73, 1976/77-current.
Period covered by reports ends Aug. 31.
Cover title: Legislative budget estimates, [ISSN 0095-3482]

1. Budget--Texas--Periodicals.

Tx 24Jan79 CSS 4144361 IKMMxc 61-63881L

TXD
L1700.5
L52a
1978

Geisler, Cay Carlisle.
Legislative library resources : a guide to the periodicals, newspapers, loose-leaf services & selected legal reference materials in the Texas Legislative Reference Library / compiled by Cay Carlisle Geisler, David Crier, Melinda Allison. rev. 4th ed. Austin : Legislative Reference Library, 1978.
48 p. ; 28 cm. (Reference series : no. 5)

1. Geisler, Cay. II. Allison, Melinda. III. Texas. Legislative Reference Library. IV. Title

Tx 24Jan79 IKM 4579833 IKMMxc

TXD
C2400.4
P614

Pierre, the Texas Pelican = Pedro el Pelicano. Austin, Texas : Texas Department of Community Affairs, Early Childhood Development Division, 197-
25 v. : ill. ; 28 cm.
"Pierre is a set of 25 newsletters about how babies grow and develop."

1. Children--Care and hygiene. 2. Infants--Care and hygiene. I. Texas. Department of Community Affairs. Early Childhood Development Division. II. Title: Pedro el pelicano.

Tx 24Jan79 IKM 4579853 IKMMxc

TXD
P557.8
M685dn

Rushing, Micheal D.
Miscible displacement with nitrogen / by Micheal D. Rushing ... [et al.] [s.l.] : Petroleum engineer, 1977.
[3] leaves : ill. ; 28 cm.
Photocopy of article in Petroleum Engineer, November, 1977.

1. Oil reservoir engineering. 2. Oil fields--Production methods. I. Petroleum engineer 1977, Nov. II. Title

Tx 25Jan79 IKM 4583261 IKMMxc

TXD
C2600.5
M857vst

Texas. Comptroller's Office.
Motor vehicle sales tax transactions : dealer copy. [Austin] : Comptroller of Public Accounts, [1978?]
39 p. : forms ; 28 cm.
Cover title.

1. Sales tax--Texas. 2. Motor vehicles--Taxation--Texas. I. Title

Tx 25Jan79 IKM 4583650 IKMMxc

TXD
P590
O11f
1979

Old Fort Parker State Historic Site.
[Austin : Texas Parks and Wildlife Department, 1978]
folder (6 p.) : ill., map ; 22 cm.
(PWD brochure - Texas Parks and Wildlife Department ; 4000-110)
Cover title.

1. Old Fort Parker State Historic Site, Texas. I. Texas. Parks and Wildlife Department. II. Series: Texas. Parks and Wildlife Department. PWD brochure - Texas Parks and Wildlife Department ; 4000-110.

Tx 25Jan79 IKM 4582774 IKMMxc

TXD
C500.1
P19a
1979

Pan American Student Forum / sponsored by the Good Neighbor Commission.
Austin : Good Neighbor Commission, [1979?]
folder (6 p.) ; 22 cm.
Cover title.

1. Pan American Student Forum of Texas. I. Texas. Good Neighbor Commission.

Tx 25Jan79 IKM 4582621 IKMMxc

TXD
C2600.5
P28r
1978

Texas. Comptroller's Office.
The payee record system. [Austin] : Comptroller of Public Accounts, [1978]
[8] p. ; 14 x 22 cm.
Cover title.

1. Texas. Comptroller's Office. I. Title

Tx 24Jan79 IKM 4579914 IKMMxc

TXD
E1400.3
An78g
1977/78

Texas. Advisory Council for Technical-Vocational Education.
The people speak : joint report to the governor and members of the legislature / the Advisory Council for Technical-Vocational Education in Texas. [Austin] : The Council, 1978.
vi, 67 p. ; 27 cm.
Combines the Council's ninth annual report to the governor and the fifth biennial report to the legislature.

Tx 16feb79 IKM 4663023 SEE NEXT CRD

TXD
E1400.3
An78g
1977/78

Texas. Advisory Council for Technical-Vocational Education.
The people speak ... 1978. (Card 2)

1. Vocational education--Texas. 2. Vocational guidance--Texas. I. Title. II. Title: Joint report to the governor and members of the legislature. III. Texas. Advisory Council for Technical-Vocational Education in Texas. Annual report of the Advisory Council for Technical-Vocational Education in Texas : 9th.

Tx 16feb79 IKM 4663023 SEE NEXT CRD

TXD
E1400.3 Texas. Advisory Council for Technical-
An78g Vocational Education.
1977/78 The people speak ... 1978. (Card 3)

IV. Texas. Advisory Council for Technical-Vocational Education in Texas. Biennial report to members of the Texas Legislature ; 5th.

Tx 16feb79 IKM 4663023

TXD
L1400.7 Texas. Legislative Council.
R311 State employee participation in the
65-1 social security system. Austin : Texas Legislative Council, 1979.
7, [1] leaves ; 28 cm. (Report - Texas Legislative Council ; no. 65-1)

1. Social security taxes--Texas. 2. Social security--Texas. I. Title II. Series: Texas. Legislative Council. Report ; no. 65-1.

Tx 25jan79 IKM 4582945 IKMMxc

TXD
L1400.7 Texas. Legislative Council.
R311 Property tax study committee report. [Austin] : Texas Legislative Council, 1979.
65-2 11 leaves ; 28 cm. (Report - Texas Legislative Council ; no. 65-2)
"This is a report of recommendations of a citizen advisory committee regarding implementation of "The Tax Relief Amendment", which was ratified by the voters on November 7, 1978."

1. Property tax--Texas. I. Title II. Series: Texas. Legislative Council. Report ; no. 65-2.

Tx 25jan79 IKM 4583006 IKMMxc

TXD
C260).5 Texas. Comptroller's Office.
In4t State of Texas inheritance tax.
1978 [Austin] : Comptroller of Public Accounts, [1978]
folder (8 p.) ; 22 cm.
Cover title.

1. Inheritance and transfer tax--Texas. I. Title

Tx 25jan79 IKM 4582809 IKMMxc

TXD
G805.5 Regional councils in Texas: a status
R263c report and directory. 19 - [Austin, Tex.] Governor's Budget and Planning Office.
v. 28 cm. annual.
LIBRARY HAS: 1976/77-

1. Regional planning--Texas--Directories. I. Texas. Governor's Budget and Planning Office.

Tx 24jan79 IKM 4579364 IKMMxc

TXD
Z Organ, Dennis Michael.
TF300.7 Tennyson's dramas : a critical study
G755 / Dennis M. Organ. Lubbock : Texas Tech
no.17 Press, 1979.
125 p. ; 26 cm. (Graduate studies - Texas Tech University ; no. 17)
Bibliography: p. 122-125.

1. Tennyson, Alfred Tennyson, baron, 1809-1892--Criticism and interpretation. I. Title II. Series: Texas Tech University. Graduate studies ; no. 17.

Tx 24jan79 IKM 4581206 IKMMxc

TXD
A2400.9 Texas. Attorney General's Office.
N93Bh Nursing Home Task Force.
1977/8 Report on Texas nursing homes to John L. Hill, Attorney General / Nursing Home Task Force. [Austin?] : Attorney General's Office, 1978.
xi, 231 leaves ; 28 cm.
Cover title.

1. Nursing homes--Texas. I. Title

Tx 25jan79 IKM 4582862 IKMMxc

TXD
C2600.6 Texas list of active diesel fuel permit
L696df holders. [Austin, Tex., Comptroller's Office]
v. 28 cm.
LIBRARY HAS: Nov. 30, 1978-Current.

1. Diesel fuels--Licenses--Texas. I. Texas. Comptroller's Office. II. Title: Diesel fuel permit holders

Tx 24jan79 IKM 4579576 IKMMxc

TXD
C2600.5 Texas. Comptroller's Office.
Sa32te Exempt entities. [Austin] : Comptroller of Public Accounts, 1978.
1978 folder (8 p.) ; 22 cm. (Tax tips)
Cover title.
Other title: Sales tax, exempt entities.

1. Sales tax--Texas. 2. Taxation, exemption from--Texas. I. Title II. Title: Sales tax, exempt entities. III. Series

Tx 24jan79 IKM 4580118 IKMMxc

TXD
C2600.6 Texas list of active liquified gas
L696lg permit holders. [Austin, Tex., Comptroller's Office]
v. 28 cm.
LIBRARY HAS: Nov. 30, 1978-Current.

1. Liquified gases--Licenses--Texas. I. Texas. Comptroller's Office. II. Title: Liquified gas permit holders

Tx 24jan79 IKM 4579537 IKMMxc

TXD
C2600.5
N937n

Texas. Comptroller's Office.
Texas nurseries and the sales tax.
[Austin] : Comptroller of Public Accounts, [1978]
[12] p. : ill. ; 22 x 28 cm.
Cover title.

1. Nurseries--Law and legislation--Texas. 2. Sales tax--Texas. I. Title

Tx 25jan79 IKM 4582677 IKMMxc

E14003
An78s

Texas. Advisory Council for Technical-Vocational Education.
Annual report. Austin
v. 28 cm.
Began with report for 1970.
LIBRARY HAS: 1970-
Each vol. has also a distinctive title.

1. Vocational education--Texas.
2. Vocational guidance--Texas.

Tx 9feb79 DLC 1784857 DLC73-640856

TXD
B1000.8
V825se

Texas.Governor's Coordinating Office for the Visually Handicapped.
Texas State Commission for the Blind's vision screening project: early detection of visual impairment in school-age children / prepared for Texas State Commission for the Blind by Governor's Coordinating Office for the Visually Handicapped.
[Austin?] : The Office, 1978
viii, 27 leaves : graphs, map ; 28 cm.
1. Vision--Testing.

Tx 5dec78 IKM 4420666 IkMDs/

TXD
B1000.8
V825se

Texas.Governor's Coordinating Office for the Visually Handicapped... 1978
(Card 2)

2. Visually handicapped children--Texas.
I. Texas.State Commission for the Blind.
II. Title III. Title: Vision screening project.

Tx 5dec78 IKM 4420666 IKMDs/

TXD
G305.8
So84sg
1978

Texas. Governor's Budget and Planning Office.
Texas state government sourcebook.
[Austin] : Budget and Planning Office, 1978.
332 p. : graphs, maps ; 28 cm.
Cover title.
Includes index.

1. Texas--Executive departments.
2. Texas--Economic conditions.
3. United States--Economic conditions.
I. Title II. Title: Texas sourcebook.

Tx 24jan79 IKM 4580899 IKMMxc

TXD
H1425.8
T687

Texas transit statistics. 1977-
[Austin, Tex.] Transportation Planning Division, State Department of Highways and Public Transportation.
v. 28 cm. annual.
Library has: 1977-current.
Continues: Texas transit operations, statistics and analysis 1974-76 ISSN 0300-1388.

1. Urban transportation--Texas--Statistics--Periodicals. 2. Local transit--Texas--Statistics--Periodicals. I. Texas. Transportation Planning Division.

Tx 24 JAN 79 4578584 IKMMxc

TEXAS STATE LIBRARY

LORENZO DE ZAVALA STATE ARCHIVES AND LIBRARY BUILDING

BOX 12927 CAPITOL STATION

AUSTIN, TEXAS 78711

TEXAS LIBRARY AND HISTORICAL COMMISSION

M_E_M_O_

TO: Catalogers
Documents librarians

FROM: R.E. Getz, Technical Services Director

SUBJECT: Cataloging copy with snipments of Texas documents

Beginning with this shipment, cataloging copy will be included for titles contained in each monthly shipment. By supplying cataloging copy, the Texas State Library seeks to assist you in quickly integrating Texas documents into your collection, and in providing public and staff access through the card catalog.

The cataloging provided is fully compatible with present LC practice, AACR, and Library of Congress Subject Headings. To provide as large a number of catalog access points as is practical, we sometimes supplement LC tracings with additional ones for personal and agency names if they are bibliographically meaningful. Patrons will be able to search by personal and corporate names, by title, by issuing agency, by series, and by LC subject headings. By providing a more complete set of tracings, patrons and staff are more likely to be successful in conducting a first time catalog search, even if they are not sure of the "correct" entry.

If your library follows Library of Congress cataloging policy and AACR, the cards generated from this copy should interfile in your existing catalog with little or no modification.

In the accompanying material, you will find a more complete explanation of our policy concerning this service, and an explanation of the cataloging itself.

Questions concerning the cataloging, its reproduction and distribution, should be directed to Rowland Craig, Head Cataloger, Texas State Library.

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TEXAS STATE LIBRARY

TECHNICAL SERVICES

CATALOGING WITH SHIPMENT

Standards

The Texas State Library follows AACR and LC practice in all cataloging activity. We try to obtain LC copy whenever possible. To this copy we might add additional tracings for Texas series not traced by LC, and for corporate and personal names, if those names might be meaningful for our patrons and staff. We do not change LC copy, but we do expand upon it to provide extra catalog access points. Should LC copy not be available, we will use cooperative cataloging, enhancing the record to AACR and LC standards, if necessary.

To assist us in our original cataloging, we use a copy of LC's Texas entry corporate authority file, and are about to enter a cooperative arrangement with LC to perform corporate entry name authority work for State of Texas agencies.

The classification scheme used at the State Library is one especially designed for Texas documents. The documents call number appears on every card. There are no plans at this time to add either an LC or a Dewey classification number, but we are experimenting with adding both to the OCLC record.

Cataloging coverage

With the wealth of government material being released each year it is sometimes necessary for the State Library to make value decisions on what will or will not be cataloged. In this respect we are in the same position as other librarians having to make professional decisions when faced with a deluge of new material.

While most of the material you receive will be cataloged, we have had to concentrate our efforts on certain classes. Cataloging copy will be provided for most monographs shipped for the first time, and for most serials shipped for the first time. Cataloging copy will not normally be sent for ephemeral material, added volumes or copies, individual issues of periodicals, or non-print material.

Catalog card description

The cataloging copy is in the form of a main entry card, and includes full descriptive cataloging, notes, personal, corporate, series and subject tracings.

In the upper left hand corner there is a call number. The first line contains the letters TXD, which indicate the special collection in the State Library containing Texas State documents. The remaining lines contain the call number proper. Since this call number is that used at the State Library, you may wish to substitute one of your own.

At the very bottom of the card there appears a string of alphabetical and numeric characters which further describe the nature of the cataloging copy, should that information be needed. A sample card follows.

SAMPLE CATALOG CARD

Texas State Library
call number

Collection symbol
Call number proper

TXD
A1200.3
An78dn

Texas. Air Control Board.
Annual data summary for noncontinuous monitoring. [Austin] Texas Air Control Board.
v. 28 cm.
Cover title: Annual data summary, noncontinuous monitoring, (1976-)

1. Air quality--Texas--Observations--Yearbooks. 2. Air quality monitoring stations--Texas--Yearbooks. I. Title. II. Title: Annual data summary, noncontinuous monitoring.

Tx 21nov78 AFU 4083391 IKMMxc 78-646542

Texas State Library NUC symbol

Date of card production

Cataloging source OCLC symbol

OCLC record number

for State Library use

LC card number if available

IKM = Texas State Library
DLC = Library of Congress
TXA = Texas A & M University
etc.

Card numbers with prefixes DLC or MLC indicate Library of Congress cataloging copy. DLC means unchanged LC copy; MLC means modernized or expanded LC copy, e.g., DLC78-646542, or MLC78-646542.

TEXAS
TX J

State Documents Program Serves Agencies and Libraries

"What do you do with the 125 copies of our publications that we send you?" the post script on the letter from a state university publications office asked. Having ourselves also wondered just why our publications were needed—but at the same time having used the Texas Documents Collection—we decided to share the information.

Serving as a link between state governmental offices that produce printed materials and libraries, the Documents Section of the State Library's Archives Division is making the 125 copies of materials available through the state's libraries—both public and academic—and through an exchange program with other states.

The exchange of state publications is one of the oldest services now attached to the State Library, having been instituted in 1848 as a gift and exchange with other states of state laws and other publications.

In recent years, however, the extensive publications programs of a host of agencies have caused the operation to grow not only in size but also in scope. The monthly list of publications for March, 1972, indicates the range of printing by state agencies.

Currently there are 43 official depositories, 9 that are receiving materials without depository status, and 22 out-of-state depositories. Remaining copies of publications are distributed on a first-come, first-served basis to libraries making requests from the Monthly List.

In talking about the program, Newton Mitchell, documents librarian, stressed that the service is available only to libraries. Individuals are served through libraries.

As the cost of printing rises, Mitchell said, the program becomes increasingly important to the agencies involved. Instead of a haphazard sending to libraries that happen to hear about or who keep up with the publications, agencies know that their publications are available at specific points throughout the state. They can refer all requests from non-depository libraries automatically to the State Library to be filled and can refer individuals to depository libraries.

Official State Depository Libraries for Texas State Documents

Texas State Library
Austin

Texas Legislative Reference Library
Austin

Public Libraries

Abilene Public Library
Abilene

Amarillo Public Library
Amarillo

Tyrrell Public Library
Beaumont

La Retama Public Library
Corpus Christi

Dallas Public Library
Dallas

Denison Public Library
Denison

El Paso Public Library
El Paso

Fort Worth Public Library
Fort Worth

Houston Public Library
Houston

Ector County Library
Odessa

San Antonio Public Library
San Antonio

Waco-McLennan County Library
Waco

Public and Private College and University Libraries

Sul Ross State University
Alpine

The University of Texas at Arlington
Arlington

The University of Texas at Austin
Barker Texas History Center
Austin

The University of Texas at Austin
School of Law/Library
Austin

Lamar University
Beaumont

West Texas State University
Canyon

Texas A&M University
College Station

East Texas State University
Commerce

Southern Methodist University
Dallas

North Texas State University
Denton

Texas Woman's University
Denton

Pan American University
Edinburg

The University of Texas at El Paso
El Paso

Texas Christian University
Fort Worth

Texas Southern University
Houston

University of Houston
Houston

William Marsh Rice University
Houston

Sam Houston State University
Huntsville

Texas Tech University
Fort Worth

Stephen F. Austin State University
Nacogdoches

University of Texas
of the Permian Basin
Odessa

Prairie View A&M College
Prairie View

Angelo State University
San Angelo

Saint Mary's University
San Antonio

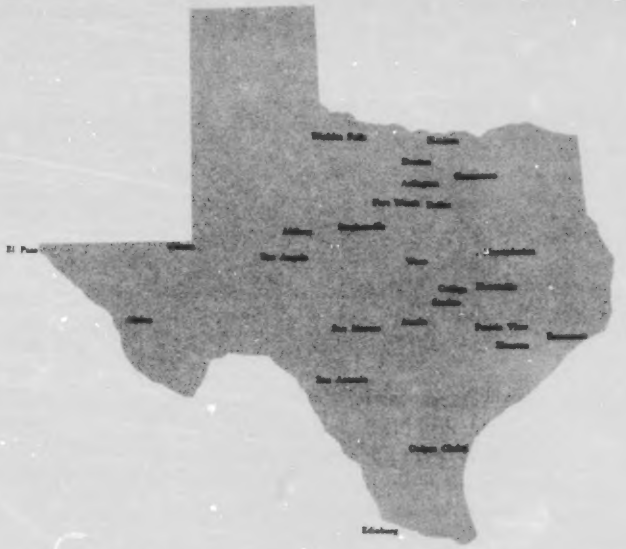
Trinity University Library
San Antonio

Southwest Texas State University
San Marcos

Tarleton State College
Stephenville

Baylor University Library
Waco

Midwestern University
Wichita Falls



Forty-four public and academic libraries in Texas have been designated depository libraries under the Texas documents program. The locations of these depositories are shown on the map above.

Legislative Backing

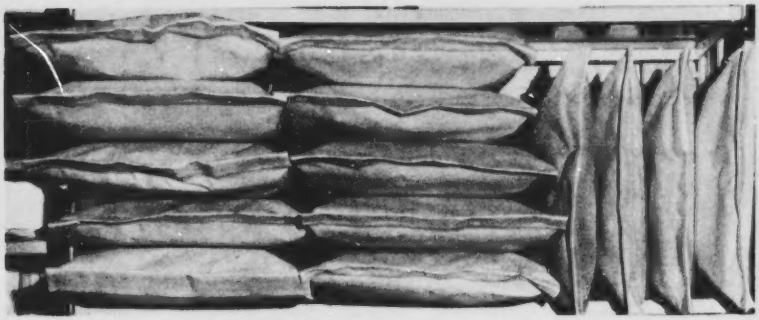
The distribution of documents is carried out through legislation passed in 1913, 1919, and 1963. The original legislation calls for the State Library to be provided with 150 copies of "all annual, biennial and special reports of State departments, boards and institutions, findings of all investigations, bulletins, circulars, laws issued as separates, and legislative manuals" as well as other specified materials created by the legislature. These were "to be delivered to the State Library to be disposed of at the discretion of the Librarian."

The 1963 legislation created the depository system as it now exists. It also provides for the important monthly list of documents that is prepared by Mitchell. This list includes not only those publications which are distributed but also those which are not furnished in sufficient quantity for the distribution program.

Publications not distributed in quantity include such items as audit reports of agencies (these are available on special request) and technical materials (the Texas Highway Department, for example, produces tourist information that is part of the distribution program as well as engineering bulletins that are not).

Supplement to Other Distribution

The State Library's deposit program supplements the agencies' own distribution of materials, making them available in a different manner



and providing to the general public the wealth of information that is produced by agencies. In a time when there is increased concern over the activities of governmental agencies at all levels, the program also insures that the official reports required of State agencies are available to the public.

Like the Federal Documents collections in libraries, the State documents also produce problems at times. Space for a burgeoning collection of little used and/or superseded materials is one. Methods of cataloging and retrieval are others. Although the State Library provides advice—and duplicate copies to replace lost ones when possible—each library is responsible for maintaining its own collection.

To ease its own serious space problems, the State Library keeps multiple copies for distribution for six years. After that time a person needing materials not in the depository that serves him must generally depend on interlibrary loan or photocopy rather than depending upon the library that serves him to obtain a copy he can borrow.

Viewed in Perspective

Although the deposit program is still relatively new, it is beginning to provide users of deposit collections with an important benefit—that of viewing the activities of agencies over a period of time, not only through the biennial reports that most agencies are required to submit but also through other materials they publish.

Although the program is administered by the State Library, it is possible because of cooperation from agencies producing publications and libraries that make these publications available. As part of a total program of making information available, it provides citizens with a broad selection of materials about the operations of the government that their taxes support. At the same time, it makes available to them the informational materials that are becoming an increasingly important service of government.

AUG 76
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TEXAS DOCUMENTS

THE DEPOSITORY PROGRAM

Under legislation, each agency is required to send 150 copies of each publication to the State Library for distribution to depositories. Agencies complying with the legislation are relieved of the responsibility for distributing materials to libraries. Since a permanent file copy of each is retained by the State Library, researchers tracing the administrative history or the program development within State government may use these materials.

Each library that has been designated a depository collection automatically receives one copy of each publication. To the extent that additional copies are available, libraries that have not been designated depositories may request that publications be sent to them. Some publications that are not available for general distribution are available for specialized collections by special request to the originating agency. Publications on which a subscription price has been set—such as *Texas Highways* and *Texas Parks and Wildlife*—may be obtained by subscription by non-depository libraries from the originating agency.

ACCESS TO INFORMATION

To make the information in State documents accessible, the Texas State Library publishes a monthly checklist and an annual subject index to all publications received. *Texas State Documents* is published each month and includes all publications received during the previous month. It is sent automatically to all designated depository libraries and by request to other libraries. The first edition

Cover design derived from a rubbing of the hardware on the doors to the Texas State Capitol.

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of the annual *Guide to Texas State Documents* was published in 1975 and provides an index to publications received during 1974. Plans call for the continuation of this annual index. As a member of AMIGOS, a regional group of libraries with access to the Ohio College Library Center data base of cataloging information, the State Library adds to the data base cataloging information on monographs published by State agencies.

In many libraries, older publications have been cataloged and are available in either the Texas Collection or in specialized collections related to the subject of the document. The main entry in the catalog may be headed by the publishing agency.

A project is now underway to microfilm State documents. First to be done are those published in 1974 and included in the *Guide to Texas State Documents*. The documents will be arranged sequentially as they appear in the Monthly Checklist.

COG PUBLICATIONS

In 1975 the State Library became a depository for publications of the regional Councils of Government. Materials were transferred from the Governor's Office Division of Planning Coordination. New materials are being sent directly to the State Library from the COG offices. These materials are available for use at the State Library or through interlibrary loan.

Tx

TEXAS DOCUMENTS

Through its program to make available the publications of State agencies and institutions, the Texas State Documents Section of the Texas State Library serves both State government and the users of information published by State government. During 1975 important new steps were taken to expand this program and to make these materials and the information they contain more easily accessible.

Reports of agency operations make it possible to trace the development of State government through these publications. In addition, research studies and other materials provide significant reference resources on topics that range from agriculture through education and transportation to zoology.

Library patrons may use these materials at the State Library, at depository libraries, or through interlibrary loan.

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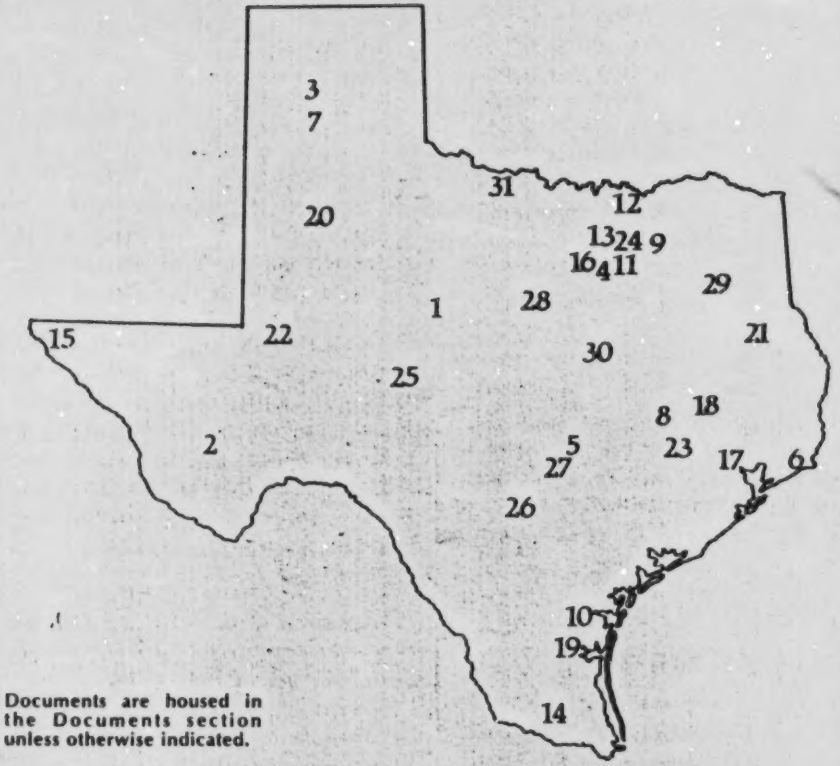

Documents are housed in the Documents section unless otherwise indicated.

1 ABILENE: Abilene Public L. 2 ALPINE: Sul Ross State University L. 3 AMARILLO: Amarillo Public L. 4 ARLINGTON: University of Texas at Arlington L. 5 AUSTIN: University of Texas, Barker Texas History Center; Texas Legislative Reference L.; Texas State L. 6 BEAUMONT: Beaumont Public L.; Lamar University L. 7 CANYON: West Texas State University L. 8 COLLEGE STATION: Texas A & M University L. 9 COMMERCE: East Texas State University L. 10 CORPUS CHRISTI: La Retama Public L.; Texas A & I University at Corpus Christi L. 11 DALLAS: Dallas Public L.; Southern Methodist University, Fondren L. 12 DENISON: Denison Public L. 13 DENTON: North Texas State University L.; Texas Woman's University L. 14 EDINBURG: Pan American University L. 15 EL PASO: El Paso Public L.; University of Texas at El Paso L. 16 FORT WORTH: Fort Worth Public L., Periodical and Govt. Documents Dept.; Texas Christian University, Mary Couts Burnett L. 17 HOUSTON: Houston Public L., Texas Room; Rice University, Fondren L.; Texas Southern University L.; University of Houston L. 18 HUNTSVILLE: Sam Houston State University L. 19 KINGSVILLE: Texas A & I University L. 20 LUBBOCK: Texas Tech University, Gift and Exchange Librarian 21 NACOGDOCHES: Stephen F. Austin State University L. 22 ODESSA: Ector County L.; University of Texas of the Permian Basin, Learning Resources Center 23 PRAIRIE VIEW: Prairie View A & M University L. 24 RICHARDSON: University of Texas at Dallas L. 25 SAN ANGELO: Angelo State

University L. 26 SAN ANTONIO: San Antonio Public L., Business/Science/Technology Dept.; Saint Mary's University, Academic Library/Documents; Trinity University L.; University of Texas at San Antonio L. 27 SAN MARCOS: Southwest Texas State University L. 28 STEPHENVILLE: Tarleton State University L. 29 TYLER: Tyler State College L. 30 WACO: Waco-McLennan County L., Special Collections; Baylor University L. 31 WICHITA FALLS: Midwestern University L. WASHINGTON, D.C.: Library of Congress, Exchange and Gift Division.

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TEXAS STATE DOCUMENTS

FILE COPY

DEPOSITORY SHIPPING LIST - FEBRUARY 1979

ENTRY NUMBER		TSL CLASSIFICATION #
79197	ACTVE NEWS.	E1400.6 Ac88 10/1
7902102	AGENCY SUMMARIES. OCLC# 4689134.	L1801.7 H816s 66-2
79029	ALCOHOLISM MATTERS.	A1400.6 A118 79/2
7902611	ANNUAL CATALOG 1979-1980. (Angelo State University). OCLC# 4693979.	Z A200.5 An78 1979/80
7901709	ANNUAL FINANCIAL REPORT 1978: REVENUES AND EXPENDITURES OF STATE FUNDS.	C2600.3 An78 1977/8 V.2
7902307	ANNUAL REPORT 1977-78. (Parks & Wildlife). OCLC# 4694089.	P400.3 An78 1977/8
7902416	ANNUAL REPORT OF THE TREASURER OF THE STATE OF TEXAS TO THE GOVERNOR. (FY 1978). OCLC# 3226606.	T1400.3 An78 1977/8
7901715	ANNUAL REPORT TO THE GOVERNOR. (FY 1978). OCLC# 3226651. (Road Indebtedness).	C3850.3 An78 1977/8
7901502*	APPENDIX "A" TO BOARD RULES AND REGULATIONS. (Board of Architectural Examiners). OCLC# 4394490.	A2100.4 R861 1978a
7902103	[APPROPRIATIONS REPORT]. (House of Representatives, House Study Group). OCLC# 4688902.	L1801.7 H816a 66-1
7902503	BASIC INFORMATION REGARDING PERMITS AND OTHER AUTHORIZATIONS ISSUED BY THE TEXAS DEPARTMENT OF WATER RESOURCES. OCLC# 4685508.	W1125.8 B292ip 1979
7901906*	BASIC MARKET RESEARCH TECHNIQUES FOR TRANSIT SYSTEMS.	H1333.7 R311s 1052-4
7900101	BIENNIAL REPORT. (FY 1977 & 1978). (Air Control Board). OCLC# 2243832.	A1200.3 B477 1976/7-77/8
7900510	BIENNIAL REPORT. (FY 1977 & 1978). (Office of the Governor, Committee on Aging). OCLC# 3690780.	G907.3 B477 1976/7-77/8
7902308	BOBWHITE: FACTS AND FANTASIES. OCLC# 4685099.	P400.8 B63f
7901915	A BRIEF GUIDE TO BUSINESS REGULATIONS AND SERVICES IN TEXAS. OCLC# 4684302.	I400.5 B765 1978
7902714	BULLETIN 1979-1980. (Midwestern State University). OCLC# 4352601.	Z M570.5 M584 1979/80
7902309	CADDO FOREST TRAIL. OCLC# 4684769.	P500 C114f 1979
79067	CITY SALES AND USE TAX ALLOCATION SUMMARY. (Released Dec. 3, 1978).	C2600.6 C498 78/12/3
	(Released Dec. 4, 1978).	C2600.6 C498 78/12/4
	(Released Sept.30, 1978).	C2600.6 C498 78/9/30
	(Released Jan. 1, 1979).	C2600.6 C498 79/1/1

*Not included in Cataloging Supplement

ENTRY NUMBER	DEPOSITORY SHIPPING LIST - FEBRUARY 1979	TSL CLASSIFICATION #
7808018	CRIMINAL JUSTICE PLAN FOR TEXAS 1977. OCLC# 2243424.	G821.6 C868j 1977 Vol. 1 and 2
7901907*	DESIGN GUIDELINES FOR PARK-AND-RIDE FACILITIES.	H1333.7 R311s 205-3
7901908*	DIFFERENTIAL CAMBER IN PRESTRESSED CONCRETE BEAMS.	H1333.7 R311s 193-1
7902310	DIGEST OF SHRIMP LAWS. OCLC# 4476955.	P400.4 D569s 79/2
79182	THE EMISSARY.	M1000.6 Em43 11/2
7902101	EMPLOYMENT IN STATE GOVERNMENT--1978: A STATISTICAL SURVEY BY ETHNIC ORIGIN AND SEX. OCLC# 4684513 and 4116605.	L1400.7 R311 65-3
7902311	EMPLOYMENT INFORMATION. (Parks & Wildlife). OCLC# 4685656.	P400.1 Em73i 1979
7901910*	EVALUATION OF TRANSIT SERVICE IMPROVEMENTS: MEASURES OF SYSTEM EFFECTIVENESS.	H1333.7 R311s 1052-5F
7902104	EXPORTING THE CAS TAX. OCLC# 4688774.	L1801.7 H816 No.41
7902312	FOX SQUIRREL MANAGEMENT IN EAST TEXAS. OCLC# 4685561.	P400.8 F833sm
7902105	GOVERNMENT ORGANIZATION COMMITTEE PROCEDURES AND AGENCY SUMMARY--STATE BAR. OCLC# 4689014.	L1801.7 H816s 66-3
7902812	GRADUATE CATALOG 79-80. (Stephen F. Austin St. Univ.) OCLC# 4693870.	Z S850.5 G755 1979/80
7903313	GRADUATE PROGRAMS IN POLITICAL SCIENCE. OCLC# 4684187.	Z UA200.1 G755ps 1978
7902106	HIGH NOON FOR TEXAS SUNSET. OCLC# 4689279.	L1801.7 H816s 66-1
7903211	HISTORY OF MEXICAN AMERICANS IN LUBBOCK COUNTY, TEXAS. OCLC# 4685418.	Z TT300.7 G755 No.18
79153	IMPACT.	M1000.6 Im7 8/5
79133	INTERGOVERNMENTAL REPORT.	I1150.6 In8 7/1
7902107	INTERIM COMMITTEES. OCLC# 4688695.	L1801.7 H816 No.4[illegible]
7902716	INVENTORY OF COUNTY RECORDS: KENEDY COUNTY COURTHOUSE, SARITA, TEXAS. OCLC# 4685770.	L1900.7 In8kene
7902313	LAKE BROWNWOOD STATE RECREATION AREA: FACILITY INFORMATION. OCLC# 4694034.	P500 L148bf 1979
7901911*	LAND USE IMPACT OF WIDENING STATE HIGHWAY 30 IN AN UNDEVELOPED AREA IN COLLEGE STATION, TEXAS.	H1333.7 R311s 225-3
79030	THE MAGAZINE.	A1400.6 M27 4/4
79068	MIXED DRINK TAX REMITTANCES. (3rd Quarter) (4th Quarter)	C2600.6 M699d 78/3 C2600.6 M699d 78/4
79178	MONTHLY SUMMARY OF TEXAS NATURAL GAS. (October 1978). (November 1978).	R553.6 M767 78/10 R553.6 M767 78/11
7901901	THE MOTHERSHED SPRING SITE. OCLC# 4689334.	H1300.7 Ar22 No.12
7901802	NEW HANDBOOK FOR SCHOOL COMMUNICATION. OCLC# 4686125.	E500.5 Sch65c 1978
79199	NEWSLETTER OF THE TEXAS TOURIST DEVELOPMENT AGENCY.	T1200.6 N477 12/6
7814606*	OCCURRENCE, QUANTITY, AND QUALITY OF GROUND WATER IN TAYLOR COUNTY, TEXAS. ERRATA. OCLC# 4511140.	W1125.7 R299 No.224
7902029	PERSONAL TORT LIABILITY OF TEXAS PUBLIC EMPLOYEES AND OFFICIALS: A LEGAL GUIDE. OCLC# 4683940.	I1150.5 P432t

*Not included in Cataloging Supplement.

ENTRY NUMBER	DEPOSITORY SHIPPING LIST - FEBRUARY 1979	TSL CLASSIFICATION #
7901814	PLANS FOR PUBLIC TRANSPORTATION IN TEXAS. OCLC# 4616472.	H1300.8 P694pt 1979
7901815*	PLANS FOR PUBLIC TRANSPORTATION IN TEXAS: OCLC# 4616447.	H1300.8 P694pt 1979 Sum.
7902030	PROFESSIONAL STANDARDS FOR LOCAL LAW ENFORCEMENT OFFICERS. OCLC# 4689389.	I1150.8 P942s/ 1978
79186	REACHING OUT.	R2575.6 R22 3/9
79084	REPORT: A SUMMARY OF THE STATE BOARD OF EDUCATION MEETING.	E1000.2 M668s 79/1
7901804	REPORT TO THE 66TH LEGISLATURE OF TEXAS FROM DOLPH BRISCOE, GOVERNOR OF TEXAS 1973-1979. OCLC# 4686191.	G800.8 R299/ 66th
7811506	RULES & REGULATIONS. (Board of Architectural Examiners). OCLC# 4394490.	A2100.4 R861 1978
7900712	SELECTED PUBLIC INTEREST LEGISLATION: TEXT, ANALYSIS, AND FORMS. OCLC# 4685999.	L1400.8 Se48pi 1978
7901716	STANDARDS AND RULES FOR CERTIFICATION OF CERTIFIED SHORTHAND REPORTERS. OCLC# 4689307.	C4442.4 St24r 1978
79189	STATEMENT.	S450.6 St29 1/8
7902413	STATEWIDE CONTROL STRATEGY FOR AGRICULTURAL NONPOINT SOURCE POLLUTION IN TEXAS. OCLC# 4684565.	S900.8 St29cs
7901711	TAXPAYER SERVICE MANUAL. OCLC# 4685263.	C2600.5 T199s
79007	TDA QUARTERLY.	A900.6 T1q 4/4
79064	TDCA BULLETIN.	C2400.6 B874 5/5&6
7901714	TEXAS CAPITOL COMPLEX TELEPHONE DIRECTORY, CENTREX SYSTEM 1979. OCLC# 2460814.	C3200.5 T236c 1979
79115	TEXAS HEALTH BULLETIN.	H600.6 H349 32/2
79124	TEXAS HIGHWAYS. (February 1979). (March 1979).	H1300.6 H537 26/2 H1300.6 H537 26/3
79101	TEXAS LABOR MARKET REVIEW.	E2100.6 L113 78/12
79054	TEXAS LAWYERS' WEEKLY DIGEST. (1-10-79). (1-17-79). (1-24-79). (1-31-79).	B600.6 L499 16/2 B600.6 L499 16/3 B600.6 L499 16/4 B600.6 L499 16/5
79191	TEXAS MONTHLY SECURITIES BULLETIN.(10-78). (11-78). (12-78).	S600.6 M767 78/10 S600.6 M767 78/11 S600.6 M767 78/12
79091	TEXAS OCCUPATIONAL NEWS.	E707.6 Oc1 3/1
79163	TEXAS PARKS & WILDLIFE. (January 1979). (February 1979).	P400.6 P235 37/1 P400.6 P235 37/2
7902108	TEXAS SPENDING AND BUDGETING TRENDS IN THE SEVENTIES. OCLC# 4688963.	L1801.7 H816a 66-2
7902316	TEXAS STATE FISH RECORDS. OCLC# 4362468.	P400.8 F528r 1979
7705205,7714320*	TEXAS TAX GUIDE - UPDATE PACKET NO. 5	C2600.5 T199g
7705205,7714320*	TEXAS TAX GUIDE - UPDATE PACKET NO. 6	C2600.5 T199g
7705205,7714320*	TEXAS TAX GUIDE - UPDATE PACKET NO. 7	C2600.5 T199g
7705205,7714320*	TEXAS TAX GUIDE - UPDATE PACKET NO. 8	C2600.5 T199g
79122	TEXAS TRAFFIC SAFETY REPORT.	H1459.6 T676 7/2
79232	TEXAS TRANSPORTATION RESEARCHER.	Z TA505.6 T687 15/1
79206	TEXAS WATER. (Dec. 1978). (Jan. 1979).	W1125.6 W291 78/12 W1125.6 W291 79/1

*Not included in Cataloging Supplement.Page 3

ENTRY NUMBER	DEPOSITORY SHIPPING LIST - FEBRUARY 1979	TSL CLASSIFICATION #
78129	TEXOMBE REPORT.	I400.6 R299 3/6
79103	TF NEWS.	F1400.6 F762 57/4
79125	TRAVEL LOG.	H1473.6 T697 79/2
7902208	VIDEO CATALOG. OCLC# 4651367.	L1900.8 V668 1978
7902209*	VIDEOCASSETTE CATALOG. OCLC# 4651367.	L1900.8 V668 1978 Supp.

* Not in [illegible] Cataloging Supplement

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TEXAS STATE DOCUMENTS PERIODICALS SHIPPING LIST

APRIL 1979

This form is your Texas State Documents Periodicals Shipping List for April 1979. All periodicals received by the Texas State Publications Clearinghouse for distribution in April, 1979 appear in alphabetical order on this list. The notations after the titles indicate the volume and number, if applicable, or the issuing date of the periodical.

ACTVE NEWS - 10/3
AIRPORT ADVISORY - 12/1
THE DIGEST - 27/1
THE ENVOY - 5/1
FINANCIAL REPORT - 2nd quarter SFY 1979
IMPACT (MHMR) - 8/6
INFORMATION SERVICES - 6/3
THE MEDALLION - 16/2
MONTHLY SUMMARY OF TEXAS NATURAL GAS - January 1979
NEWSLETTER (GOOD NEIGHBOR COMMISSION) - 3/2
NEWSLETTER OF THE TEXAS TOURIST DEVELOPMENT AGENCY - 12/8
NOVA - 14/2
REACHING OUT - 3/11
STATEMENT - 1/10
THE TAC BULLETIN - 16/1
TDA QUARTERLY - 5/1
TEXAS ADULT PROBATION COMMISSION NEWSLETTER - 1/4
TEXAS BUSINESS REVIEW - 53/2
TEXAS HEALTH BULLETIN - 32/4
TEXAS HIGHWAYS - 26/4, 26/5
TEXAS INDUSTRIAL EXPANSION - 29/3
TEXAS INDUSTRIAL UPDATE - 1/2
TEXAS LABOR MARKET REVIEW - February 1979, March 1979
TEXAS LAWYERS' WEEKLY DIGEST - 16/11, 16/12, 16/13, 16/14
TEXAS MONTHLY SECURITIES BULLETIN - January 1979, February 1979
TEXAS PARKS & WILDLIFE - 37/4
*TEXAS VETERANS AFFAIRS COMMISSION JOURNAL - April 1979
TEXAS WATER - March 1979
TEXPORT - 5/1
TRANSPORTATION NEWS - 4/4, 4/5, 4/6
TRAVEL LOG - April 1979

* Distributed to depositories only.

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Texas State Documents: Survey Results

BRENDA SHELTON OLDS

As government becomes more sophisticated and encompassing, as the people's right-to-know becomes a nationally accepted doctrine, government documents become more important. State documents are a vital part of Texas libraries' full service to the community. Some Texas libraries have collected documents since the early 1900's; however, there is little literature on their treatment even today. Now, attitudes are changing. In 1971, TLA established a Documents Round Table; in 1972, the American Library Association followed the lead of the states and established its Government Documents Round Table which has made giant strides in establishing standards for state documents. The Texas State Library has also acknowledged state documents' vital role. Beginning with the Fall 1974 issue, *Texas Libraries* will include a new regular feature "Documents Dialog", and the Library's documents will be gathered in a separate state documents collection, to be staffed professionally. It is possible that they will provide assistance and leadership to other documents librarians throughout the state in the future.

In the past, the Texas Legislative Reference Library cooperated with the Texas State Library in providing assistance to librarians. In the Legislative Reference Library, almost one-half of reference entails the use of Texas documents, one-third of our space houses the collection, and two-fifths of the professional staff is allocated to maintenance and acquisition of the Texas documents collection. As a prelude to the ALA Conference GODORT meetings, a questionnaire was circulated to find out what Texas documents librarians were doing. That 26 responses were received within two weeks of the mailing indicates, in itself, that the subject merits much more attention than this brief overview can provide.

The Questionnaire

The questionnaire was general, designed to elicit a quick response, utilizing "circle all applicable" and "fill in the blank". It was hoped that enough information could be obtained to paint a general picture of the treatment of documents. Participants were the 47 official depository libraries (43 responded), as these have the largest collections. All state universities and 8 of the 10 Major Resource Centers [1] are Texas document depositories.

Responses to Questions 1,2,4,8,9,12, and 14 (see Chart A) reflect the holdings of each library. One can assume that titles listed on the *Texas Documents Checklist* issued after the collections beginning date will be found in the library, if not weeded[2], and depending upon the check-out and replacement policy. Nine libraries indicated acquisitions by direct "request to agency" and fewer indicated standing orders with agencies. Few Texas agencies are set up to handle standing orders for publications other than serials. An exception is the Auditor's Office, which will accept standing orders for all agency audits[3] prepared. However, only five libraries have placed standing orders for them.[4] Chart C indicates 21 libraries contain Council of Governments materials and 26 include

Ms. Olds is a Librarian at the Legislative Reference Library, P.O. Box 12488, Capitol Station, Austin, Tx. 78711.

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Excerpts from:

TEXAS DOCUMENT QUESTIONNAIRE
Circle all answers applicable

LIBRARY
For additional information contact:

1. HOW RECEIVED: Depository Checklist selective Request to agency Standing order
2. COLLECTION BEGUN:_____(date) ,Unknown, circa
3. HOUSED IN: Main collection Special Collection Documents section
4. KEPT: Permanently Weeded (If so, state criteria:
5. CATALOGED: No Yes Full cataloging Shelf list only
6. CATALOG CARDS IN: Main catalog Separate catalog None
7. SHELF ARRANGEMENT: Main collection: Dewey / LC
   Not classed, but arranged by Agency Vertical file
   Classified using subject arrangement, based on
   Classified using agency arrangement, based on
   Classification in progress:__% completed
8. CHECK-OUT POLICY: Not checked out Limited Same as other
9. LOST COPIES: Replaced, if possible Not replaced
10. IS ONE PERSON RESPONSIBLE FOR BUILDING, MAINTAINING THE COLLECTION AND FOR REFERENCE? Yes No (Clerk Librarian)

12. DOES LIBRARY COLLECT REGIONAL COUNCILS OF GOVERNMENTS PUBLICATIONS? Yes No
13. IF 12 is YES: All in Texas Local COG only
14. ARE UNIVERSITY & COLLEGE PUBLICATIONS INCLUDED IN DOCUMENTS DEFINITION & COLLECTION? Yes No
15. IF THERE WERE STAFF, TIME, MONEY, EXPERTISE AVAILABLE WHAT TWO PROJECTS WOULD YOUR LIBRARY ADOPT TO IMPROVE THE COLLECTION? _____

Comments_____

CHART A

university publications in the collection. Therefore, one can say the checklist is an accurate reflection of the holdings of most libraries.

Twenty-eight of the 43 questionnaires indicated that one person is responsible for maintaining the collection. Aside from staff, budget, and space, the following comments indicate those problems indentified as most critical to the respondents. Cataloging, of course, was a priority for those libraries having uncataloged collections. Other comments noted a need for a more inclusive collection and more access to the collection: development of reference aids (16); more aggressive acquisitions (14); development of main/subject authority file (4); development/refinement of classification scheme (4); and need for an official classification scheme (2).

Suggestions concerning the *Documents Checklist* were as follows: inclusion of all documents rather than only those received and distributed, inclusion of price when applicable for those not distributed, and a detailed annual index to the *Checklist*. One librarian mentioned

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publicity as a need for documents collections separated spatially from the library's main collection. Another pleaded for microforms to replace hard copy "shelf hogs". Some libraries have already solved the classification and cataloging problems of documents by adding them to the main collection. (In such cases, "ephemera" is usually placed in the Vertical File.) However, one librarian noted that ". . .all over the State efforts are being duplicated" in cataloging and classifying documents. (Perhaps in time, documents librarians can solve this problem with the expertise and assistance of the Texas State Library.)

There is a group of libraries which deserves special mention: those with a documents collection apart from the main collection. The Depository Program requires only that a library make documents received available (in the broadest sense of the word) to the general public. It does not require that the collection be separate, cataloged, classified, or, even that all documents be kept as is required of Federal depositories. There are, as yet, no published guidelines for maintaining a collection; therefore, each library must do as it judges best for its community. Yet 25 libraries have seen fit to establish a separate Texas documents collection.

Chart B is included to indicate the similarity and variance among policies in these particular libraries.

Classification Schemes

There are two basic special classification schemes represented in Texas collections: a straight forward alphabetical arrangement by agency notation and by broad subject areas, subdivided by agency, non-alphabetically arranged. Libraries at Lamar University, The University of Texas at El Paso, Pan American University, West Texas State University and the Texas Legislative Reference Library have special schemes of the former type. Mrs. George Anne Monger devised a one-line classification for Lamar University Library, assigning a unique 3-letter acronym to each agency, indicating sub-divisions by a slash and the first three letters of the division name. Five Superintendent of Documents form divisions have been selected to further divide publications within the agency, i.e. C00.5, Coordinating Board. Bulletin). Pan American University Library uses a similar, less sophisticated system. West Texas State University Library has devised a classification adapted from that of the Superintendent of Documents federal classification.

The University of Texas at El Paso Library scheme, developed by Charles McClure, encompasses all levels of government.[5] The number is composed of an alpha-numeric notation for level of government, government name and type of publication (serial or monograph) on the first line; the second line is a Cutter for serial title, or Cutters for agency and title for monographic publications, followed by a third line, if necessary, for volume, issue or date, i.e. S-Tx1/C77.P758, State-Texas-Serial/Coordinating Board. Policy paper. Brends Olds adapted the California classification for use in the Texas document collection of the Legislative Reference Library. Agencies are arranged alphabetically, each having a unique alpha-numeric notation. One of eight form divisions follow the agency designation. Publications are then Cuttered for title, i.e. C3400.7/P758, Coordinating Board. Series/Policy paper.[6]

Southern Methodist University Library and San Antonio Public Library have devised individual subject classification schemes of the Cutter type, both based on the State Government of Texas organization chart appended to the *Guide to State Agencies,* 4th ed. published by The University of Texas at Austin Lyndon B. Johnson School of Public Affairs. In the classification schemes, the agen-

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CHART B: COMPARISON OF TEXAS DOCUMENT COLLECTIONS

Library (coll begun) / Librarian	ADMINISTRATION: Housed	COGs	Univ.	Perm/Weed	Check-out	Replace Lost cop.	TECH. SERVICES: Catalog	Cards in:	Classify	Arrange by
Dallas Public Lib.	doc	nr	yes	perm	limit	repl	no	sep	no	agency
Denison Public Lib.	spec	loc	no	perm	no	repl	yes	main	Dewey	subj
El Paso Public Lib.	doc	no	no	perm	limit	no	sl	sl	LR	agency
Fort Worth Public Lib	doc	loc	yes	nr	limit	nr	yes	sep	no	agency
Lamar State Univ.	doc	loc	yes	weed	same	repl	sl	sl	own	agency
Midwestern Univ.	doc	no	yes	weed	same	repl	sl	sl	no	agency
Pan American Univ.	doc	loc	yes	perm	limit	repl	no	no	no	agency
Saint Mary's Univ.	spec	loc	no	weed	limit	repl	no	sl	no	agency
San Antonio Public Lib.	doc	no	nr	perm	limit	repl	no	no	GTSA	subj
Southern Methodist Univ.	doc	loc	yes	perm	same	repl	select	select	GTSA	subj
Southwest Texas St. Univ.	doc	no	yes	perm	limit	repl	yes	sep	no	agency
Tarleton State Univ	doc	no	no	weed	same	no	yes	main	no	agency
Texas A & I Univ., Corpus	spec	loc	yes	perm	no	nr	no	no	no	agency
Texas Legislative Reference	doc	all	yes	perm	same	repl	yes	main	LR	agency
Texas Southern Univ.	doc	no	yes	perm	no	repl	no	no	no	agency
Texas Woman's Univ.	doc	no	no	perm	limit	repl	sl	sl	no	agency
Trinity Univ.	spec	no	no	weed	limit	repl	sl	sl	no	agency
Tyler State College	spec	no	yes	weed	same	no	yes	main	LR	agency
Tyrrell Public Lib.	doc	loc	yes	weed	limit	depends	no	no	no	agency
U.T., Austin	spec	all	yes	perm	same	repl	yes	main	Dew/LC	subj
U.T., Dallas	doc	no	no	perm	no	repl	nr	no	GTSA	subj
U.T., El Paso	doc	yes	yes	perm	same	repl	yes	sep	own	agency
U.T., San Antonio	doc	loc	yes	perm	limit	repl	yes	sep	LR	agency
Waco-McLennan Public Lib.	spec	loc	no	perm	no	nr	subj	main	no	agency
West Texas State Univ.	doc	loc	no	perm	same	repl	sl	no	own	agency
TOTAL: 25 libraries		14y 10n	15y 9n	17p 7w	9same 11limit	18repl 4no	10yes	11yes 6sl	12yes 13no	20agency 5subj

key: GTSA, Guide to Texas State Agencies; LR, Legislative Reference; nr, no response

TOTAL 25 libraries		14y 10n	15y 9n	17p 7w	9same 11limit	18repl 4no	10yes	11yes 6sl	12yes 13no	20agency 5subj	

key: GTSA, Guide to Texas State Agencies; LR, Legislative Reference; nr, no response

	ADMINISTRATION						TECH. SERVICES			
Library (coll begun) / Librarian	Housed	COGs	Univ.	Perm/Weed	Check-out	Replace Lost cop.	Catalog	Cards in:	Classify	Arrange by
TEXAS WOMAN'S UNIVERSITY (1930)	doc	no	no	perm	limit	repl	sl	sl	no	agency
TRINITY UNIVERSITY (1964) Mrs. Ann. T. Coiner	spec	no	no	weed	limit	repl	sl	sl	yes	agency
TYLER STATE COLLEGE (1973) Mrs. Olene Harned	spec	no	yes	weed	same	no	yes	main	LR	agency
*TYRRELL PUBLIC LIBRARY (1970) Mrs. Marty Holland	doc	loc	yes	weed	limit	depend	no	no	no	agency
UNIVERSITY OF HOUSTON (1964) Judy Myers	main	all	yes	weed	same	depend	yes	main	LC	subj
UNIVERSITY OF TEXAS, ARLINGTON (1964) Charles B. Harrell	main vf	loc	no	perm	same	repl	yes no	main	LC	subj agency
UNIVERSITY OF TEXAS, AUSTIN (1883) BARKER HISTORY CENTER Miss Mary B. Fleischer	spec	all	yes	perm	same	repl	yes	main	Dewey/ LC	subj
UNIVERSITY OF TEXAS, DALLAS (1974) R.W. Meyer	doc	no	no	perm	no	repl	no	sep	SMU-GTSA	subj
UNIVERSITY OF TEXAS, EL PASO (1968) Charles R. McClure	doc	yes	yes	perm	same	repl	yes	sep	own	agency
UNIVERSITY OF TEXAS, PERMIAN BASIN	NO RESPONSE									
UNIVERSITY OF TEXAS, SAN ANTONIO (1974) John McNeely	doc	loc	yes	perm	limit	repl	yes	sep	LR	agency
WACO-MCLENNAN COUNTY LIBRARY (1971) Sue Kethley	spec	loc	no	perm	no	nr	subjs sl	main	no	agency
WEST TEXAS STATE UNIVERSITY (1921) Mrs. Annette Cook	doc	loc	no	perm	same	repl	sl	no	own	agency

* Major Resource Center
GTSA : Guide to Texas State Agencies
LR Texas Legislative Reference Library classification

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CHART C: TEXAS DOCUMENT QUESTIONNAIRE RESULTS

	ADMINISTRATION						TECH. SERVICES			
Library (coll begun) Librarian	Housed	COOs	Univ.	Perm/Weed	Check-out	Replace Lost cop.	Catalog	Cards in	Classify	Arrange by
*ABILENE PUBLIC LIB (1964)	doc						sl	no		agency
Mary Thompson	main	no	yes	weed	same	no	yes	main	Dewey	subj
	v.f						no	no		subj
*AMARILLO PUBLIC LIB										
Robyn Town	main	na	na	perm	same	no	na	na	na	v.f
ANGELO ST. UNIV (1968)										
Joe B. Lee	main	loc	yes	perm	limit	no	no	sep	no	agency
BAYLOR UNIV. LIBRARY	NO RESPONSE									
*DALLAS PUBLIC LIBRARY (19??)										
John E. George	doc	na	yes	perm	limit	repl	no	no	no	agency
DENISON PUBLIC LIBRARY (1968)										
Jerry E. Hunt	spec	loc	no	perm	no	repl	yes	main	Dewey	subj
EAST TEXAS STATE UNIV (1965+)										
	main	loc	yes	weed	same	no	yes	main	LC	subj
ECTOR COUNTY LIBRARY (1972)										
Mrs. Elizabeth Powell	spec	all	yes	weed	same	repl	yes	main	Dewey	subj
*EL PASO PUBLIC LIBRARY (1907)										
Doris Nesbitt	doc	no	no	perm	limit	depend	sl	sl	LR	agency
*FORT WORTH PUBLIC LIBRARY (1907)										
Donald J. Jacobson	doc	loc	yes	na	limit	na	yes	sep	no	agency
*HOUSTON PUBLIC LIBRARY (1912)								main &		
	spec	loc	yes	perm	no	repl	yes	spec	Dewey	subj
*LA RETAMA PUBLIC LIBRARY (CORPUS) (1963)								spec &		
Mrs. Marjorie Atkinson	spec	loc	no	perm	no	repl	yes	main	Dewey	subj
	v.f						no			agency
LAMAR UNIVERSITY (1963)										
Karen E. Stoudenmier	doc	loc	yes	weed	same	repl	sl	sl	own	agency
MIDWESTERN UNIVERSITY (1964)										
Billye W. Jeter	doc	no	yes	weed	same	repl	sl	sl	no	agency
NORTH TEXAS STATE UNIV (1920)									Dewey &	
Joe H. Bailey	main	na	no	perm	same	repl	yes	main	LC	subj
PAN AMERICAN UNIVERSITY (1963)										
William Tinsman	doc	loc	yes	perm	limit	repl	no	no	own	agency
PRAIRIE VIEW A & M UNIV.	main								yes	subj
Frank Francis, Jr.	doc	no	no	perm	no	repl	no	no	no	agency
	v.f							no	no	
RICE UNIVERSITY (1968?)	main&						yes	main	LC	subj
Barbara Kile	doc	loc	no	perm	same	repl	no		no	agency
SAINT MARY'S UNIVERSITY (1969)										
Regina Richter	spec	loc	no	weed	limit	repl	no	sl	no	agency
SAM HOUSTON STATE UNIVERSITY (19??)										
Mrs. Eleanor W. Wood	main	no	yes	weed	same	na	yes	main	LC	subj
*SAN ANTONIO PUBLIC LIBRARY (1955?)										
Joyce Benson	doc	no	na	perm	limit	repl	no	no	own:GTSA	subj
SOUTHERN METHODIST UNIVERSITY (19??)							few	main		
Miss Linda Sellers	doc	loc	yes	perm	same	repl	no	sl	own:GTSA	subj
SOUTHWEST TEXAS STATE UNIVERSITY (19??)							sl &			
Robert Harris	doc	no	yes	perm	limit	repl	subj	sep	no	agency
STEPHEN F. AUSTIN STATE UNIVERSITY	NO RESPONSE									
SUL ROSS STATE UNIVERSITY (1950?)										
Mrs. Julia Nail Moss	main	no	yes	weed	limit	no	yes	main	Dewey	subj
	& spec									
TARLETON STATE UNIVERSITY (1960)										
C.E. Thompson	doc	no	no	weed	same	no	yes	main	no	agency
TEXAS A & I UNIVERSITY (1940)										
Madeline A Peyton	main	no	yes	weed	same	repl	yes	main	LC	subj
& doc							sl	sl	no	agency
TEXAS A & I AT CORPUS CHRISTI (1973)										
Gertrude Thatcher	spec	loc	yes	perm	no	na	no	no	no	agency
TEXAS A & M UNIV (1907)	main									
& spec		no	yes	perm	same	repl	full	main	LC	subj
TEXAS CHRISTIAN UNIVERSITY	NO RESPONSE									
TEXAS LEGISLATIVE REFERENCE LIBRARY										
Brenda Shelton Olds	doc	all	yes	perm	same	repl	yes	main	LR	agency
TEXAS SOUTHERN UNIVERSITY (1970)										
S.W. Mothershed	doc	no	yes	perm	no	repl	no	no	no	agency
TEXAS STATE LIBRARY (1909)	RESPONSE NOT INCLUDED, AS REORGANIZING DOCUMENTS COLLECTION									
TEXAS TECH UNIVERSITY (1963+)										
	main	na	yes	perm	same	no	yes	main	LC	subj

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cies retain the same broad subject areas used on the Chart, denoted by a letter symbol for the subject area and a unique number for the agency—not in alphabetical order. San Antonio Public Library has used the classification by subject to allow placement of sections of the documents collection at close proximity to the book collection, housed in different physical area by subject. However, such a classification restricts the user to catalog access as some agencies defy subject categorizing (such as the Railroad Commission).

This analysis and the charts reflect the state of Texas document collections. The results can serve as a foundation for future planning as an impetus for comparative efforts toward the betterment of all Texas documents collections-for the benefit of all Texans.

References

[1]The non-depository MRC libraries, Lubbock and Austin Public Libraries, are located in areas served by depository collections.

[2]Weeding includes "ephemera" and superseded editions. One library indicated the weeding of old annual reports, and one, newsletters.

[3]Audits are the backbone of a documents collection, as they are prepared for all agencies and include history, statutory authority, functions of divisions as well as financial information.

[4]These libraries are The University of Texas at Arlington, The University of Texas at Austin, Stephen F. Austin State University, North Texas State University and the Texas Legislative Reference Library.

[5]Soon to be published.

[6]For a detailed discussion of this classification see Brees, Mina A., The Texas Document Collection of the Legislative Reference Library, Texas Library Journal, XLIX, no.5, December 1973, p.

At the time of printing, the only non-respondent to the questionnaire was The University of Texas Permian Basin Library.

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TEXAS STATE DOCUMENTS DEPOSITORY SURVEY, 1977: FINDINGS AND RESULTS

BY ROBERT WALTON AND DALE PROPP

Documents Monograph Series, No. 1

MARCH 1978

TEXAS STATE PUBLICATIONS CLEARINGHOUSE
PUBLIC SERVICES DEPARTMENT
TEXAS STATE LIBRARY
AUSTIN, TEXAS

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PREFACE

With this publication, TEXAS STATE DOCUMENTS DEPOSITORY SURVEY, 1977: FINDINGS AND RESULTS, the Texas State Publications Clearinghouse is introducing a new series dedicated to publicizing and reporting on all phases of documents activities in Texas.

In this series we intend to issue analytical reports, conference proceedings, unique finding aids, survey results, and other materials that will assist documents librarians in more effectively utilizing the publications of local, state, and federal governmental agencies.

We sincerely encourage comments concerning this report and we invite your suggestions for future publications.

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INTRODUCTION

In January 1977, the staff of the Texas State Publications Clearinghouse initiated an examination of the status of state documents in Texas. The first phase of this examination reviewed, 1) the historical development of state documents as a program in Texas libraries, and 2) the current state documents activities in progress at the Texas State Library. The findings of these two portions of the overall study culminated in the publication of the report Texas State Documents: The Development of a Program.

Phase two of this study is concerned with the treatment of state documents in the 51 official state depository libraries. Each depository was sent a detailed 73-item questionnaire investigating that library's handling of state documents in the following areas:

1) Documents Acquisition
2) Program Administration
3) Classification
4) Cataloging
5) Program Development
6) Texas State Documents Checklist
7) Indexes
8) Microforms
9) General

This monograph presents a tabulation of the responses of the 46 libraries which returned completed surveys (90% of target group responded). For purposes of examination and analysis, the findings have been presented here in two ways:

1) Parts I and II summarize the survey findings by breaking down the responses into major categories of responding libraries, i.e. Private Academic Depository Library, Public Academic Depository Library, Public Depository Library, and All Responding Depository Libraries.
2) Part III presents, in detail, the responses of each individual respondent to each item on the questionaire.

In order not to confuse the empirical findings of the survey with conclusions and subjective interpretations of the Clearinghouse staff, no analysis or editorial comments have been included. A detailed analysis and interpretation of what the Clearinghouse staff considers to be the significant and revealing aspects of the survey findings will be forthcoming. For purposes of this text, it is up to each reader to draw independent conclusions regarding the strengths and weaknesses of the existing state documents activities in depository libraries as represented by the survey.

SPECIAL NOTE: Surveys from the following three libraries have not been included in these tabulations. 1) Texas State Library 2) Legislative Reference Library 3) Library of Congress

PART I: SUMMARY OF RESULTS

The following presents a summary of the survey findings as broken down into the following categories of libraries: 1) All Libraries, 2) Private Academic Libraries, 3) Public Academic Libraries, and 4) Public Libraries.

SECTION A: LIBRARY INFORMATION

1. Name of depository library: See Appendix B

2. Mailing Address and Telephone: See Appendix B

SECTION B: DOCUMENTS ACQUISITION

	ALL LIBRARIES	Private Academic Libraries	Public Academic Libraries	Public Libraries
*1. How do you acquire Texas documents ?				
-Depository Shipments	100%	100%	100%	100%
-Selection from Texas State Documents checklist ?	20%	50%	14%	17%
-Request directly from issuing agency ?	39%	50%	39%	33%
-Standing order from issuing agency ?	20%	50%	21%	0%
-Other	0%	0%	0%	0%
2. Do you order state publications from the issuing agency if they are listed in Texas State Documents as being unavailable for distribution ?				
-Yes	11%	17%	11%	8%
-No	41%	17%	39%	50%
-Sometimes	48%	67%	46%	42%
-% of successful responses : 0 - 25	8%	-	-	-
26 - 50	33%	-	-	-
51 - 75	8%	-	-	-
76 - 100	50%	-	-	-
3. Do you collect municipal publications ?				
-Yes	24%	33%	18%	42%
-No	28%	33%	29%	16%
-Sometimes	46%	33%	50%	16%
-No response given	4%	0%	4%	0%

* Questions which can have more than 1 response.

	ALL LIBRARIES	Private Academic Libraries	Public Academic Libraries	Public Libraries
4. Do you collect Council of Governments publications ?				
-Yes	26%	50%	21%	25%
-No	22%	17%	32%	0%
-Sometimes	50%	33%	43%	75%
-No response given	2%	0%	4%	0%
If yes, do you collect them for:				
-Your C.O.G.	43%	67%	21%	83%
-All C.O.G.s	24%	0%	36%	8%
-Not Applicable (responded no above)	22%	17%	32%	0%
-No response given	11%	17%	11%	8%
5. Do you collect state documents from states other than Texas ?				
-Yes	11%	0%	14%	8%
-No	74%	100%	61%	92%
-Sometimes	15%	0%	25%	0%
If yes, which states do you collect from ?		- See Appendix C -		

SECTION C: PROGRAM ADMINISTRATION

1. Librarian directly responsible for administering Texas documents ?				
-Name and position		- See Appendix D -		
2. Texas documents make up what portion of this librarians work responsibilities ?				
-All	0%	0%	0%	0%
-At least ½	11%	0%	11%	17%
-Very little	59%	100%	57%	42%
-Other (usually indicated little, if any time)	20%	0%	14%	42%
-No response given	11%	0%	18%	0%
3. Other library staff working regularly with Texas documents.				
-Professional/Fulltime: 1 person	4%	17%	7%	8%
2 persons	7%	0%	0%	8%
3 persons	2%	17%	0%	0%
-Nonprofessional/Fulltime: 1 person	30%	17%	32%	33%
2 persons	13%	0%	11%	25%
3 persons	7%	0%	11%	0%
4 or 5 persons	0%	0%	0%	0%
6 or more persons	2%	0%	4%	0%

- continued -

	ALL LIBRARIES	Private Academic Libraries	Public Academic Libraries	Public Libraries
(Continued)				
3. Other library staff working regularly with Texas documents:				
-Nonprofessional/Part-time: 1 person	9%	0%	14%	0%
2 persons	2%	0%	7%	0%
3 persons	0%	0%	0%	0%
-No other library staff	20%	50%	11%	8%
-No response given	4%	0%	4%	8%
4. Who unpacks the shipments of Texas documents ?				
-Professional	28%	50%	18%	42%
-Nonprofessional	67%	50%	75%	67%
-No response given	4%	0%	7%	0%
5. Generally, how much time elapses between the receipt of a depository shipment and unpacking ?				
-Same day	7%	0%	7%	8%
-1 to 2 days	52%	33%	54%	58%
-3 to 5 days	22%	33%	25%	8%
-1 week	13%	17%	11%	16%
-2 to 4	4%	17%	4%	0%
-5 weeks +	2%	0%	0%	8%
6. Approximately how many Texas documents does your library contain ?				
-Under 1000	2%	0%	4%	0%
-1000 - 5000	39%	17%	36%	58%
-5000 - 10,000	46%	83%	43%	33%
-10,000 - 50,000	13%	0%	18%	8%
-Over 50,000	0%	-	-	-
7. Have you developed a manual for the maintenance of Texas documents in your library ?				
-Yes	20%	17%	25%	8%
-No	76%	83%	68%	92%
-No response given	4%	0%	7%	0%
8. What changes, if any, have been made in your library's handling of Texas documents since the 1974 survey ?	- See Appendix E -			

	ALL LIBRARIES	Private Academic Libraries	Public Academic Libraries	Public Libraries
SECTION D: CLASSIFICATION				
1. Do you classify your Texas documents ?				
-Yes	93%	100%	100%	75%
-No	7%	0%	0%	25%
If yes, what portion of them are classified ?				
-All	61%	83%	61%	50%
-One half	11%	17%	11%	8%
-One third	7%	0%	11%	0%
-Other (evenly split between 1/4 and 3/4)	11%	0%	11%	16%
-Not applicable	7%	-	-	25%
-No response given	4%	-	7%	-
*2. If you classify your Texas documents, what classification scheme do you use ?				
-Dewey	15%	33%	7%	33%
-Library of Congress	24%	33%	32%	0%
-Texas State Library	61%	67%	61%	58%
-Other	7%	17%	7%	0%
-Not applicable (do not classify)	7%	-	-	25%
-No response given	2%	-	-	8%
3. If you do not classify, but do arrange your documents, on what is the arrangement based ?				
-Issuing agency	100%	-	-	100%
-Subject	0%	-	-	-
4. Do you shelve Texas documents as a seperate collection or integrate them into your general collection ?				
-Seperate	74%	100%	64%	83%
-Integrate all	22%	-	29%	16%
-No response given	4%	-	7%	-
*5. Where do you keep you Texas documents ?				
-Vertical file	20%	17%	14%	33%
-Shelf	93%	83%	96%	92%

* Questions which can have more than 1 response.

SECTION E: CATALOGING

	ALL LIBRARIES	Private Academic Libraries	Public Academic Libraries	Public Libraries
1. Do you catalog your Texas documents ?				
-Yes	54%	50%	54%	58%
-No	22%	33%	18%	25%
-Shelf list only	17%	17%	21%	8%
-No response given	7%	-	8%	8%
If yes, what portion of them are cataloged ?				
-All	40%	25%	47%	40%
-One half	16%	50%	7%	20%
-One third	24%	25%	27%	20%
-Other	20%	-	20%	20%
2. If you catalog Texas documents, what type of cataloging do you use ?				
-Full	68%	50%	67%	83%
-Brief	32%	50%	33%	17%
3. Where are your catalog cards for Texas documents filed ?				
-Main catalog	67%	50%	68%	83%
-Seperate catalog	30%	50%	27%	17%
-Other	3%	-	5%	-
4. Where is the card catalog containing cards for Texas documents located ?				
-Reading room	31%	25%	29%	50%
-Documents section	44%	75%	38%	50%
-Other	25%	-	33%	-
5. Do you have access to O.C.L.C. ?				
-Yes	50%	50%	57%	33%
-No	46%	50%	36%	67%
-No response given	4%	-	7%	-
**6. Do you imput cataloging on Texas documents into O.C.L.C. ?				
-Yes	57%	66%	56%	50%
-No	39%	33%	44%	25%
-No response given	4%	-	-	25%

** Tabulated from only those libraries with access.

	ALL LIBRARIES	Private Academic Libraries	Public Academic Libraries	Public Libraries
**7. Have you produced catalog cards for Texas documents using O.C.L.C. ?				
-Yes	57%	66%	63%	25%
-No	39%	33%	37%	50%
-No response given	4%	-	-	25%
8. If you have used O.C.L.C. for cataloging Texas documents, have you been able to locate records with Texas State Library classification numbers ?		- See Appendix F -		

SECTION F: PROGRAM DEVELOPMENT

See PART III for results

SECTION G: TEXAS STATE DOCUMENTS CHECKLIST

*1. What is the primary use you make of the monthly checklist ?				
-Shipping list	65%	50%	64%	75%
-Acquisition tool	24%	33%	18%	33%
-Reference tool	33%	33%	40%	17%
-Catalog	22%	0%	25%	25%
2. Do you retain the monthly checklist ?				
-Yes	100%	100%	100%	100%
-No	0%	-	-	-
3. Do you route the checklist ?				
-Yes	35%	17%	43%	25%
-No	65%	83%	57%	75%
If yes, to whom ?				
-Documents librarian	44%	0%	42%	66%
-Reference section	81%	100%	67%	100%
-Acquisitions department	19%	0%	17%	33%
-Other	13%	0%	17%	0%
4. Ideally, how many copies of the checklist would you like to receive each month ?				
-1	15%	17%	18%	8%
-2	54%	50%	50%	67%
-3	17%	17%	21%	8%
-4	2%	0%	4%	0%
-5	9%	17%	7%	8%
-6	2%	0%	0%	8%

** Tabulated from only those libraries with access.
* Questions which can have more than 1 response.

	ALL LIBRARIES	Private Academic Libraries	Public Academic Libraries	Public Libraries
5. Do you bind your checklists ?				
-Yes	22%	17%	21%	25%
-No	76%	83%	75%	75%
-No response given	2%	0%	4%	0%
6. How complete are your holdings of the checklist ?		- See Appendix G -		
7. What improvements, additions, or changes would you like to see in the checklist ?		- See Appendix H -		

SECTION H: INDEXES

1. How ofter do you use the Texas state documents title index ?				
-Daily	7%	0%	11%	0%
-Occasionally	54%	50%	46%	75%
-Rarely	37%	33%	43%	25%
-Never	2%	17%	0%	0%
2. How helpful have you found the title index ?				
-Very	22%	0%	25%	25%
-Moderately	43%	33%	39%	58%
-Little	33%	66%	32%	17%
-No response given	2%	17%	4%	0%
3. Do you route the title index ?				
-Yes	22%	17%	25%	17%
-No	74%	67%	71%	83%
-No response given	4%	17%	4%	0%
4. If you do not use the title index or if you find it of little use in your library, please give reasons and/or suggestions for improvement.		- See Appendix I -		
5. How often do you use the Texas state documents subject index ?				
-Daily	13%	17%	18%	0%
-Occasionally	59%	33%	46%	100%
-Rarely	24%	17%	36%	0%
-Never	4%	33%	0%	0%

	ALL LIBRARIES	Private Academic Libraries	Public Academic Libraries	Public Libraries
6. How helpful have you found the subject index ?				
-Very	30%	33%	32%	25%
-Moderately	48%	17%	46%	67%
-Little	22%	50%	21%	8%
7. If you do not use the subject index or if you find it of little use in your library, please give reasons and/or suggestions for improvement.		- See Appendix I -		
8. In general, what has your reaction been to the title and subject indexes ?		- See Appendix I -		

SECTION I: MICROFORMS

*1. What kind of microform readers are available in or near the documents area ?				
-Microfilm 16mm	50%	50%	54%	42%
-Cartridge 16mm	2%	0%	0%	8%
-Microfilm 35mm	78%	83%	82%	67%
-Cartridge 35mm	0%	-	-	-
-Michofiche	83%	100%	79%	83%
-Other (Microcard,etc.)	15%	83%	7%	0%
-No machines available	9%	0%	14%	0%
2. Is there a reader/printer easily available in your library ?				
-Yes	91%	100%	90%	92%
-No	9%	0%	10%	8%
If yes,				
-Microfilm	83%	100%	82%	75%
-Microfiche	76%	83%	86%	50%
3. What do you charge for making copies ?				
- 5¢	7%	17%	7%	0%
-10¢	46%	33%	50%	17%
-15¢	18%	33%	14%	17%
-20¢	4%	0%	7%	0%
-25¢	13%	17%	7%	25%
-30¢	2%	0%	4%	0%
-50¢	2%	0%	0%	8%

* Questions which can have more than 1 response.

	ALL LIBRARIES	Private Academic Libraries	Public Academic Libraries	Public Libraries
4. Would you prefer positive or negative microfilm/ fiche ?				
-Positive	56%	50%	57%	58%
-Negative	28%	33%	25%	33%
-No response given	15%	17%	18%	8%
5. Estimate, if possible, the number of documents your library would purchase if available on microfiche at a cost of 25 to 40 cents per fiche ?		_ See Appendix J -		
6. Would your library be interested in purchasing all documents listed on the checklists in a microfilm format ?				
-Yes	13%	0%	21%	0%
-No	35%	17%	36%	42%
-Possibly	50%	66%	43%	58%

SECTION J: GENERAL

1. Are you a member of A.L.A. G.O.D.O.R.T. ?				
-Yes	26%	50%	29%	8%
-No	70%	50%	67%	83%
-No response given	4%	0%	4%	8%
2. Are you a member of T.L.A. government documents roundtable ?				
-Yes	41%	50%	50%	17%
-No	54%	50%	46%	75%
-No response given	4%	0%	4%	8%
3. What activities could the T.L.A. government documents roundtable undertake that would be of interest to you ?		_ See Appendix K -		
4. Have you used Texas Reference Sources ?				
-Yes	50%	50%	57%	33%
-No	48%	50%	43%	58%
-No response given	2%	0%	0%	8%
Was it useful ?				
-Yes	20%	33%	31%	25%
-No	0%	-	-	-
-No response given	80%	66%	69%	75%

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PART II: PROGRAM DEVELOPMENT

Section 'F', PROGRAM DEVELOPMENT, was included on the survey in hopes of determining which Clearinghouse activities are most important from the perspective of the depository library. Each depository was instructed to numerically rank (with 1 as most important, 2 as second most important, etc.) 11 current or pending Clearinghouse projects in terms of their relative importance to that responding library.

Figure a represents a tabulation and ranking of the 11 projects according to how many 1st, 2nd, and 3rd votes each received. For example, 'Union list of Tx. Documents' received a total of 13 top-3 votes, thereby ranking it as more important than 'Guidelines for weeding and discarding documents' which received a total of 12 top-3 votes. (In the case of 'workshops' and 'inclusion of municipal publications' which both received a total of 5 top-3 votes, 'workshops' was given a higher ranking since it drew more of the #1 votes cast.)

Figure a

	DISTRIBUTION OF TOP PRIORITY VOTES CAST			
	1st	2nd	3rd	TOTAL
Continuation of subject index	18	8	3	29
Comprehensive listing of all identifiable Tx. documents	13	9	3	25
Retrospective classification project	8	9	5	22
Union list of Tx. documents	1	3	9	13
Guidelines for weeding and discarding documents	4	2	6	12
Microfilming of selective Tx. documents	1	0	8	9
Microfilming of all Tx. documents	0	6	2	8
Workshops	2	1	2	5
Inclusion of municipal publications	0	4	1	5
Publicity	0	2	2	4
Conference	0	1	0	1

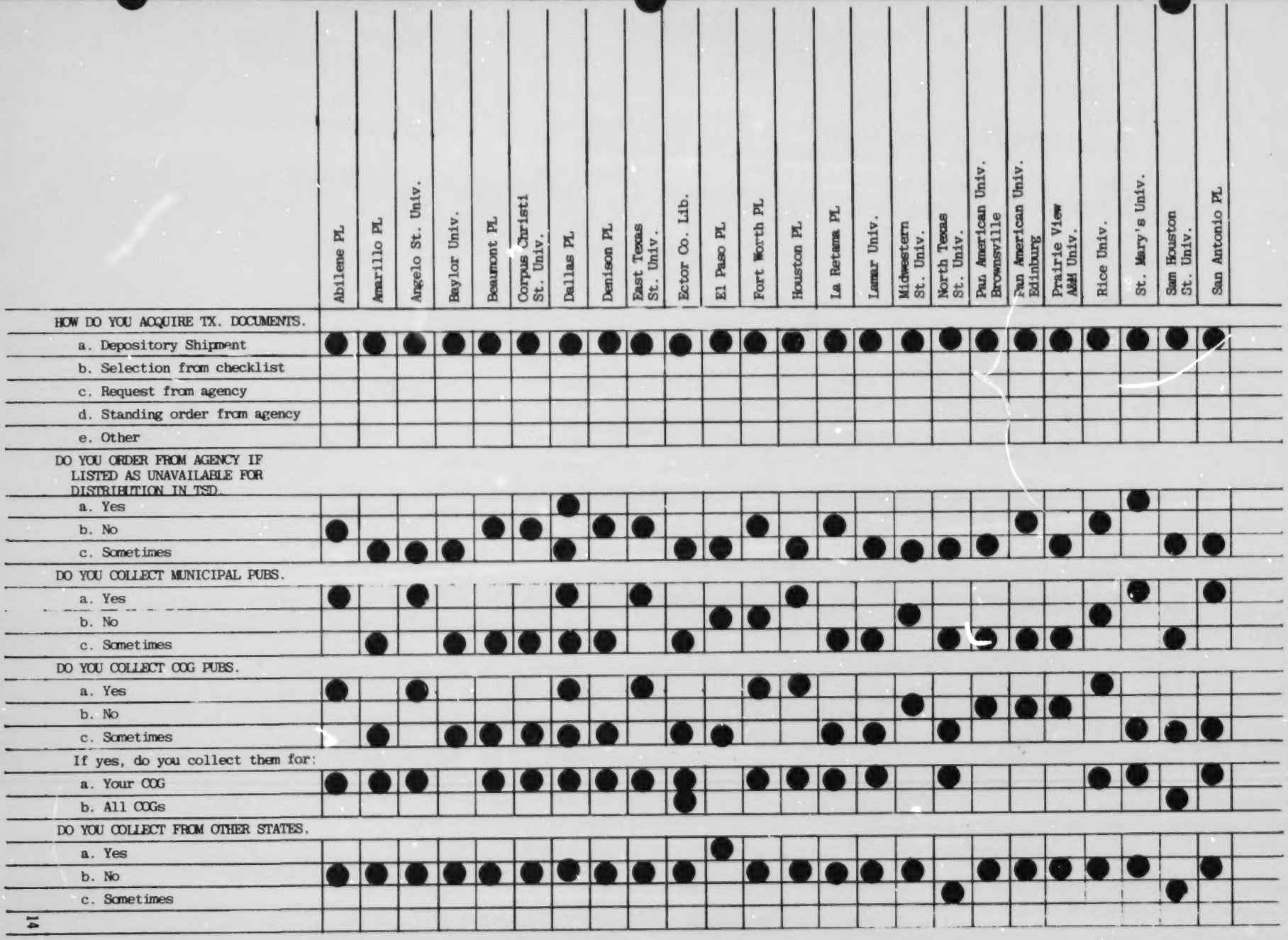
Figure b gives the average vote cast for the 11 projects as broken down into 4 categories of responding depository libraries - 1) All Libraries, 2) Private Academic Libraries, 3) Public Academic Libraries, and 4) Public Libraries. For example, the 'Microfilming of all Texas Documents' project was rated as more important by private academic depositories than by either public academic or public depositories. 'Continuation of the Subject Index', on the other hand, was given almost the same degree of importance by all the library categories.

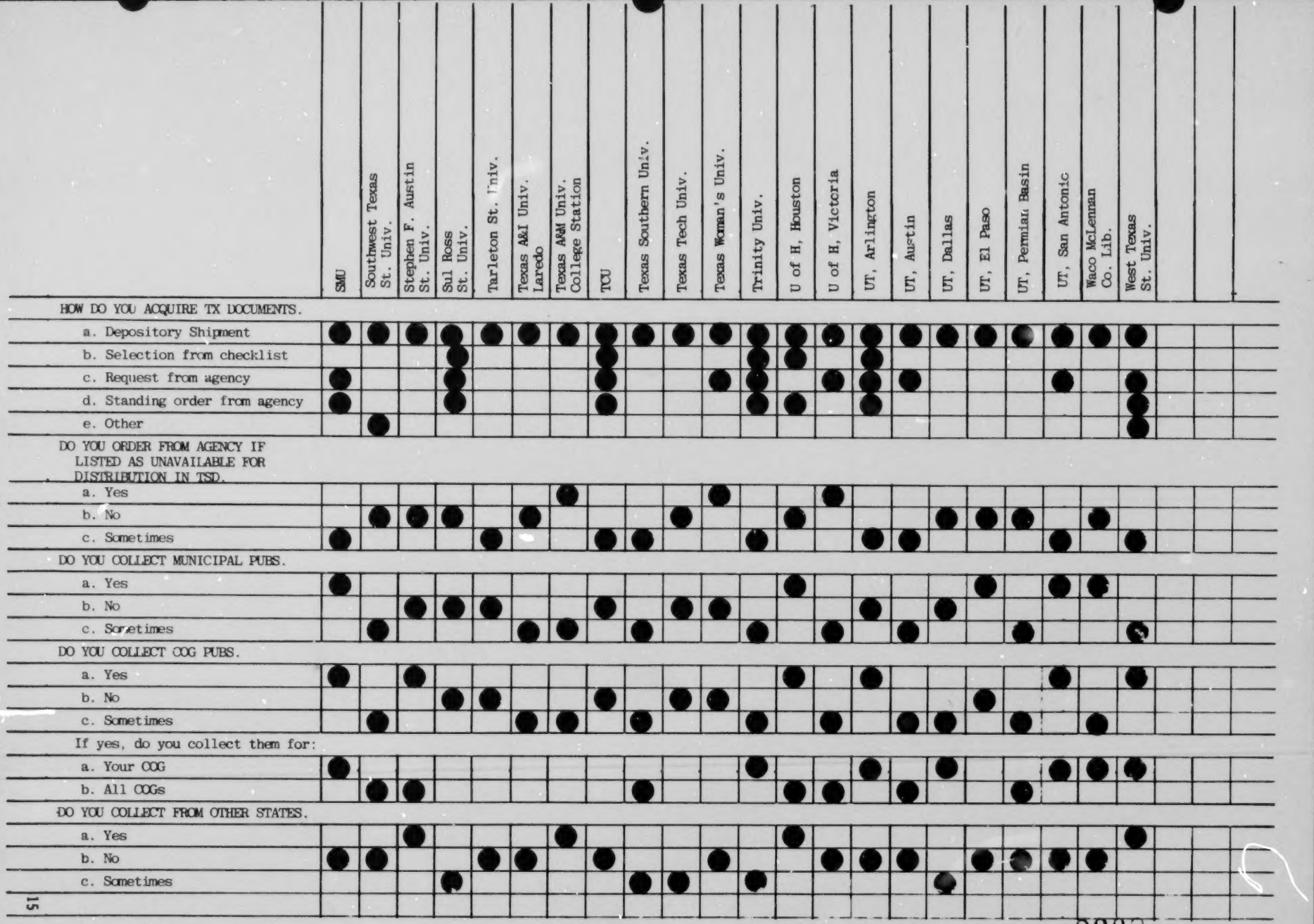
Figure b

DEGREES OF IMPORTANCE

least ← - - -

PART III: INDIVIDUAL LIBRARY RESPONSES


Abilene PL
Amarillo PL
Angelo St. Univ.
Baylor Univ.
Beaumont PL
Corpus Christi St. Univ.
Dallas PL
Denison PL
East Texas St. Univ.
Ector Co. Lib.
El Paso PL
Fort Worth PL
Houston PL
La Retama PL
Lamar Univ.
Midwestern St. Univ.
North Texas St. Univ.
Pan American Univ. Brownsville
Pan American Univ. Edinburg
Prairie View A&M Univ.
Rice Univ.
St. Mary's Univ.
Sam Houston St. Univ.
San Antonio PL
HOW DO YOU ACQUIRE TX. DOCUMENTS.
a. Depository Shipment
b. Selection from checklist
c. Request from agency
d. Standing order from agency
e. Other
DO YOU ORDER FROM AGENCY IF LISTED AS UNAVAILABLE FOR DISTRIBUTION IN TSD.
a. Yes
b. No
c. Sometimes
DO YOU COLLECT MUNICIPAL PUBS.
a. Yes
b. No
c. Sometimes
DO YOU COLLECT COG PUBS.
a. Yes
b. No
c. Sometimes
If yes, do you collect them for:
a. Your COG
b. All COGs
DO YOU COLLECT FROM OTHER STATES.
a. Yes
b. No
c. Sometimes


SMU
Southwest Texas St. Univ.
Stephen F. Austin St. Univ.
Sul Ross St. Univ.
Tarleton St. Univ.
Texas A&I Univ. Laredo
Texas A&M Univ. College Station
TCU
Texas Southern Univ.
Texas Tech Univ.
Texas Woman's Univ.
Trinity Univ.
U of H, Houston
U of H, Victoria
UT, Arlington
UT, Austin
UT, Dallas
UT, El Paso
UT, Permian Basin
UT, San Antonio
Waco McLennan Co. Lib.
West Texas St. Univ.
HOW DO YOU ACQUIRE TX DOCUMENTS.
a. Depository Shipment
b. Selection from checklist
c. Request from agency
d. Standing order from agency
e. Other
DO YOU ORDER FROM AGENCY IF LISTED AS UNAVAILABLE FOR DISTRIBUTION IN TSD.
a. Yes
b. No
c. Sometimes
DO YOU COLLECT MUNICIPAL PUBS.
a. Yes
b. No
c. Sometimes
DO YOU COLLECT COG PUBS.
a. Yes
b. No
c. Sometimes
If yes, do you collect them for:
a. Your COG
b. All COGs
DO YOU COLLECT FROM OTHER STATES.
a. Yes
b. No
c. Sometimes

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	Abilene PL	Amarillo PL	Angelo St. Univ.	Baylor Univ.	Beaumont PL	Corpus Christi St. Univ.	Dallas PL	Denison PL	East Texas St. Univ.	Ector Co. Lib.	El Paso PL	Fort Worth PL	Houston PL	La Retama PL	Lamar Univ.	Midwestern St. Univ.	North Texas St. Univ.	Pan American Univ. Brownsville	Pan American Univ. Edinburg	Prairie View A&M Univ.	Rice Univ.	St. Mary's Univ.	Sam Houston St. Univ.	San Antonio PL
TX. DOCS. MAKE UP WHAT PART OF LIBRARIAN'S WORK.																								
a. All													●						●					
b. At least half																								
c. Very little	●	●	●	●		●		●	●					●	●			●			●	●	●	●
d. Other					●		●			●	●	●				●	●			●				
OTHER LIB. STAFF WORKING WITH TEXAS DOCUMENTS.																								
a. Professional		1		1	2	1			1				1			1						3	1	
b. Nonprofessional	2		1	2			1	2	6	5	1	1	2		½	1	1½			1			1	1
WHO UNPACKS THE MO. SHIPMENTS.																								
a. Professional				●	●	●	●			●			●	●	●			●		●	●	●		●
b. Nonprofessional	●	●	●					●	●		●	●				●	●		●	●	●	●	●	
HOW MUCH TIME BETWEEN RECEIPT OF SHIPMENT & UNPACKING.																								
a. Same day							●										●							
b. 1-2 days	●	●	●	●				●		●	●	●						●	●					
c. 3-5 days					●	●				●					●	●				●			●	
d. 1 week													●									●		●
e. 2-4 weeks																					●			
f. Other									●					●										
HOW MANY TX. DOCS. IN COLLECTION.																								
a. Under 1000																		●						
b. 1000-5000		●			●	●		●		●	●			●	●					●	●			
c. 5000-10,000	●		●	●			●		●			●	●				●		●			●	●	
d. 10,000-50,000																●								●
e. Over 50,000																								
DO YOU HAVE A MANUAL FOR TX. DOCS.																								
a. Yes											●				●	●					●			
b. No	●	●	●	●	●	●	●	●	●	●		●	●	●			●	●	●	●		●	●	●

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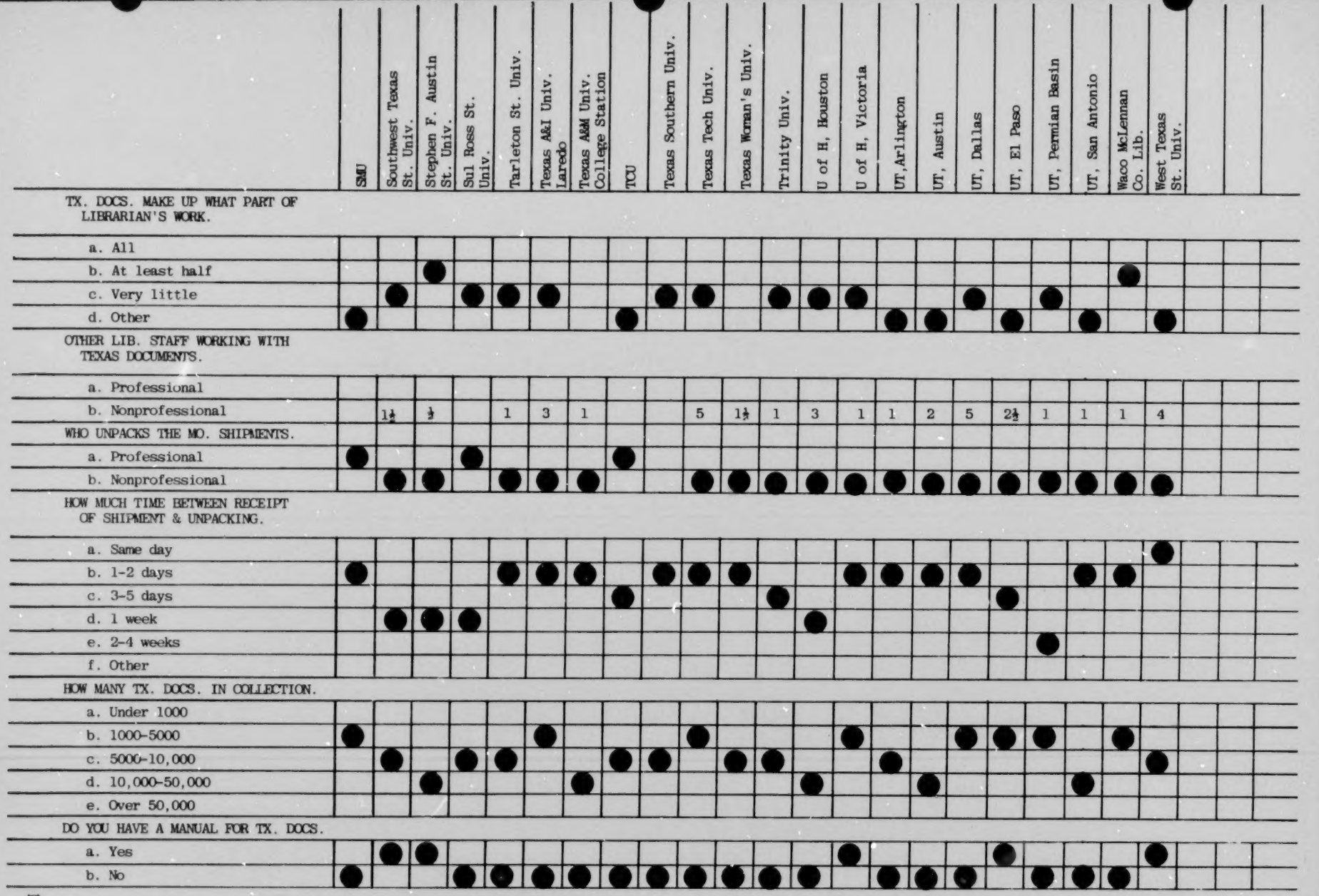
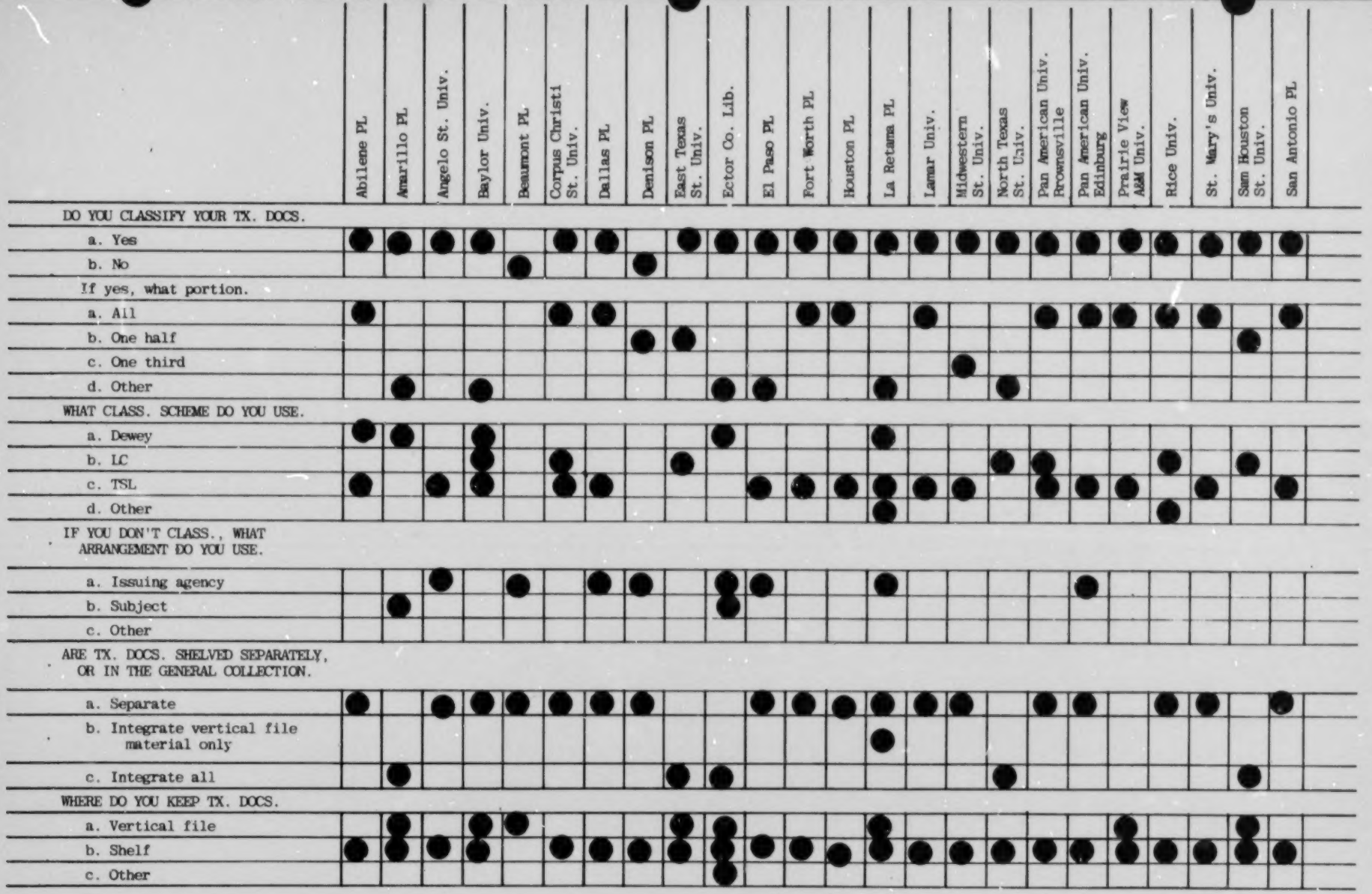

SMU
Southwest Texas St. Univ.
Stephen F. Austin St. Univ.
Sul Ross St. Univ.
Tarleton St. Univ.
Texas A&I Univ. Laredo
Texas A&M Univ. College Station
TCU
Texas Southern Univ.
Texas Tech Univ.
Texas Woman's Univ.
Trinity Univ.
U of H, Houston
U of H, Victoria
UT, Arlington
UT, Austin
UT, Dallas
UT, El Paso
UT, Permian Basin
UT, San Antonio
Waco McLennan Co. Lib.
West Texas St. Univ.
TX. DOCS. MAKE UP WHAT PART OF LIBRARIAN'S WORK.
a. All
b. At least half
c. Very little
d. Other
OTHER LIB. STAFF WORKING WITH TEXAS DOCUMENTS.
a. Professional
b. Nonprofessional
1½ ½ 1 3 1 5 1½ 1 3 1 1 2 5 2½ 1 1 1 4
WHO UNPACKS THE MO. SHIPMENTS.
a. Professional
b. Nonprofessional
HOW MUCH TIME BETWEEN RECEIPT OF SHIPMENT & UNPACKING.
a. Same day
b. 1-2 days
c. 3-5 days
d. 1 week
e. 2-4 weeks
f. Other
HOW MANY TX. DOCS. IN COLLECTION.
a. Under 1000
b. 1000-5000
c. 5000-10,000
d. 10,000-50,000
e. Over 50,000
DO YOU HAVE A MANUAL FOR TX. DOCS.
a. Yes
b. No

17


Abilene PL
Amarillo PL
Angelo St. Univ.
Baylor Univ.
Beaumont PL
Corpus Christi St. Univ.
Dallas PL
Denison PL
East Texas St. Univ.
Ector Co. Lib.
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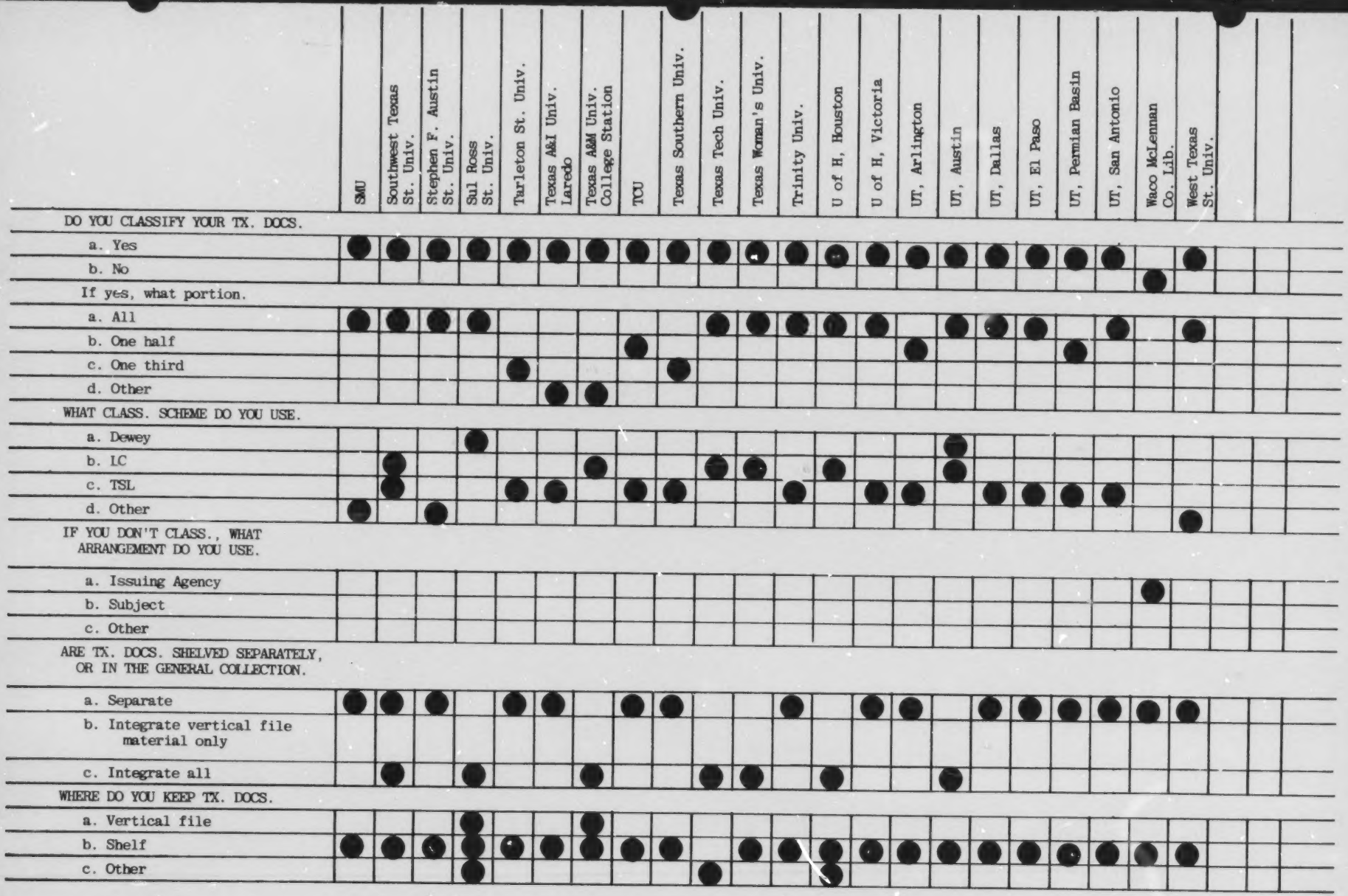
Lamar Univ.
Midwestern St. Univ.
North Texas St. Univ.
Pan American Univ. Brownsville
Pan American Univ. Edinburg
Prairie View A&M Univ.
Rice Univ.
St. Mary's Univ.
Sam Houston St. Univ.
San Antonio PL
DO YOU CLASSIFY YOUR TX. DOCS.
a. Yes
b. No
If yes, what portion.
a. All
b. One half
c. One third
d. Other
WHAT CLASS. SCHEME DO YOU USE.
a. Dewey
b. LC
c. TSL
d. Other
IF YOU DON'T CLASS., WHAT ARRANGEMENT DO YOU USE.
a. Issuing agency
b. Subject
c. Other
ARE TX. DOCS. SHELVED SEPARATELY, OR IN THE GENERAL COLLECTION.
a. Separate
b. Integrate vertical file material only
c. Integrate all
WHERE DO YOU KEEP TX. DOCS.
a. Vertical file
b. Shelf
c. Other

2213

2214


SMU
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UT, Dallas
UT, El Paso
UT, Permian Basin
UT, San Antonio
Waco McLennan Co. Lib.
West Texas St. Univ.
DO YOU CLASSIFY YOUR TX. DOCS.
a. Yes
b. No
If yes, what portion.
a. All
b. One half
c. One third
d. Other
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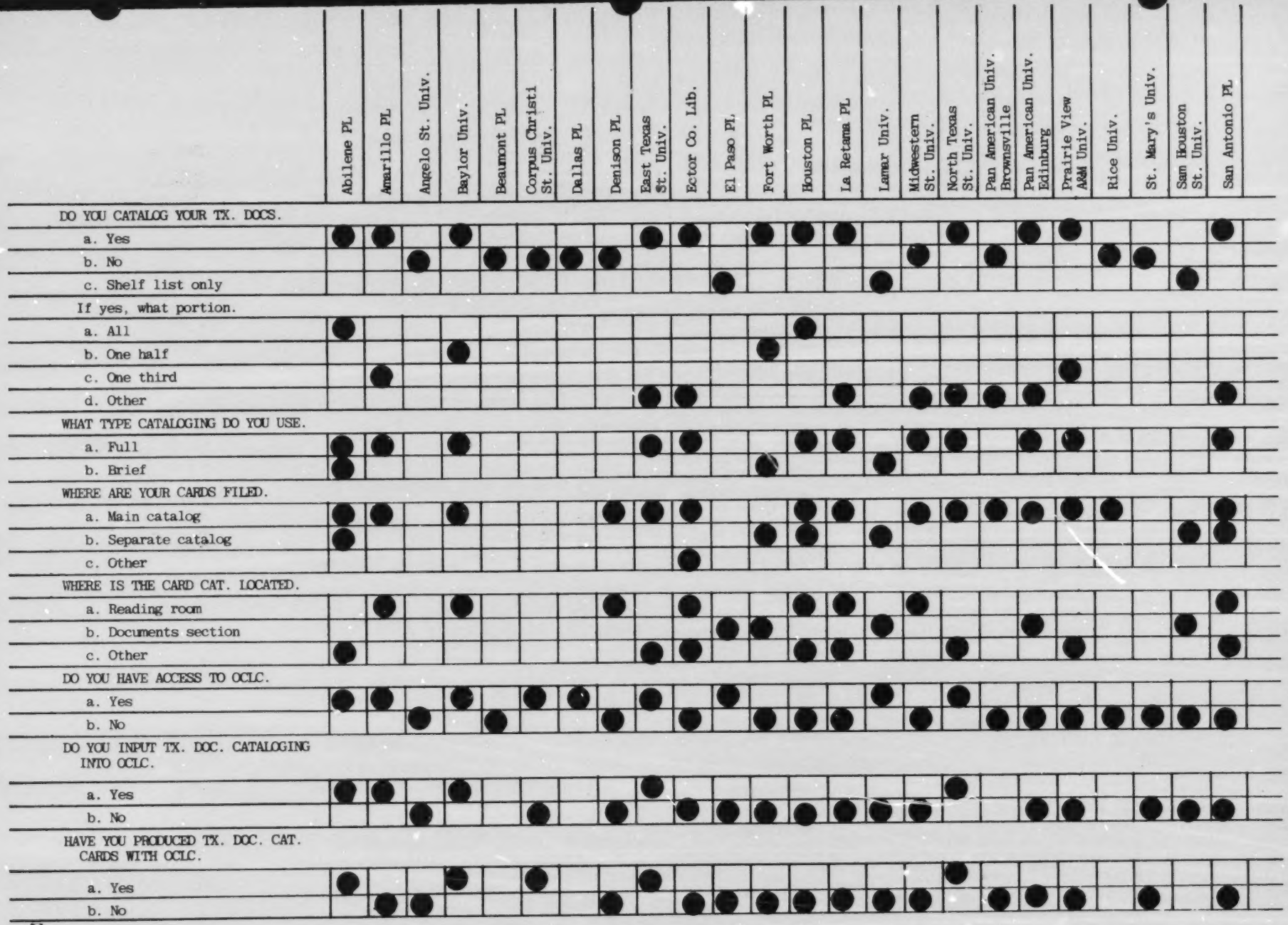
a. Dewey
b. LC
c. TSL
d. Other
IF YOU DON'T CLASS., WHAT ARRANGEMENT DO YOU USE.
a. Issuing Agency
b. Subject
c. Other
ARE TX. DOCS. SHELVED SEPARATELY, OR IN THE GENERAL COLLECTION.
a. Separate
b. Integrate vertical file material only
c. Integrate all
WHERE DO YOU KEEP TX. DOCS.
a. Vertical file
b. Shelf
c. Other

2215

2216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North Texas St. Univ.
Pan American Univ. Brownsville
Pan American Univ. Edinburg
Prairie View A&M Univ.
Rice Univ.
St. Mary's Univ.
Sam Houston St. Univ.
San Antonio PL
DO YOU CATALOG YOUR TX. DOCS.
a. Yes
b. No
c. Shelf list only
If yes, what portion.
a. All
b. One half
c. One third
d. Other
WHAT TYPE CATALOGING DO YOU USE.
a. Full
b. Brief
WHERE ARE YOUR CARDS FILED.
a. Main catalog
b. Separate catalog
c. Other
WHERE IS THE CARD CAT. LOCATED.
a. Reading room
b. Documents section
c. Other
DO YOU HAVE ACCESS TO OCLC.
a. Yes
b. No
DO YOU INPUT TX. DOC. CATALOGING INTO OCLC.
a. Yes
b. No
HAVE YOU PRODUCED TX. DOC. CAT. CARDS WITH OCLC.
a. Yes
b. No

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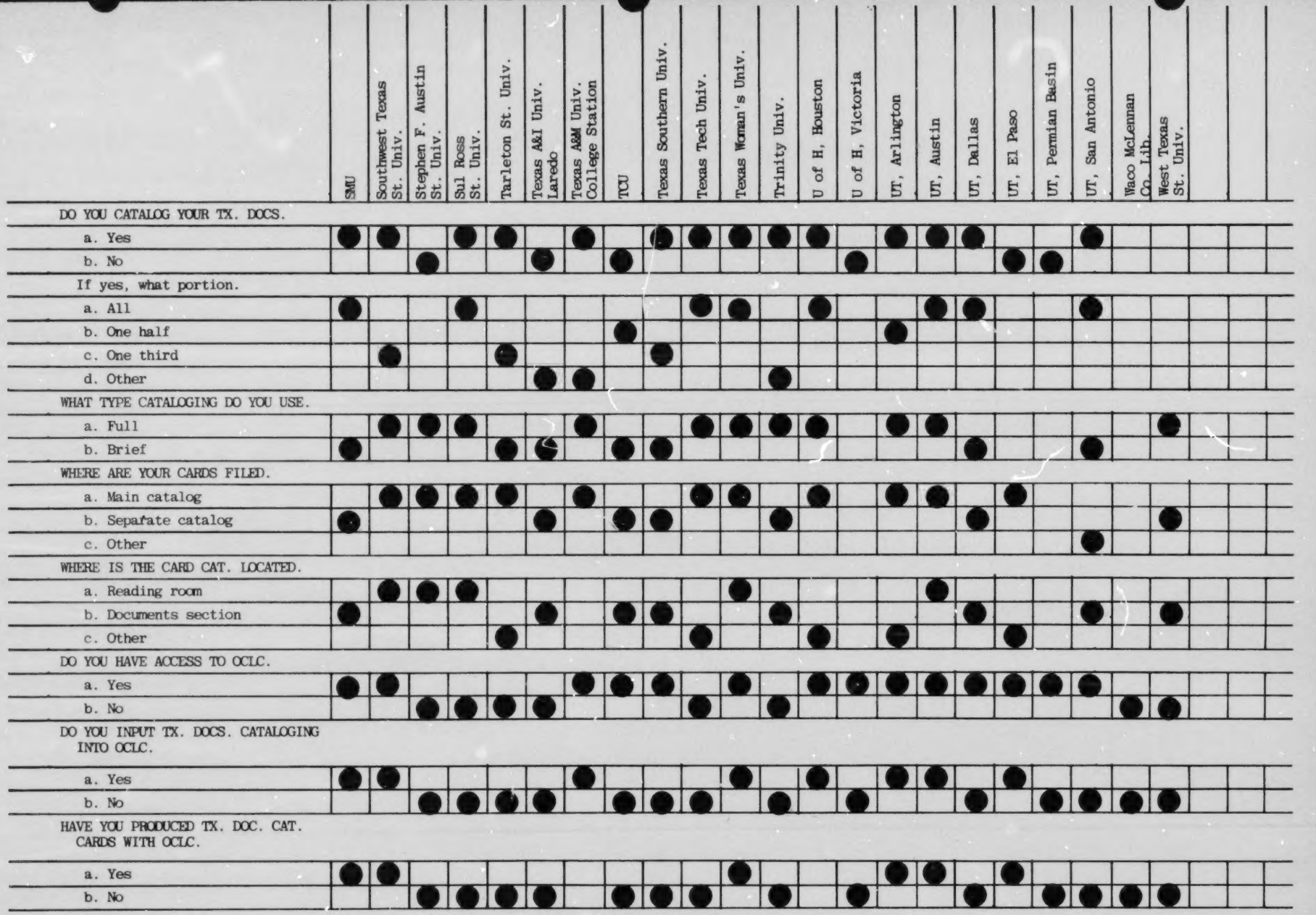
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UT, San Antonio
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DO YOU CATALOG YOUR TX. DOCS.
a. Yes
b. No
If yes, what portion.
a. All
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c. Other
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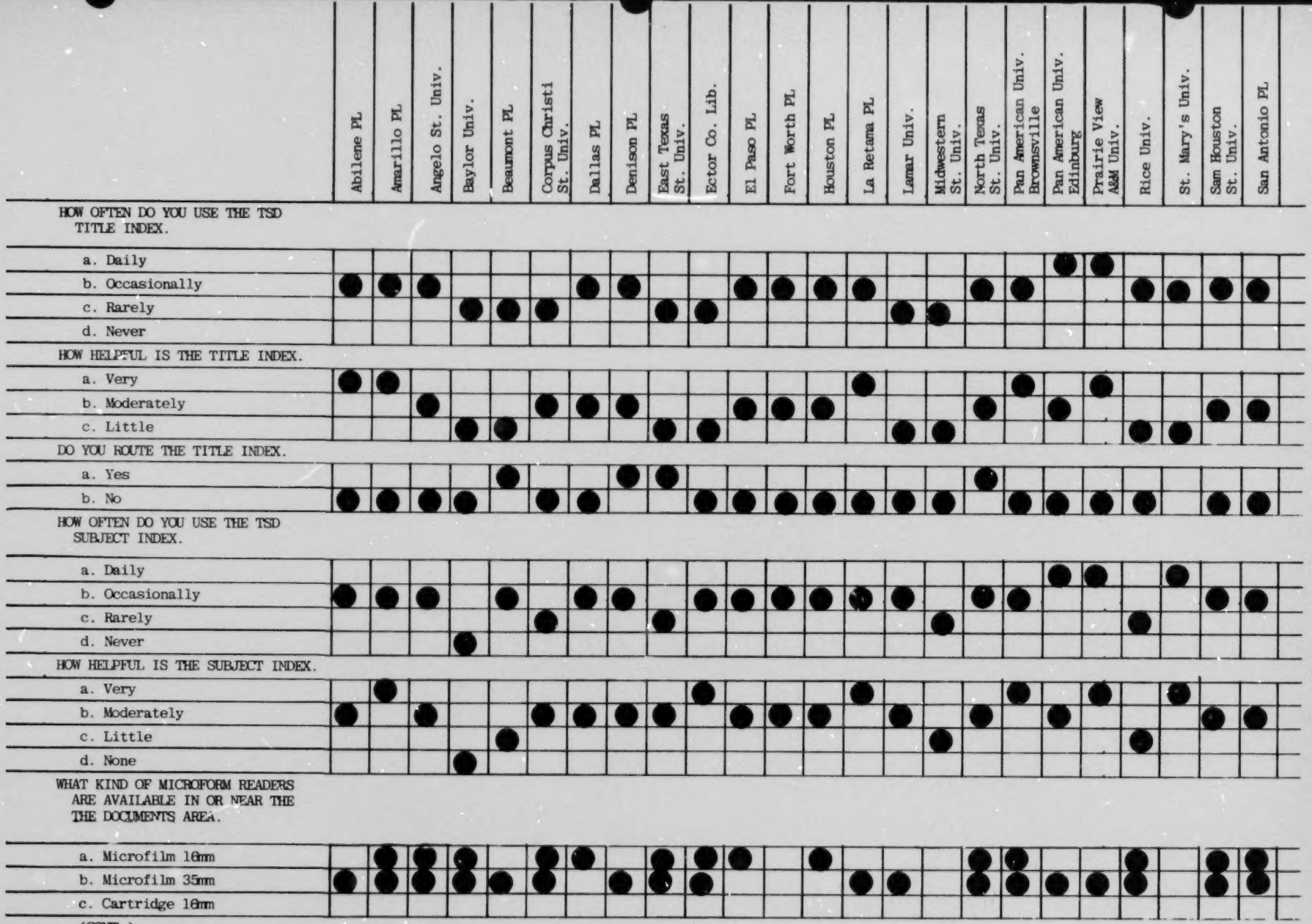
b. No
DO YOU INPUT TX. DOCS. CATALOGING INTO OCLC.
a. Yes
b. No
HAVE YOU PRODUCED TX. DOC. CAT. CARDS WITH OCLC.
a. Yes
b. No

	Abilene PL	Amarillo PL	Angelo St. Univ.	Baylor Univ.	Beaumont PL	Corpus Christi St. Univ.	Dallas PL	Denison PL	East Texas St. Univ.	Ector Co. Lib.	El Paso PL	Fort Worth PL	Houston PL	La Retama PL	Lamar Univ.	Midwestern St. Univ.	North Texas St. Univ.	Pan American Univ. Brownsville	Pan American Univ. Edinburg	Prairie View A&M Univ.	Rice Univ.	St. Mary's Univ.	Sam Houston St. Univ.	San Antonio PL
HAVE YOU BEEN ABLE TO LOCATE RECORDS WITH TSL CLASS. NOS. IN OCLC.																								
a. Yes																								
b. No	●								●		●	●		●	●									
WHAT IS PRIMARY USE YOU MAKE OF THE MONTHLY CHECKLIST.																								
a. Shipping list	●	●			●	●	●	●	●		●		●		●	●	●			●			●	●
b. Acquisition tool			●				●		●	●	●						●					●		●
c. Reference tool			●	●					●	●	●						●		●	●		●	●	●
d. Catalog											●	●		●				●	●					
DO YOU RETAIN THE MO. CHECKLIST.																								
a. Yes	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
b. No																								
DO YOU ROUTE THE CHECKLIST.																								
a. Yes					●		●	●	●				●				●					●	●	
b. No	●	●	●	●		●				●	●	●		●	●	●		●	●	●	●			●
If yes, to whom.																								
a. Documents librarian							●		●								●							
b. Reference section					●		●	●	●													●	●	
c. Acquisitions department							●										●							
d. Other													●				●							
HOW MANY COPIES OF THE CHECKLIST WOULD YOU LIKE TO GET EACH MO.																								
Specify	2	2	1	2	1	1	5	2	1	2	3	2	6	2	2	2	3	1	3	3	1	2	5	2
DO YOU BIND YOUR CHECKLIST.																								
a. Yes							●	●						●			●		●		●			
b. No	●	●	●	●	●	●			●	●	●	●	●		●	●				●		●	●	●

	SMU	Southwest Texas St. Univ.	Stephen F. Austin St. Univ.	Sul Ross St. Univ.	Tarleton St. Univ.	Texas A&I Univ. Laredo	Texas A&M Univ. College Station	TCU	Texas Southern Univ.	Texas Tech Univ.	Texas Woman's Univ.	Trinity Univ.	U of H, Houston	U of H, Victoria	UT, Arlington	UT, Austin	UT, Dallas	UT, El Paso	UT, Permian Basin	UT, San Antonio	Waco McLennan Co. Lib.	West Texas St. Univ.			
HAVE YOU BEEN ABLE TO LOCATE RECORDS WITH TSL CLASS. NOS. IN OCLC.																									
a. Yes		●																●							
b. No			●	●	●					●					●										
WHAT IS PRIMARY USE YOU MAKE OF THE MONTHLY CHECKLIST.																									
a. Shipping list		●	●			●	●	●			●	●	●	●			●	●		●	●	●			
b. Acquisition tool	●		●													●									
c. Reference tool			●						●						●		●	●							
d. Catalog				●	●					●					●				●						
DO YOU RETAIN THE MO. CHECKLIST.																									
a. Yes	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●			
b. No																									
DO YOU ROUTE THE CHECKLIST.																									
a. Yes				●	●		●			●				●	●	●	●					●			
b. No	●	●	●			●		●	●		●	●	●					●	●	●	●				
If yes, to whom.																									
a. Documents librarian															●							●			
b. Reference section				●			●			●				●			●					●			
c. Acquisitions department														●											
d. Other															●	●									
HOW MANY COPIES OF THE CHECKLIST WOULD YOU LIKE TO GET EACH MO.																									
Specify	3	2	4	3	3	1	2	2	2	2	2	5	3	2	2	5	2	2	2	2	2	2			
DO YOU BIND YOUR CHECKLIST.																									
a. Yes								●							●	●				●		●			
b. No	●	●	●	●	●	●	●		●	●	●	●	●	●			●	●	●		●				


Abilene PL
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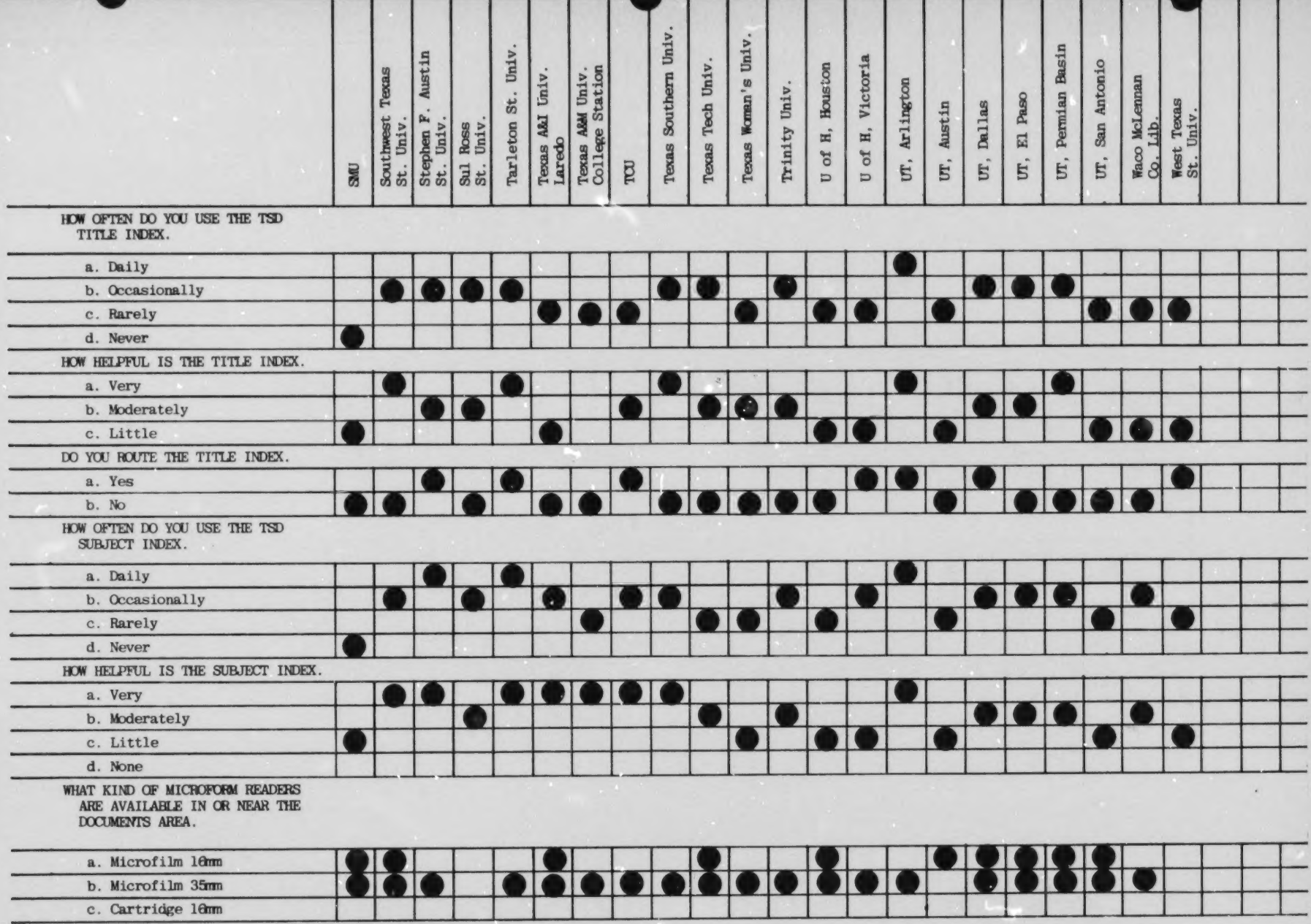
North Texas St. Univ.
Pan American Univ. Brownsville
Pan American Univ. Edinburg
Prairie View A&M Univ.
Rice Univ.
St. Mary's Univ.
Sam Houston St. Univ.
San Antonio PL
HOW OFTEN DO YOU USE THE TSD TITLE INDEX.
a. Daily
b. Occasionally
c. Rarely
d. Never
HOW HELPFUL IS THE TITLE INDEX.
a. Very
b. Moderately
c. Little
DO YOU ROUTE THE TITLE INDEX.
a. Yes
b. No
HOW OFTEN DO YOU USE THE TSD SUBJECT INDEX.
a. Daily
b. Occasionally
c. Rarely
d. Never
HOW HELPFUL IS THE SUBJECT INDEX.
a. Very
b. Moderately
c. Little
d. None
WHAT KIND OF MICROFORM READERS ARE AVAILABLE IN OR NEAR THE THE DOCUMENTS AREA.
a. Microfilm 16mm
b. Microfilm 35mm
c. Cartridge 16mm

(CONT.)


SMU
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UT, Arlington
UT, Austin
UT, Dallas
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UT, Permian Basin
UT, San Antonio
Waco McLennan Co. Lib.
West Texas St. Univ.
HOW OFTEN DO YOU USE THE TSD TITLE INDEX.
a. Daily
b. Occasionally
c. Rarely
d. Never
HOW HELPFUL IS THE TITLE INDEX.
a. Very
b. Moderately
c. Little
DO YOU ROUTE THE TITLE INDEX.
a. Yes
b. No
HOW OFTEN DO YOU USE THE TSD SUBJECT INDEX.
a. Daily
b. Occasionally
c. Rarely
d. Never
HOW HELPFUL IS THE SUBJECT INDEX.
a. Very
b. Moderately
c. Little
d. None
WHAT KIND OF MICROFORM READERS ARE AVAILABLE IN OR NEAR THE DOCUMENTS AREA.
a. Microfilm 16mm
b. Microfilm 35mm
c. Cartridge 16mm

25 (CONT.)

	Abilene PL	Amarillo PL	Angelo St. Univ.	Baylor Univ.	Beaumont PL	Corpus Chrisit St. Univ.	Dallas PL	Denison Pl	East Texas St. Univ.	Ector Co. Lib.	El Paso PL	Fort Worth PL	Houston PL	La Retama PL	Lamar Univ.	Midwestern St. Univ.	North Texas St. Univ.	Pan American Univ. Brownsville	Pan American Univ. Edinburg	Prairie View A&M Univ.	Rice Univ.	St. Mary's Univ.	Sam Houston St. Univ.	San Antonio PL
MICROFORM READERS (CONT).																								
d. Cartridge 35mm																								
e. Microfiche	●	●	●	●	●	●	●		●	●	●	●	●	●	●		●	●	●	●	●	●	●	●
f. Other																●		●			●			
IS A READER/PRINTER EASILY AVAILABLE IN YOUR LIBRARY.																								
a. Yes	●	●		●	●	●	●	●	●	●	●	●	●		●	●	●	●	●	●	●	●	●	●
b. Microfilm	●	●		●	●	●	●	●	●	●	●	●			●	●	●	●	●		●	●		●
c. Microfiche					●	●	●		●		●	●			●	●	●	●	●	●	●	●	●	●
d. No			●																					
WHAT DO YOU CHARGE FOR COPIES.																								
Specify	.10	.25		.25	.25	.10		.15	.30	.15	.10	.25	.10	.10	.15	.10	.05	.10	.10	.10	.15	.10	.25	.10
DO YOU PREFER POSITIVE OR NEGATIVE MICROFILM/FICHE.																								
a. Positive	●	●	●	●	●			●	●			●	●				●	●	●	●			●	●
b. Negative							●			●	●			●		●					●	●		
ESTIMATE NO. OF DOCS. YOUR LIB. WOULD PURCHASE IF AVAILABLE ON MICROFICHE.																								
Specify				50				500				300	500			65			900	5000				
WOULD YOUR LIB. BE INTERESTED IN BUYING ALL DOCS. LISTED ON THE CHECKLISTS IN A MICROFILM FORMAT.																								
a. Yes																		●	●					
b. No	●	●	●	●					●					●									●	●
c. Possibly					●	●	●	●		●	●	●	●		●	●	●	●		●	●			
ARE YOU A MEMBER OF ALA GODORT.																								
a. Yes												●					●				●			
b. No	●	●	●	●	●	●		●		●	●		●	●	●	●		●	●	●		●	●	●

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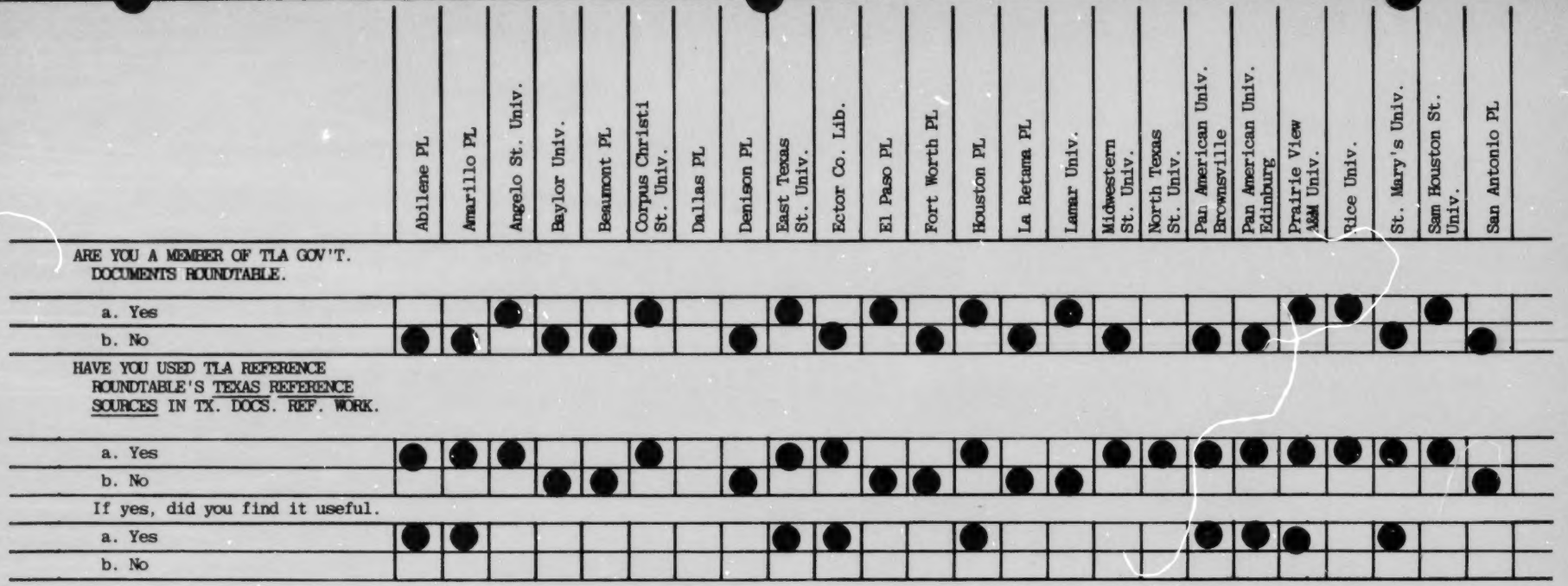
MICROFORM READERS (CONT).																									
d. Cartridge 35mm					●	●	●	●		●	●	●	●	●	●		●	●	●	●	●				
e. Microfiche	●	●	●																						
f. Other		●		●				●				●			●			●	●						
IS A READER/PRINTER EASILY AVAILABLE IN YOUR LIBRARY.																									
a. Yes	●	●	●	●		●	●	●	●		●	●	●	●	●	●	●	●	●	●	●	●			
b. Microfilm	●	●	●	●		●	●	●			●	●	●	●	●	●	●		●	●		●			
c. Microfiche	●	●	●	●		●	●	●	●		●	●	●	●	●		●		●	●		●			
d. No					●					●															
WHAT DO YOU CHARGE FOR COPIES.																									
Specify	.15	.15		.10		.10	.10	.10	.10	.05	.15	.05	.10	.10	.25	.15	.10	.20	.10	.10	.50	.20			
DO YOU PREFER POSITIVE OR NEGATIVE MICROFILM/FICHE.																									
a. Positive	●			●			●	●	●					●		●	●	●		●	●				
b. Negative					●	●				●	●				●				●		●				
ESTIMATE NO. OF DOCS. YOUR LIB. WOULD PURCHASE IF AVAILABLE ON MICROFICHE.																									
Specify							All	50			All	50			75%			80%		All					
WOULD YOUR LIB. BE INTERESTED IN BUYING ALL DOCS. LISTED ON THE CHECKLISTS IN A MICROFILM FORMAT.																									
a. Yes			●				●				●				●						●	●			
b. No		●		●	●					●				●			●				●				
c. Possibly	●					●		●	●			●	●			●		●	●	●					
ARE YOU A MEMBER OF ALA GODORT.																									
a. Yes	●		●				●					●	●		●		●	●		●		●			
b. No		●		●	●	●		●	●	●	●			●		●			●		●				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North Texas St. Univ.
Pan American Univ. Brownsville
Pan American Univ. Edinburg
Prairie View A&M Univ.
Rice Univ.
St. Mary's Univ.
Sam Houston St. Univ.
San Antonio PL
ARE YOU A MEMBER OF TLA GOV'T. DOCUMENTS ROUNDTABLE.
a. Yes
b. No
HAVE YOU USED TLA REFERENCE ROUNDTABLE'S TEXAS REFERENCE SOURCES IN TX. DOCS. REF. WORK.
a. Yes
b. No
If yes, did you find it useful.
a. Yes
b. No

2233

2234

	SMU	Southwest Texas St. Univ.	Stephen F. Austin St. Univ.	Sul Ross St. Univ.	Tarleton St. Univ.	Texas A&I Univ. Laredo	Texas A&M Univ. College Station	TCU	Texas Southern Univ.	Texas Tech Univ.	Texas Woman's Univ.	Trinity Univ.	U of H, Houston	U of H, Victoria	UT, Arlington	UT, Austin	UT, Dallas	UT, El Paso	UT, Permian Basin	UT, San Antonio	Waco McLennan Co. Lib.	West Texas St. Univ.			
ARE YOU A MEMBER OF TLA GOV'T. DOCUMENTS ROUNDTABLE.																									
a. Yes	●	●	●				●					●	●		●			●		●		●			
b. No				●	●	●		●	●	●	●			●		●	●		●		●				
HAVE YOU USED TLA REFERENCE ROUNDTABLE'S TEXAS REFERENCE SOURCES IN TX. DOCS. REF. WORK.																									
a. Yes		●		●				●					●		●	●		●				●			
b. No	●		●		●	●	●		●	●		●		●			●			●	●				
If yes, did you find it useful.																									
a. Yes																●		●							
b. No																									

2235

2236

APPENDICES

APPENDIX A: Texas State Documents Survey - 1977

Please check and/or answer all appropriate responses.

A. LIBRARY INFORMATION

Name of depository Library:_____

Mailing address and telephone:_____

B. DOCUMENTS ACQUISITION

1. How do you acquire Texas documents?

_____ Depository shipment _____ Selection from TEXAS STATE DOCUMENTS checklist

_____ Request directly from issuing agency _____ Standing order from issuing agency

_____ Other (specify)_____

2. Do you order state publications from the issuing agency if they are listed in TEXAS STATE DOCUMENTS as being unavailable for distribution?

_____Yes _____ No _____ Sometimes _____ % of successful responses

3. Do you collect municipal publications?

_____ Yes _____ No _____ Sometimes

4. Do you collect Council of Governments publications?

_____ Yes _____ No _____ Sometimes

If yes, do you collect them for:

_____ Your COG _____ All COGs

5. Do you collect state documents from states other than Texas?

_____ Yes _____ No _____ Sometimes

If yes, which states do you collect from?_____

C. PROGRAM ADMINISTRATION

1. Librarian directly responsible for administering Texas documents.

Name and position:_____

2. Texas documents make up what portion of this librarian's work responsibility?

_____ All _____ At least half _____ Very little _____ Other_____

3. Other library staff working regularly with Texas documents:

Number and positions:_____

4. Who unpacks the monthly shipments of Texas documents?

Position and department:_____

5. Generally, how much time elapses between the receipt of a depository shipment and unpacking?

_____ 1-2 days _____ 3-5 days _____ 1 week _____ 2-4 weeks _____ Other

6. Approximately how many Texas documents does your library contain?

_____ Under 1000 _____ 5000-10,000 _____ Over 50,000

_____ 1000-5000 _____ 10,000-50,000

7. Have you developed a manual for the maintenance of Texas documents in your library?

_____ Yes (if yes, please attach a copy) _____ No

8. What changes, if any, have been made in your library's handling of Texas documents since the 1974 survey?

_____

_____

_____

D. CLASSIFICATION

1. Do you classify your Texas documents?

_____ Yes _____ No

If yes, what portion of them are classified?

_____ All _____ One half _____ One third _____ Other (specify)_____

2. If you classify your Texas documents, what classification scheme do you use?

_____ Dewey _____ LC _____ TSL _____ Other (specify)_____

3. If you do not classify, but do arrange your documents, on what is the arrangement based?

_____ Issuing agency _____ Subject _____ Other (specify)_____

4. Do you shelve Texas documents as a separate collection or integrate them into your general collection?

_____ Separate _____ Integrate vertical file material only _____ Intergrate all

5. Where do you keep your Texas documents?

_____ Vertical file _____ Shelf _____ Other (specify)_____

E. CATALOGING

1. Do you catalog your Texas documents?

_____ Yes _____ No _____ Shelf list only

If yes, what portion of them are cataloged?

_____ All _____ One half _____ One third _____ Other (specify)_____

2. If you catalog Texas documents, what type of cataloging do you use?

_____ Full _____ Brief

3. Where are your catalog cards for Texas documents filed?

_____ Main catalog _____ Separate catalog _____ Other (specify)_____

4. Where is the card catalog containing cards for Texas documents located?

_____ Reading room _____ Documents section _____ Other (specify)_____

5. Do you have access to OCLC?

_____ Yes _____ No

6. Do you input cataloging on Texas documents into OCLC?

_____ Yes _____ No

7. Have you produced catalog cards for Texas documents using OCLC?

_____ Yes _____ No Comments_____

_____

8. If you have used OCLC for cataloging Texas documents, have you been able to locate records with Texas State Library classification numbers?

_____ Yes _____ No Comments_____

_____

_____

F. PROGRAM DEVELOPMENT

Please arrange the following projects in order of importance according to the needs of your library.

_____ Retrospective classification project

_____ Comprehensive listing of all identifiable Texas documents

_____ Microfilming of all Texas documents

_____ Microfilming of selective Texas documents

_____ Union list of Texas documents

_____ Continuation of subject index

_____ Inclusion of municipal documents in program

_____ Guidelines for weeding and discarding documents

_____ Workshops

_____ Conference

_____ Publicity

G. TEXAS STATE DOCUMENTS CHECKLIST

1. What is the primary use you make of the monthly checklist?

_____ Shipping list _____ Acquisition tool _____ Reference tool _____ Catalog

2. Do you retain the monthly checklist?

_____ Yes _____ No

If yes, where do you shelve it?_____

3. Do you route the checklist?

_____ Yes _____ No

If yes, to whom?

_____ Documents librarian _____ Reference section _____ Acquisitions department

_____ Other (specify)_____

4. Ideally, how many copies of the checklist would you like to receive each month?

Specify_____

5. Do you bind your checklist?

_____ Yes _____ No

6. How complete are your holdings of the checklist (it began in 1921)?

Specify_____

7. What improvements, additions, or changes would you like to see in the checklist?

Specify_____

_____

_____

_____

H. INDEXES

1. How often do you use the TSD title index?

_____ Daily _____ Occasionally _____ Rarely _____ Never

2. How helpful have you found the title index?

_____ Very _____ Moderately _____ Little

3. Do you route the title index?

_____ Yes _____ No

If yes, to whom? (Specify)_____

4. If you do not use the title index or if you find it of little use in your library, please give reasons and/or suggestions for improvement.

_____

_____

_____

5. How often do you use the TSD subject index?

_____ Daily _____ Occasionally _____ Rarely _____ Never

6. How helpful have you found the subject index?

_____ Very _____ Moderately _____ Little

7. If you do not use the subject index or if you find it of little use in your library, please give reasons and/or suggestions for improvement.

_____

_____

_____

8. In general, what has your reaction been to the title and subject indexes?

_____

_____

_____

_____

I. MICROFORMS

1. What kind of microform readers are available in or near the documents area?

_____ Microfilm 16mm _____ Microfilm 35mm _____ Microfiche

_____ Cartridge 16mm _____ Cartridge 35mm _____ Other (specify)_____

2. Is there a reader/printer easily available in your library?

_____ Yes _____ Microfilm _____ Microfiche _____ No

3. What do you charge for making copies?_____

4. Would you prefer positive or negative microfilm/fiche?

_____ Positive _____ Negative

5. Estimate, if possible, the number of documents your library would purchase if available on microfiche at a cost of 25 to 40¢ per fiche.

_____

6. Would your library be interested in purchasing all documents listed on the checklists in a microfilm format?

_____ Yes _____ No _____ Possibly

J. GENERAL

1. Are you a member of ALA GODORT?

_____ Yes _____ No

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2. Are you a member of TLA Government Documents Roundtable?

_____ Yes _____ No

3. What activities, projects or programs could the TLA Documents Roundtable undertake that would be of interest to you?

_____

_____

_____

4. Have you used TLA Reference Roundtable's TEXAS REFERENCE SOURCES in Texas documents reference work?

_____ Yes _____ No

If yes, did you find it useful? Specify_____

_____

5. Please write any comments and criticisms you have of the Texas Documents program and make any suggestions for its future development.

_____

_____

_____

_____

_____

_____

_____

_____

_____

Please return this survey by August 15, 1977. Return to:

Texas State Publications Clearinghouse
Room 303
Texas State Library
Box 12927 Capitol Station
Austin, Texas 78711

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APPENDIX B

Name, mailing address, and phone number of responding depository libraries.

1.	Abilene Public Library, 202 Cedar, Abilene, Texas 79601	915-677-2474
2.	Amarillo Public Library, P.O. Box 2171, Amarillo, Texas 79109	806-372-4211
3.	Angelo State University, Porter Henderson Library, 2601 West Avenue North, San Angelo, Texas 76901	915-942-2051
4.	Baylor University, Texas Collection, P.O. Box 6396, Waco, Texas 76706	817-755-2111
5.	Beaumont Public Library, P.O. Box 3827, Beaumont, Texas 77704	713-838-0808
6.	Corpus Christi State University, P.O. Box 6010, Corpus Christi, Texas 78411	512-991-6810
7.	Dallas Public Library, 1954 Commerce, Dallas, Texas 75201	214-748-9071
8.	Denison Public Library, 300 West Gandy, Denison, Texas 75020	214-465-1797
9.	East Texas State University, James G. Gee Library, Commerce, Texas 75428	214-468-2396
10.	Ector County Library, 622 North Lee, Odessa, Texas 79761	915-337-2501
11.	El Paso Public Library, 501 North Oregon, El Paso, Texas 79901	915-543-3808
12.	Fort Worth Public Library, Ninth and Throckmorton, Fort Worth, Texas 76102	817-335-4781
13.	Houston Public Library, 500 McKinney Avenue, Houston, Texas 77002	713-224-5441
14.	La Retama Public Library, 505 North Mesquite, Corpus Christi, Texas 78401	512-882-1937
15.	Lamar University, Mary and John Gray Library, Box 10021, Lamar University Station, Beaumont, Texas 77710	713-838-8313
16.	Midwestern State University, Moffett Library, Wichita Falls, Texas 76308	817-692-6611
17.	North Texas State University, Box 5188, North Texas Station, Denton, Texas 76203	817-788-2411
18.	Pan American University, Documents Department, Brownsville Center/80 Ft. Brown, Brownsville, Texas 78520	512-546-4393
19.	Pan American University, 1201 W. University, Edinburg, Texas 78539	512-381-2753
20.	Prairie View A&M University, W.R. Banks Library, Prairie View, Texas 77445	713-857-2012
21.	Rice University, Fondren Library, P.O. Box 1892, Houston, Texas 77001	713-527-8101
22.	St. Mary's University, Academic Library, 1 Camino Santa Maria, San Antonio, Texas 78284	512-436-3441
23.	Sam Houston State University, Huntsville, Texas 77341	713-296-6211
24.	San Antonio Public Library, 203 South Saint Mary's Street, San Antonio, Texas 78205	512-223-6851
25.	Southern Methodist University, Fondren Library, Dallas, Texas 75275	214-692-2331
26.	Southwest Texas State University, LRC, San Marcos, Texas 78666	512-245-2191
27.	Stephen F. Austin State University, Nacogdoches, Texas 75962	713-569-4307
28.	Sul Ross State University, Alpine, Texas 79830	915-837-3461
29.	Tarleton State University, Stephenville, Texas 76402	817-986-3112
30.	Texas A&I University at Laredo, Yeary Library, P.O. Box 537, Laredo, Texas 78040	512-722-8001
31.	Texas A&M University, Documents Department, College Station, Texas 77843	713-845-6111
32.	Texas Christian University, Mary Couts Burnett Library, Fort Worth, Texas 76129	817-926-2461
33.	Texas Southern University, 3201 Wheeler, Houston, Texas 77004	713-527-7148
34.	Texas Tech University, Lubbock, Texas 79409	306-742-2258
35.	Texas Woman's University, Box 23715, Denton, Texas 76204	817-387-1612
36.	Trinity University, 715 Stadium Drive, San Antonio, Texas 78284	512-736-8121
37.	University of Houston, 4800 Calhoun, Houston, Texas 77004	713-749-3715
38.	University of Houston Victoria Campus, 2302-C. East Red River, Victoria, Texas 77901	512-575-7436
39.	University of Texas at Arlington, Documents Division, Arlington, Texas 76019	817-273-3391
40.	University of Texas at Austin, SRH 2.109, Austin, Texas 78712	512-471-5961
41.	University of Texas at Dallas, Government Documents, P.O. Box 643, Richardson, Texas 75080	214-690-2951
42.	University of Texas at El Paso, El Paso, Texas 79968	915-747-5685

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APPENDIX B (CONT).

43. University of Texas of the Permian Basin, Learning Resource Center, East University Blvd., Odessa, Texas 79762 915-367-2189
44. University of Texas at San Antonio, San Antonio, Texas 78285 512-691-4570
45. Waco McLennan County Library, 1717 Austin Avenue, Waco, Texas 76701 817-754-4694
46. West Texas State University, Box 748, West Texas Station, Canyon, Texas 79016 806-656-2761

APPENDIX C

Libraries collecting documents from states other than Texas.

1. El Paso Public Library- Arizona, California, New Mexico
2. Sam Houston State University- Louisiana, Oklahoma
3. Stephen F. Austin State University- All states
4. Texas A&M University- All states
5. Texas Tech University- Several states (did not specify)
6. University of Houston- Several states (did not specify)
7. West Texas State University- Louisiana, New Mexico, Oklahoma, South Dakota, Utah, others

APPENDIX D

Librarian directly responsible for administering Texas documents.

1. ABILENE PUBLIC LIBRARY - M.R. Thompson, Head/Technical Processing
2. AMARILLO PUBLIC LIBRARY - Mary Kay Snell, Head/Reference Department
3. ANGELO STATE UNIVERSITY - Mrs. Doreen Welch, Assistant Reader Services Librarian
4. BAYLOR UNIVERSITY - William L. Ming, Head/Acquisition and Bibliography
5. BEAUMONT PUBLIC LIBRARY - June Gunn, Reference Assistant
6. CORPUS CHRISTI STATE UNIVERSITY - Charles Baker, Reference Librarian
7. DALLAS PUBLIC LIBRARY - John E. George, Documents Librarian
8. DENISON PUBLIC LIBRARY - Gary F. Paikowski, Director
9. EAST TEXAS STATE UNIVERSITY - Ms. Kay Harvey, Assistant Serials Librarian
10. ECTOR COUNTY LIBRARY - Elizabeth Powell, Head/Southwest and Genealogy Department
11. EL PASO PUBLIC LIBRARY - Doris Nesbitt, Documents/Genealogy Librarian
12. FORT WORTH PUBLIC LIBRARY - Donald Jacobson, Head/Periodicals and Government Publications
13. HOUSTON PUBLIC LIBRARY - Mrs. Dorothy Glasser, Head/Texas and Local History Library
14. LA RETAMA PUELIC LIBRARY - Aubrey W. George, Information Services Librarian
15. LAMAR UNIVERSITY - Karen E. Stoudenmier, Documents Librarian
16. MIDWESTERN STATE UNIVERSITY - Billye W. Jeter, Senior Documents Assistant
17. NORTH TEXAS STATE UNIVERSITY - Louise Evans, Assistant Director/Acquisitions Services
18. PAN AMERICAN UNIVERSITY, BROWNSVILLE - George R. Gause, Jr., Library Coordinator
19. PAN AMERICAN UNIVERSITY, EDINBURG - Bill Tinsman, Documents Librarian
20. PRAIRIE VIEW A&M UNIVERSITY - Alma Dawson, Head/Serials Department
21. RICE UNIVERSITY - Barbara Kile, Government Documents, Maps and Microform Librarian
22. ST. MARY'S UNIVERSITY - Regina Richter, Head/Reference Services
23. SAM HOUSTON STATE UNIVERSITY - Eleanor M. Wood, Serials/Document Supervisor
24. SAN ANTONIO PUBLIC LIBRARY - Joyce Benson, Librarian/Business, Science, and Technology
    Margaret Wilkens, Librarian/History, Social Science and General Reference
25. SOUTHERN METHODIST UNIVERSITY - Diane Wahl, Documents Librarian

APPENDIX D (CONT).

26. SOUTHWEST TEXAS STATE UNIVERSITY - Robert Harris, Reference Librarian
27. STEPHEN F. AUSTIN STATE UNIVERSITY - Betty Bennett, Documents Librarian
28. SUL ROSS STATE UNIVERSITY - Julia Moss, Catalog Librarian
29. TARLETON STATE UNIVERSITY - Christine E. Thompson, Technical Services Librarian
30. TEXAS A&I UNIVERSITY AT LAREDO - Jorge P. Mendoza, Reference and Documents Librarian
31. TEXAS A&M UNIVERSITY - No response
32. TEXAS CHRISTIAN UNIVERSITY - Mary Charlotte Faris, Documents Librarian
33. TEXAS SOUTHERN UNIVERSITY - Nornia Bean, Reference Librarian
34. TEXAS TECH UNIVERSITY - Ms. Mary Gordon, Gifts and Exchange Librarian
35. TEXAS WOMAN'S UNIVERSITY - No single person
36. TRINITY UNIVERSITY - Jane Low, Documents and Science Reference Librarian
37. UNIVERSITY OF HOUSTON - M. Williamson, Head/Serials Department
    Judy Myers, Documents Librarian
38. UNIVERSITY OF HOUSTON VICTORIA CAMPUS - Bruce T. Sajdak, Humanities Librarian
39. UNIVERSITY OF TEXAS AT ARLINGTON - Pamela A. Morris, Documents Librarian
40. UNIVERSITY OF TEXAS AT AUSTIN - Mary Beth Fleischer, Assistant Librarian/Barker Texas History Center
41. UNIVERSITY OF TEXAS AT DALLAS - Karen Stoll, Serials and Acquisitions Librarian
42. UNIVERSITY OF TEXAS AT EL PASO - Carol Watts, Acting Head/Documents, Microforms and Maps Department
43. UNIVERSITY OF TEXAS OF THE PERMIAN BASIN - Robert L. Turner, Reference Librarian
44. UNIVERSITY OF TEXAS AT SAN ANTONIO - Joan C. Schmelzle, Government Documents and Reference Librarian
45. WACO MCLENNAN COUNTY LIBRARY - Sue Kethley, Special Collections Librarian
46. WEST TEXAS STATE UNIVERSITY - Annette F. Cook, Head/Documents Department

APPENDIX E

Changes in handling of Texas documents since the 1974 survey.

1. ABILENE PUBLIC LIBRARY - Use TSL classification scheme for all serial documents.
2. BAYLOR UNIVERSITY - Have established a separate Texas Documents collection using TSL classification scheme.
3. DALLAS PUBLIC LIBRARY - Use TSL classification scheme for new material.
4. DENISON PUBLIC LIBRARY - Now arranging by issuing agency rather than by Dewey Decimal.
5. ECTOR COUNTY LIBRARY - Providing better subject and title access.
6. EL PASO PUBLIC LIBRARY - Use the TSL classification scheme.
7. FORT WORTH PUBLIC LIBRARY - Use TSL classification scheme.
8. HOUSTON PUBLIC LIBRARY - Use the TSL classification scheme, shelve Texas documents separately, route the checklist within the library.
9. LAMAR UNIVERSITY - Recently changed to TSL classification scheme.
10. MIDWESTERN STATE UNIVERSITY - Use the TSL classification scheme.
11. PAN AMERICAN UNIVERSITY, EDINBURG - Are planning to change to TSL classification scheme.
12. RICE UNIVERSITY - Have developed a KWOC index.
13. SAN ANTONIO PUBLIC LIBRARY - Use the TSL classification scheme.
14. SOUTHERN METHODIST UNIVERSITY - An agency/title/subject index has been established.
15. SOUTHWEST TEXAS STATE UNIVERSITY - Use the TSL classification scheme.
16. TARLETON STATE UNIVERSITY - Use the TSL classification scheme.
17. TEXAS CHRISTIAN UNIVERSITY - Use the TSL classification scheme, documents librarian now has the responsibility for Texas documents.
18. TEXAS WOMAN'S UNIVERSITY - No longer a separate collection, in the process of cataloging and adding to the main book collection.
19. TRINITY UNIVERSITY - Use TSL classification scheme, reclassifying older documents, use of a computer data base to produce a microfiche catalog and shelf list.

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20. UNIVERSITY OF TEXAS AT ARLINGTON - Use the TSL classification scheme and shelve in a separate collection.
21. UNIVERSITY OF TEXAS AT DALLAS - Use the TSL classification scheme.
22. UNIVERSITY OF TEXAS AT EL PASO - Use the TSL classification scheme.
23. UNIVERSITY OF TEXAS OF THE PERMIAN BASIN - Use the TSL classification scheme, have established a separate collection.
24. UNIVERSITY OF TEXAS AT SAN ANTONIO - Have established a computer produced KWIC index.
25. WEST TEXAS STATE UNIVERSITY - Adopted own classification scheme.

APPENDIX F

Comments regarding success in locating records with TSL classification numbers in OCLC.

1. EL PASO PUBLIC LIBRARY - No. Neither Document-Genealogy Section nor Cataloging Section has found records with TSL classification numbers. Interlibrary loan has used it and is occasionally successful.
2. LAMAR UNIVERSITY - No. "We have checked some documents which are new enough to have TSL numbers, but not on any shipping lists. They were on OCLC but no TSL class numbers came up."

APPENDIX G

Checklist holdings.

1. ABILENE PUBLIC LIBRARY - 1965 +
2. AMARILLO PUBLIC LIBRARY - Oct. 1973 +
3. ANGELO STATE UNIVERSITY - 1966 +
4. BAYLOR UNIVERSITY - 1970 +
5. BEAUMONT PUBLIC LIBRARY - No response given
6. CORPUS CHRISTI STATE UNIVERSITY - 1968 +
7. DALLAS PUBLIC LIBRARY - 1967 +
8. DENISON PUBLIC LIBRARY - No response given
9. EAST TEXAS STATE UNIVERSITY - 1931 +
10. ECTOR COUNTY LIBRARY - 1963 +
11. EL PASO PUBLIC LIBRARY - Unknown
12. FORT WORTH PUBLIC LIBRARY - No response given
13. HOUSTON PUBLIC LIBRARY - 1972 +
14. LA RETAMA PUBLIC LIBRARY - 1973 +
15. LAMAR UNIVERSITY - 1963 +
16. MIDWESTERN UNIVERSITY - 1963 +
17. NORTH TEXAS STATE UNIVERSITY - 1963 +
18. PAN AMERICAN UNIVERSITY, BROWNSVILLE - 1971 +
19. PAN AMERICAN UNIVERSITY, EDINBURG - 1970 +
20. PRAIRIE A&M UNIVERSITY - 1968 +
21. RICE UNIVERSITY - 1963 +
22. ST. MARY'S UNIVERSITY - 1970 +
23. SAM HOUSTON STATE UNIVERSITY - 1969 +
24. SAN ANTONIO PUBLIC LIBRARY - 1968 +
25. SOUTHERN METHODIST UNIVERSITY - 1956 +
26. SOUTHWEST TEXAS STATE UNIVERSITY - 1965 +
27. STEPHEN. F. AUSTIN STATE UNIVERSITY - 1921 +
28. SUL ROSS STATE UNIVERSITY - 1967 +
29. TARLETON STATE UNIVERSITY - 1970 +

APPENDIX G (CONT).

30. TEXAS A&I UNIVERSITY AT LAREDO - 1975 +
31. TEXAS A&M UNIVERSITY - 1941 +
32. TEXAS CHRISTIAN UNIVERSITY - 1921 +
33. TEXAS SOUTHERN UNIVERSITY - 1971 +
34. TEXAS TECH UNIVERSITY - 1972 +
35. TEXAS WOMAN'S UNIVERSITY - 1960 +
36. TRINITY UNIVERSITY - 1970 +
37. UNIVERSITY OF HOUSTON - 1963 +
38. UNIVERSITY OF HOUSTON VICTORIA CAMPUS - 1969 +
39. UNIVERSITY OF TEXAS AT ARLINGTON - 1964 +
40. UNIVERSITY OF TEXAS AT AUSTIN - 1921 +
41. UNIVERSITY OF TEXAS AT DALLAS - May 1974 +
42. UNIVERSITY OF TEXAS AT EL PASO - 1974 +
43. UNIVERSITY OF TEXAS OF THE PERMIAN BASIN - 1974 +
44. UNIVERSITY OF TEXAS AT SAN ANTONIO - 1969 +
45. WACO MCLENNAN COUNTY LIBRARY - 1971 +
46. WEST TEXAS STATE UNIVERSITY - 1921 +

APPENDIX H

Improvements, additions, or changes suggested for the checklist.

1. BAYLOR UNIVERSITY -"At the end of the calendar year, bind checklist in spiral ring binders. Include title, and subject index which covers the entire year."
2. CORPUS CHRISTI STATE UNIVERSITY -"Add TSL class # for periodicals list, Up date Periodicals Supplement more often or leave space for addition."
3. EAST TEXAS STATE UNIVERSITY - "Separate monographs and serials."
4. EL PASO PUBLIC LIBRARY - "Checking in the periodicals, under current system, takes more time in referral from current list to annual list."
5. LAMAR UNIVERSITY - "The January Periodicals Supplement, and New Periodicals Listed sections should indicate whether class number will use vol/no, year/month, or some other designation.
6. MIDWESTERN UNIVERSITY - "The checklist is difficult to read, but I'm afraid I can't offer specific constructive suggestions for change. Perhaps a little more spacing, and possibly dropping to lower case letter for titles. This would just take some experimenting."
7. PAN AMERICAN UNIVERSITY, BROWNSVILLE - "Faster cumulative yearly index. Still waiting for 1975! Yearly Subject and title indexes are helpful."
8. PAN AMERICAN UNIVERSITY, EDINBURG - "Cumulative Subject and Title Indexes. Complete listing of periodicals with their TSL Classification Numbers."
9. SAM HOUSTON STATE UNIVERSITY - "OCLC number and/or separate cataloging copy supplied with depository packet."
10. SAN ANTONIO PUBLIC LIBRARY - "Periodicals List - Better Identification."
11. STEPHEN F. AUSTIN STATE UNIVERSITY - "New shipping list and detailed subject indexes will be very important to us."
12. SUL ROSS STATE UNIVERSITY - "I would like to see it follow the format of the new Monthly Catalog."
13. TARLETON STATE UNIVERSITY - "I consider it sufficient for my purposes here in this library."
14. TEXAS SOUTHERN UNIVERSITY - "It would be helpful if subject headings were added for entries."
15. TRINITY UNIVERSITY - "Would prefer title arrangement like GPO - It would be faster for the processor."
16. UNIVERSITY OF HOUSTON - "Recently, Periodicals and Newsletters were taken out of the monthly checklist. I would like to see them put back in. If all the Tx. St. Docs. were in one list issued once a month it would help us determine how complete our collection is."

APPENDIX H (CONT).

17. UNIVERSITY OF TEXAS AT AUSTIN - "A cumulative index. Monthly serials listing."
18. UNIVERSITY OF TEXAS AT DALLAS - "1. More careful cataloging (Your corrections section is very helpful though.) 2. Reintegrate the periodicals into the monthly checklist although an annual index to periodicals is and would still be helpful.
19. UNIVERSITY OF TEXAS OF THE PERMIAN BASIN - "A classification of all documents before the classification system was begun."

APPENDIX I

Suggestions for improvement of title index, or reasons it is not useful to your library.

1. ANGELO STATE UNIVERSITY - "These documents are not used enough yet to know them by title."
2. BAYLOR UNIVERSITY - "1. It's incomplete. Our holdings include title index for Jan.-Sept. 1976 and Jan.-Mar. 1977. 2. Include annual reports and biennial reports as you have done for audit reports. It might be pointed out that the annual and biennial reports are usually depository items while the audit reports are not received by the depository."
3. CORPUS CHRISTI STATE UNIVERSITY- "Need an availability symbol like ERIC."
4. ECTOR COUNTY LIBRARY - "The patron's need is for the 'subject' index used in conjunction with the checklist. Many titles do not indicate to Patron the subjects covered."
5. EL PASO PUBLIC LIBRARY - "I would prefer doc. references to TxL Doc classif rather than the extra step to ID the distributing serial number."
6. HOUSTON PUBLIC LIBRARY - "Most requests are subject oriented; title requests are often inaccurate."
7. LAMAR UNIVERSITY - "We just have very little confidence in a title index, since it demands that you know the first word of the title. Will make more use of the subject approach."
8. MIDWESTERN UNIVERSITY - "We don't use title index because most of our requests are by subject - i.e., RIVERWALK, SCHOOL FINANCE, STATISTICS, etc.. For the most part, we don't use it simply because it is still new and we aren't used to it yet."
9. PAN AMERICAN UNIVERSITY, BROWNSVILLE - "It is helpful but please try to cumulate sooner. e.g. 1975 still has not been distributed."
10. PAN AMERICAN UNIVERSITY, EDINBURG - "Make it comprehensive and complete. Include the Classification No.. Be certain to distribute complete set to each library. Make a cumulative annual index."
11. RICE UNIVERSITY - "We use KWOC index that was developed for this library."
12. SAN ANTONIO PUBLIC LIBRARY - "Requests are primarily by subject."
13. SOUTHERN METHODIST UNIVERSITY - "Since my brief cataloging includes a title file, I always refer to that."
14. STEPHEN F. AUSTIN UNIVERSITY - "Most students or patrons need a subject approach."
15. TEXAS A&I UNIVERSITY AT LAREDO - "Not sent in consecutive order."
16. TEXAS CHRISTIAN UNIVERSITY - "Receive few requests by title. Receive many more requests by subject. Use of title index will probably grow with time, however.
17. TEXAS WOMAN'S UNIVERSITY - "At the present time, our documents are difficult to access because they are being re-classified and catalogued. Eventually they will be listed in the main catalog with title added entries."
18. UNIVERSITY OF HOUSTON - "I think that the title index should come out quarterly with an annual cumulation of every Tx. St. Doc published that year. This would also help to assure us that we received all the titles published that are available to us."
19. UNIVERSITY OF TEXAS AT AUSTIN - "We use rarely because the documents are fully cataloged. A yearly index might be more helpful."
20. UNIVERSITY OF TEXAS AT DALLAS - "Cumulating and publishing the title index more quickly would help us."
21. UNIVERSITY OF TEXAS AT SAN ANTONIO - "We rely almost entirely on our KWIC Index which also gives us subject access."
22. WACO MCLENNAN COUNTY LIBRARY - "Lack of staff has made it impossible for us to utilize the documents materials to the fullest. If the patron is seeking Texas materials, we guide him to the documents, and let him search the materials from the agency relating to the subject in which he is interested."
23. WEST TEXAS STATE UNIVERSITY - "Few people have titles of publications needed. Most have only subjects. We have title cards in our card catalog in the department."

APPENDIX I (CONT).

Suggestions for improvement of the subject index or reasons it is not useful in your library.

1. BEAUMONT PUBLIC LIBRARY - "Must give entry via agency or cross reference from Doc. number to agency."
2. CORPUS CHRISTI STATE UNIVERSITY - "Need an availability symbol like ERIC."
3. ECTOR COUNTY LIBRARY - "Patron requires constant help to use subject index in conjunction with checklist; especially with checklist numbers printed on both sides of page; then requires help to find location of that issue of the title. The patron won't always spend that much time."
4. HOUSTON PUBLIC LIBRARY - "It hasn't been frequent enough to be terribly helpful up to now- would like more extensive indexing."
5. LAMAR UNIVERSITY - It appears as though it will be of great value, and it was much needed.
6. PAN AMERICAN UNIVERSITY, EDINBURG - "Make it more comprehensive and complete. Include the Classification No. Be certain to distribute complete set to each library. Make a cumulative annual index."
7. RICE UNIVERSITY - "We use KWOC index that was developed for this library."
8. SAN ANTONIO PUBLIC LIBRARY - "Subject cataloging by the departments has been continued until there is more complete cataloging at TSL."
9. SOUTHERN METHODIST UNIVERSITY - "I use my own subject index - part of my Documents Catalog. I am interested in keeping up with your subject indexing, now that it is current. There is a possibility that I might drop my subject indexing if yours remains current."
10. TEXAS CHRISTIAN UNIVERSITY - "It will become progressively more useful as it grows with time. A retrospective subject index with accompanying bibliography of documents would be an extremely valuable tool, if this can ever be accomplished."
11. UNIVERSITY OF HOUSTON - "The subject index is of little use to us, but it could be of great use to the students here of the University working on term papers. My suggestion is make it monthly with quarterly supps. and again an annual cumulation. Also it needs its own binder."
12. UNIVERSITY OF HOUSTON AT VICTORIA - "Reference to shipping list and thus two step process limits reference value. Need direct access to TSL number."
13. UNIVERSITY OF TEXAS AT AUSTIN - "Once again we use the catalog cards, and also we are not interested in one or two subjects, but all. A cumulative index would be more useful, especially if it went back several years."
14. UNIVERSITY OF TEXAS AT DALLAS - "Publishing and cumulating the subject index more quickly."
15. UNIVERSITY OF TEXAS AT SAN ANTONIO - "We rely almost entirely on our KWIC Index which also gives us subject access."
16. WEST TEXAS STATE UNIVERSITY - "Subject cards in our catalog."

General reactions to the title and subject indexes.

1. ABILENE PUBLIC LIBRARY - "It is reasonably complete and helpful in locating specific documents that we did not receive as a depository."
2. AMARILLO PUBLIC LIBRARY - "Useful as a guide for quick location of needed documents and for pertinent information on unfamiliar subjects."
3. ANGELO STATE UNIVERSITY - "Fair."
4. BAYLOR UNIVERSITY - "As it is now, it is a useless tool."
5. BEAUMONT PUBLIC LIBRARY - "A good beginning."
6. CORPUS CHRISTI STATE UNIVERSITY - "Put different color cover pages (ex. Subject-yellow, Title-red)."
7. DALLAS PUBLIC LIBRARY - "Useful now and more useful as time goes on."
8. EAST TEXAS STATE UNIVERSITY - "Reference finds it useful."
9. ECTOR COUNTY LIBRARY - "'Title' indexes are of little help. 'Subject' indexes very good but only begin Jan.-Feb. 1977. Cross-Index is excellent help."
10. HOUSTON PUBLIC LIBRARY - "Delighted to have any & all help in gaining access to Tx. docs.-have needed faster subject access, but bi-monthly index should help greatly."

11. LA RETAMA PUBLIC LIBRARY - "They are basically very useful and would be used more if we had an active documents collection."
12. LAMAR UNIVERSITY - "I appreciate the effort being put forth in these much needed areas, but wish the indexes were being combined as to Author, Title, and Subject, much as the older Monthly Catalog was done. A dictionary catalog would make "browsing" much easier."
13. MIDWESTERN UNIVERSITY - "I think they will increase in value with time and education of our people."
14. NORTH TEXAS STATE UNIVERSITY - "Useful--we hope they will continue to be issued."
15. PAN AMERICAN UNIVERSITY, BROWNSVILLE - "Great-but again we are in need of yearly cumulations as was done for 1974."
16. PAN AMERICAN UNIVERSITY, EDINBURG - "Very favorable. Improve them and they will become very helpful."
17. PRAIRIE VIEW A&M UNIVERSITY - "Excellent."
18. RICE UNIVERSITY - "If we did not have a KWOC index it would be very helpful to have the title & subject indexes."
19. SAM HOUSTON STATE UNIVERSITY - "Good."
20. SAN ANTONIO PUBLIC LIBRARY - "Although we have not used them extensively at this point, we are pleased that this is being done."
21. SOUTHERN METHODIST UNIVERSITY - "Since I already had my own index, it has been one of wait and see, with hopes that at least my subject index could be dropped."
22. SOUTHWEST TEXAS STATE UNIVERSITY - "We do not use them frequently, but when we need them they are indispensable."
23. STEPHEN F. AUSTIN STATE UNIVERSITY - "Excellent-keep up the good work."
24. SUL ROSS STATE UNIVERSITY - "Actually, I was delighted with these indexes."
25. TARLETON STATE UNIVERSITY - "It has been a needed project. I feel that I have some control over documents without detailed, time-consuming cataloging."
26. TEXAS A&I UNIVERSITY, LAREDO - "They are becoming more useful than in the past."
27. TEXAS A&M UNIVERSITY - "Fantastic! We definitely need subject access to state docs. Title index can be very helpful also."
28. TEXAS CHRISTIAN UNIVERSITY - "Enthusiastic and appreciative of the effort. Use of these indexes will grow with time."
29. TEXAS SOUTHERN UNIVERSITY - "These have been greatly appreciated. It would be helpful if they were issued retrospectively."
30. TEXAS WOMAN'S UNIVERSITY - "Favorable."
31. TRINITY UNIVERSITY - "Wish you would cumulate them and also do a retrospective index, plus send out 2 copies of each index."
32. UNIVERSITY OF HOUSTON - "These indexes need to be maintained more currently in their own binder so as to be of more value to the students who use them--of should be using them.
33. UNIVERSITY OF HOUSTON AT VICTORIA - "Subject index absolutely indispensable to good reference service if adequate cumulations and reference to TSL numbers are available."
34. UNIVERSITY OF TEXAS AT ARLINGTON - "The indexes have been most helpful, and we hope they continue."
35. UNIVERSITY OF TEXAS AT AUSTIN - "In our particular situation they have not been too useful, but in in those agencies where material is wanted on certain subjects and the documents are not cataloged, the indexes are justified."
36. UNIVERSITY OF TEXAS AT DALLAS - "They have been useful and should be continued."
37. UNIVERSITY OF TEXAS AT SAN ANTONIO - "I am pleased that both types of indexing are available. But many San Antonio and AACOG documents aren't included; so I depend more on our KWIC Index."
38. WACO MCLENNAN COUNTY LIBRARY - "Adequate--we no longer need to establish subject headings and type subject cards."
39. WEST TEXAS STATE UNIVERSITY - "We have not needed them."

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APPENDIX J

Estimate of the number of documents the library would purchase if available on microfiche at a cost of 25 to 40¢ per fiche.

1. ABILENE PUBLIC LIBRARY - None at this time.
2. AMARILLO PUBLIC LIBRARY - No response given.
3. ANGELO STATE UNIVERSITY - Cannot estimate at this time.
4. BAYLOR UNIVERSITY - 50.
5. BEAUMONT PUBLIC LIBRARY - No response given.
6. CORPUS CHRISTI STATE UNIVERSITY - No response given.
7. DALLAS PUBLIC LIBRARY - No response given.
8. DENISON PUBLIC LIBRARY - 500.
9. EAST TEXAS STATE UNIVERSITY - No response given.
10. ECTOR COUNTY LIBRARY - Cannot estimate at this time.
11. EL PASO PUBLIC LIBRARY - Cannot estimate at this time.
12. FORT WORTH PUBLIC LIBRARY - 300.
13. HOUSTON PUBLIC LIBRARY - Possibly 500 or more per year.
14. LA RETAMA PUBLIC LIBRARY - Very few due to budgetary restrictions.
15. LAMAR UNIVERSITY - No response given.
16. MIDWESTERN UNIVERSITY- 65.
17. NORTH TEXAS STATE UNIVERSITY - No response given.
18. PAN AMERICAN UNIVERSITY, BROWNSVILLE - Would vary.
19. PAN AMERICAN UNIVERSITY, EDINBURG - 900.
20. PRAIRIE VIEW A&M UNIVERSITY - 5,000-10,000.
21. RICE UNIVERSITY - Would vary.
22. ST. MARY'S UNIVERSITY - No response given.
23. SAM HOUSTON STATE UNIVERSITY - Cannot estimate at this time.
24. SAN ANTONIO PUBLIC LIBRARY - Cannot estimate at this time.
25. SOUTHERN METHODIST UNIVERSITY - Cannot estimate at this time.
26. SOUTHWEST TEXAS STATE UNIVERSITY - Probably not very many.
27. STEPHEN F. AUSTIN UNIVERSITY - No response given.
28. SUL ROSS STATE UNIVERSITY - No response given.
29. TARLETON STATE UNIVERSITY - Cannot estimate at this time.
30. TEXAS A&I UNIVERSITY, LAREDO - No response given.
31. TEXAS A&M UNIVERSITY - All available except (possibly) a few reference works.
32. TEXAS CHRISTIAN UNIVERSITY - 50.
33. TEXAS SOUTHERN UNIVERSITY - No response given.
34. TEXAS TECH UNIVERSITY - Negligible.
35. TEXAS WOMAN'S UNIVERSITY - All.
36. TRINITY UNIVERSITY - 50.
37. UNIVERSITY OF HOUSTON - Cannot estimate at this time.
38. UNIVERSITY OF HOUSTON AT VICTORIA - Cannot estimate at this time.
39. UNIVERSITY OF TEXAS AT ARLINGTON - About 75% of those available.
40. UNIVERSITY OF TEXAS AT AUSTIN - None.
41. UNIVERSITY OF TEXAS AT DALLAS - No response given.
42. UNIVERSITY OF TEXAS AT EL PASO - About 80% of those available.
43. UNIVERSITY OF TEXAS OF THE PERMIAN BASIN - Not very many.
44. UNIVERSITY OF TEXAS AT SAN ANTONIO - As many as are available.
45. WACO MCLENNAN COUNTY LIBRARY - Cannot estimate at this time.
46. WEST TEXAS STATE UNIVERSITY - No response given.

APPENDIX K

Activities, projects or programs that the TLA Documents Roundtable could undertake that would be of interest to the library.

1. DENISON PUBLIC LIBRARY - Classification.
2. EL PASO PUBLIC LIBRARY - Publicizing documents and their value to the public (and other staff).
3. LA RETAMA PUBLIC LIBRARY - Programs/workshops on using the Olds (TSL) classification method.
4. LAMAR UNIVERSITY - "I think the most useful project which could be administered and/or monitored by this group would be the Union List of Texas Documents which everyone has been talking about for so long."
5. MIDWESTERN UNIVERSITY - Taking care of some of the high priority items listed in section F of the survey.
6. PAN AMERICAN UNIVERSITY, BROWNSVILLE - TLA workshop on Tx. St. Gov't. Docs. held at the annual conference.
7. PAN AMERICAN UNIVERSITY, EDINBURG -"Put the State Documents on Microfiche with their Call Numbers. Provide cumulative author/subject/title indexes to the collection."
8. PRAIRIE VIEW A&M UNIVERSITY - "Workshops, conferences, etc. on specific problems in documents work."
9. RICE UNIVERSITY - "Workshops- mini-sessions on use of particular documents."
10. SAM HOUSTON STATE UNIVERSITY - "Workshops."
11. SAN ANTONIO PUBLIC LIBRARY - "Making more documents available."
12. SOUTHERN METHODIST UNIVERSITY - "A union list of serial set vol's. (including microform editions) in Texas."
13. SOUTHWEST TEXAS STATE UNIVERSITY - "An annual conference - informative and educational in nature."
14. STEPHEN F. AUSTIN STATE UNIVERSITY - TLA should structure it like the TSL conference of Sept. 15-16.
15. TARLETON STATE UNIVERSITY - "Workshop on bibliographic control & use of TSL Classification system."
16. TEXAS A&I UNIVERSITY, LAREDO - "Workshops."
17. TEXAS A&M UNIVERSITY - "Workshops on accessing documents/information (how to find information in documents).
18. TEXAS SOUTHERN UNIVERSITY - "A continuing education short course on the management of the Texas Documents."
19. TRINITY UNIVERSITY - "A Union list of Texas documents."
20. UNIVERSITY OF HOUSTON - "Information on sources of non-depository documents."
21. UNIVERSITY OF TEXAS AT AUSTIN - "Stir up more interest in municipal and county documents."
22. UNIVERSITY OF TEXAS AT EL PASO - "I would like to attend a workshop or conference concerning sessions on legislative documents in Texas, information from the Attorney General's Office, and explanation of the Council of Governments, and any briefing on the Texas governmental system in general."
22. UNIVERSITY OF TEXAS AT SAN ANTONIO - "Workshop on methods of gathering municipal and COG publications. Attempts to get COGs and cities to send their publications to the Publications Clearinghouse for distribution."
23. WEST TEXAS STATE UNIVERSITY - "Newsletter of another format to share inforamtion."

TEXAS STATE DOCUMENTS:

THE DEVELOPMENT OF A PROGRAM

BY
DALE PROPP AND ROBERT WALTON

TEXAS STATE PUBLICATIONS CLEARINGHOUSE
TEXAS STATE LIBRARY
AUSTIN, TEXAS

REVISED, JANUARY 1978

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TEXAS STATE LIBRARY CATALOGING IN PUBLICATION DATA

Propp, Dale.
Texas state documents : the development of a program / by Dale Propp and Robert Walton. -- Rev. -- Austin : Texas State Publications Clearinghouse, Texas State Library, 1978.
61 p. : ill., graphs, maps ; 28 cm.
1. Government publications. 2. Texas--Government publications. I. Walton, Robert. II. Texas. State Library, Austin. Texas State Publications Clearinghouse.

Z1223.5.T4P76 1978 025.173 P945t 1978
TX Doc. No.: L1900.8 T312sd 1978

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INTRODUCTION

Since 1965, over 17,000 state agency publications have been listed in the Texas State Documents checklist. During this period, the number of items identified and listed monthly has increased 233% and shipments of documents to the 51 member libraries of the Texas Depository Network have increased from an average of 27 to 82 titles per month. While measures such as these are essential to an understanding of the Texas State Publications Clearinghouse, they reflect only the most visible elements of a multidimensional program. With this in mind, the following report has been prepared to assist those interested in learning more about the program, to allow the staff to review the program's strengths and weaknesses, and to reassess goals and objectives.

To facilitate an understanding of how the program evolved, Section One presents an examination of the development of the nature and scope of the State Library's Texas documents activities, culminating with the creation of the Texas State Publication Clearinghouse in January, 1977. With this as a point of departure, the reader will be able to appraise the goals and objectives set forth in terms of how they might continue a policy of positive growth. Section Two provides a more detailed look at current activities with special attention to the growth, since 1974, in innovative areas of documents programming such as microforms, indexing, etc. Goals and objectives are set forth in Section Three, emphasizing the establishment of priorities concerning the investment of both time and resources. Section Four is an attempt at self-criticism. To continue a pattern of healthly growth, we recognize the necessity to periodically realign the goals of the program staff with the changing needs of the documents patrons throughout the state.

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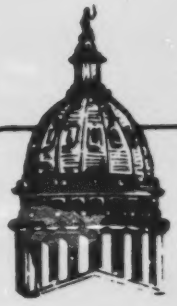


SECTION ONE

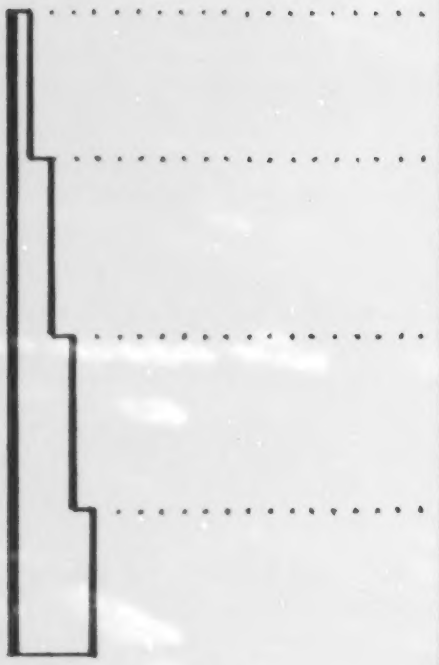
HISTORICAL VIEW

a. Program History

b. Texas State Documents: Growth of the Checklist

a. PROGRAM HISTORY

THIS TIME LINE TRACES THE GROWTH IN THE SCOPE AND DIRECTION OF THE ACTIVITIES OF THE TEXAS STATE PUBLICATIONS CLEARINGHOUSE. EACH INSTANCE IN WHICH THE TIME LINE IS INCREASED IN WIDTH REPRESENTS A SIGNIFICANT NEW RESPONSIBILITY UNDERTAKEN BY THE DOCUMENTS PROGRAM. IN ASSIGNING THESE STEPS, CARE HAS BEEN TAKEN TO INSURE THAT NO STEP WAS ASSIGNED TO AN ACTIVITY OR ACHIEVEMENT THAT WAS A ONETIME OPERATION OR PROCEDURE. EACH STEP REPRESENTS AN ADDED ONGOING SERVICE THAT BENEFITS THE DEPOSITORY LIBRARY AND DOCUMENTS PATRON.



1848: 'Gift and Exchange' program established in the Secretary of State's office to obtain out-of-state documents.

1909: Texas State Library is established and charged with the responsibility of the collection and distribution of state agency documents.

1921: State Library publishes and distributes the first periodical listing of the publications received - Documents Checklist No. 1.

1983: Texas Legislature establishes the Texas State Depository System (V.A.T.S. 5442a) directing the State Library to automatically distribute documents to specified depository libraries when received in sufficient quantities.

CONTINUED

1974: (SEPTEMBER) Creation of a separate, centralized Texas state documents collection at the State Library.

1975: (JANUARY) Introduction of a classification scheme for use in organizing Texas state agency publications.

Texas State Documents checklist is expanded by including classification numbers for each document by a state agency.

Governor's Energy Advisory Council utilizes the Texas documents program as an agent in the distribution of its major 42-volume publication program.

(MAY) Classification scheme is enlarged to enable the classification of publications by state supported colleges and universities.

Texas State Documents checklist is expanded by including classification numbers for each document by a state supported college or university.

(JULY) Governor's Office of Planning Coordination transfers publications by the different Councils of Governments to the Texas documents program for listing in Texas State Documents and to be added to the documents collection.

(SEPTEMBER) The prototype 1974 Guide to Texas State Documents is published and distributed, providing a comprehensive title index and limited subject index.

Selective documents from the checklist Texas State Documents are cataloged and entered into OCLC.

Multiple copies of publications unavailable for distribution are placed in the Texas documents collection to service interlibrary loan requests.

CONTINUED

Bound volumes of the Texas Constitutional Convention Journals and Proceedings are distributed.

1976: (JANUARY) Secretary of State's Office agrees to make complimentary copies of the Texas Register available for distribution to the depository libraries.

The classification scheme adopted by the State Library is published and distributed.

(MAY) The first quarterly Title Index (January - March 1976) is published and distributed.

(JUNE) Introduction of a new dimension of the distribution program. Certain older documents are re-opened for distribution to depository and selecting libraries.

The second quarterly Title Index (April - June 1976) is published and distributed.

(SEPTEMBER) Documents listed in Texas State Documents as open for distribution are entered into OCLC immediately so as to be fully cataloged by the time documents are received by libraries participating in the distribution program.

Legislative Budget Board transfers certain budget requests to the Texas documents collection.

Texas documents program handles the distribution of the 10 volume Outdoor Recreation Plan by the Texas Parks and Wildlife department.

1977: (JANUARY) Introduction of an automatic periodical shipment system for libraries participating in the Texas documents distribution program.

CONTINUED

Beginning of the classification and transfer of old Texas documents, previously in storage, to the Texas documents collection.

. . . . (APRIL) Microfilming of all documents listed in Texas State Documents in 1974 completed and ready for use.

. . . (MAY) Prototype comprehensive Subject Index completed for the documents listed in the January and February 1977 issues of Texas State Documents. Published and distributed to interested libraries.

1975/1976 agency cumulation and title index being edited for publication in fall 1977.

6. TEXAS STATE DOCUMENTS: GROWTH OF THE CHECKLIST

The first register of state agency publications was issued by the Texas State Library in October 1921. Documents Checklist No. 1 consisted of a single page and announced the publication of twenty-three state documents, including, for example, The Papers of Mirabeau Bonaparte Lamar and A Plea and a Plan for a County Health Service.

Since 1921, the monthly checklist has sought to meet the growing need for a more comprehensive listing of and increased bibliographic information about Texas state documents. Changes in the checklist's size, scope, and format reflect both increasing patron needs and the continual development of the Texas State Documents Program. The following discussion reviews the evolution of the checklist over the past fifty-two years.

Documents Checklist, the original checklist series, was published from 1921 to 1943 and consisted of one or two mimeographed pages listing six to fifty state agency publications which were available for distribution to libraries. Publications were divided into two groups: those to be shipped by parcel post, and those sent by second-class mail. Within each group, documents were listed alphabetically by title or series title under the name of the issuing agency. Bibliographic information was limited to an abbreviated title and, occasionally, the publication date.

DOCUMENT CHECKLIST NO. 11
Shipment of August and September 1922
a. Parcel Post

EDUCATION DEPARTMENT :
Bulletin 148, July 1922, School grounds, school buildings and their equipment.
Bulletin 150, July, 1922, Directory of classified and accredited high schools.

b. Second Class

AGRICULTURAL DEPARTMENT :
Bulletin 71, July, 1922, Disinfecting cotton seed to prevent the spread of the pink boll-worm.

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In 1943 the checklist format was revised. Postal groupings were discontinued, and documents were arranged simply by issuing agency and title. In addition, those documents received by the State Library in quantities too limited for distribution were designated by an asterisk.

> * Supply limited. Libraries wanting copies of these bulletins should write directly to the department by which they are published.

In November 1952, the checklist received a new name: Official State Publications. The following year, formal distribution symbols (++ not for distribution, _____ open for distribution) were introduced and, where appropriate, agency subdivisions were included.

OFFICIAL STATE PUBLICATIONS

CHECK LIST No. 161 Two Pages September 1953

HEALTH, STATE DEPARTMENT OF.

Bureau of Food and Drugs.

1.___Texas milk grading and labeling law.

The name of the checklist was changed again in January 1963. Official State Publications now became the Checklist for Official State Publications with issues appearing bi-monthly. Bibliographic information for each document entry gave the publication date and pagination in addition to the name of the issuing agency and document title. Notations were also included to indicate whether the document contained charts or illustrations or was in the form of a map or pamphlet.

CHECKLIST

OFFICIAL STATE PUBLICATIONS
NUMBER 194 - SEPTEMBER 1963

AGRICULTURAL AND MECHANICAL COLLEGE OF TEXAS

A. & M. COLLEGE OF TEXAS
____Proceedings of the Fourteenth Annual Highway Geology Symposium. (March 22, 1963). 87p. illus. chart. map. (pap.)

Two years later, in January 1965, the Texas documents program began issuing a second publication. In addition to the bi-monthly Checklist of Official State Publications, which indicated those publications available for distribution from the State Library, the program now offered the monthly series List of State Publications Issued. The Checklist continued to serve as an acquisition tool and order form, while the new List attempted to announce all documents received by the State Library, whether for distribution or not, and provide increased bibliographic control.

CHECKLIST

Compiled By

TEXAS DOCUMENTS, ARCHIVES DIVISION, TEXAS STATE LIBRARY

AERONAUTICS COMMISSION, TEXAS
1.- Wing Tips. Bi-monthly. newsletter. 8p. illus. March-April 1965, Vol.2,No.4

A&M UNIVERSITY, TEXAS
* 1.- Texas A and M TODAY. Spring 1965, Vol. 3, No. 2 - 4p. brochure

Texas Agricultural Experiment Station.
* 1.- B-1029: Suggestions for Weed Control with Chemicals. 1965. 48p. pamp.
* 2.- MP-748: Production Requirements and Costs of Growing Commercial Rosebushes December 1964. 8p. pamp.

Texas Forest Service.
1.- Circular 86: National Champion Trees of Texas. November 1964. 20p. illus.

AGRICULTURE, TEXAS DEPARTMENT OF
1.- TDA-M170: Summary of Texas Public Weighers Law and Rules and Regulations Concerning Public Weighers. Revised January 1965. 8p. pamp.
2.- TDA-E148: Texas Egg Law and Rules & Regulations. [n.d.] 19p. pamp.

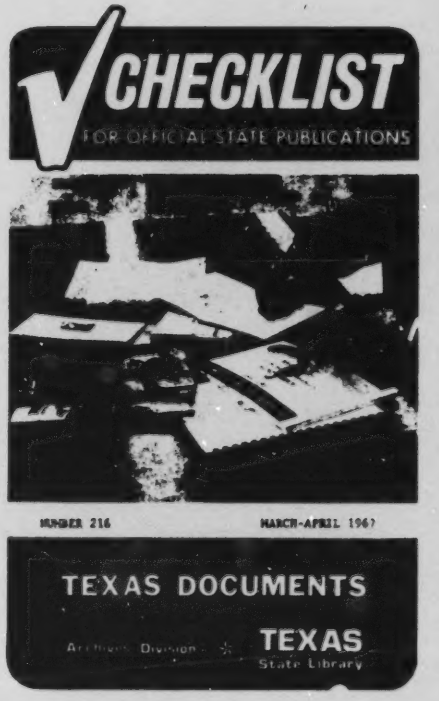
ATTORNEY GENERAL OF TEXAS
1.- Activities of The Attorney General's Office. A Report to the 58th Legislature 1963. 17p. pamp.
2.- Activities of The Attorney General's Office. A Report to the 59th Legislature 1964. 19p. pamp.
3.- Eminent Domain Seminar on "The Trial of Condemnation Cases", November 5, 6, 7, 1964. 152p. illus. (pap.).

AUDITOR, THE STATE
Audit Reports for:
* 1.- East Texas Tuberculosis Hospital - Year Ended August 31, 1964.
* 2.- Gainesville State School for Girls - Year Ended August 31, 1964.
* 3.- State Highway Department - Year Ended August 31, 1964.
* 4.- State Board of Barber Examiners - Year Ended August 31, 1964.
* 5.- State Department of Public Welfare - Two Years Ended August 31, 1964.
* 6.- State Securities Board - Year Ended August 31, 1964.
* 7.- West Texas State University - Year Ended August 31, 1964.
* 8.- Midwestern University - Year Ended August 31, 1964.

COMPTROLLER OF PUBLIC ACCOUNTS, STATE OF TEXAS
1.- Annual Report, Part II, 1964. Tax Collectors Accounts - Assessed Valuations - Tax Rates Miscellaneous. 129p. (pap.).

CORRECTIONS, TEXAS DEPARTMENT OF
Bureau of Records and Identification. Monthly Report of Inmates. up. multi.
* 1.- February 1965.

Asterisk (*) Denotes No Routine Distribution.



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The April 1967 issue of List of State Publications Issued displayed a new masthead on the checklist, which, with modifications, has continued to serve to the present time.

APRIL · 1967

LIST OF STATE PUBLICATIONS ISSUED

Compiled By TEXAS DOCUMENTS - ARCHIVES DIVISION - TEXAS STATE LIBRARY

In January 1968 a new publication, Texas State Documents, replaced both the monthly List of State Publications Issued and the bi-monthly Checklist of Official State Publications. As a result, both bibliographic control and a means for acquisition were once again contained in the same monthly publication.

The new checklist also assumed a new format. Documents issued by state agencies were seperated from those issued by state-supported colleges and universities, and the format was altered to allow sequential pagination for each calendar year.

In January 1975 two major new features were added to the checklist: a classification number and an "entry" number. The classification number is drawn from Texas State Documents Classification and Almost Compleat List of Texas State Agencies From Statehood to the Present, a scheme for the classification of state agency publications, developed by Brenda Olds for use by the Legislative Reference Library. In 1975, the scheme was expanded to enable the classification of publications by state-supported colleges and universities. By May 1975, each publication listed in Texas State Documents was accompanied by a classification number. With this edition, the checklist became the principal method for access to Texas state publications.

The entry number was introduced with several applications in mind. First, the unique identification number simplifies the ordering process. Previously, libraries returned the entire checklist to order publications. With the introduction of the entry number, a single-page order form listing the entry numbers of the documents available for distribution was attached to the back of each checklist. The library can retain the checklist, its main source of bibliographic information, and still select the documents available for distribution.

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NOTES, ADDITIONS AND CORRECTIONS

NOTES:

Due to the increased size of TEXAS STATE DOCUMENTS the Government Publications Section is initiating a new procedure for ordering documents. Beginning with this issue the last page of TEXAS STATE DOCUMENTS will be a printed order form. Please circle the number corresponding to the desired document and return the form only. It is no longer necessary to send the entire checklist in order to request documents.

The entry number is also an integral part of the Texas State Library's microfilming program in that it serves as a location point for each document on the film. Finally, the entry number is used as a reference point in the subject, title, and author indexes which are produced to accompany the checklist.

The most recent major addition to the checklist is the 'standing order' system for state agency and university periodicals. Prior to January 1977, individual issues of periodicals received were listed in each checklist. Periodicals are now listed once each year in a periodical supplement which appears with the January issue. Libraries indicate on a special order form which periodicals they wish to receive during the calendar year and monthly receive a shipment of just those periodicals. New periodicals received after January are listed in the regular checklist and also made available on a standing basis for the remainder of the year.

In January 1977, the Texas State Documents Program took on the new name of the Texas State Publications Clearinghouse. To accompany the name change a new masthead was designed and now announces each new issue of Texas State Documents.

ISSN: 0363-4736

TEXAS STATE PUBLICATIONS CLEARINGHOUSE
TEXAS STATE LIBRARY • Public Services Dept.
Box 12927 Capitol Station • Austin, Texas 78711

TEXAS STATE DOCUMENTS

DOCUMENTS RECEIVED BY TEXAS STATE LIBRARY DURING THE MONTH

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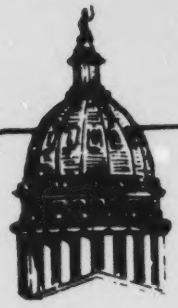


SECTION TWO

CURRENT PROGRAMS

a. Distribution
b. Permanent Collection
c. Microfilm
d. Indexing
e. Publications

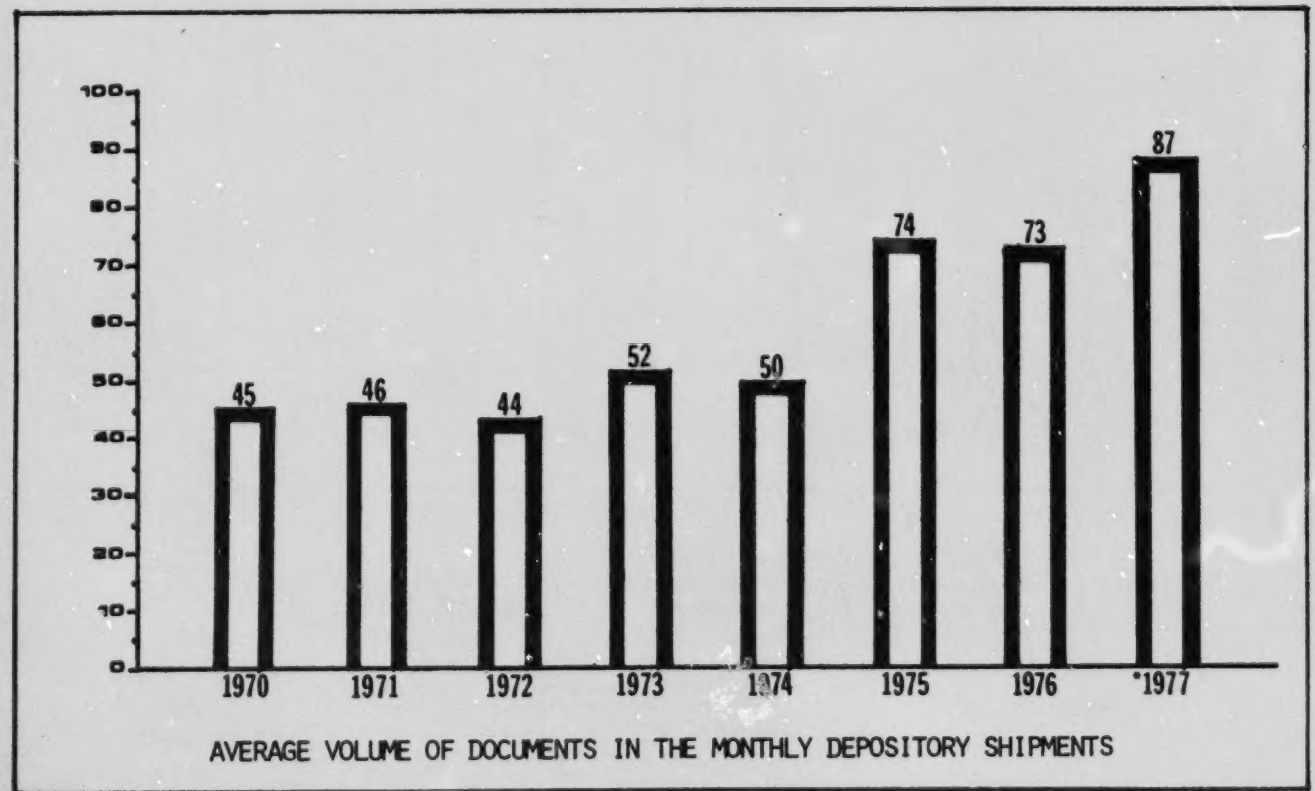
a. The Distribution Program

Since 1909, the State Library has collected state agency publications and provided them, free of charge, to libraries throughout the state and nation. The distribution of these documents remains one of the principal responsibilities of the Texas State Publications Clearinghouse.

Distribution of state agency publications is accomplished in a variety of ways.

1. STANDARD DISTRIBUTION:

Publications listed as open for distribution (____) in the monthly checklist, Texas State Documents, are automatically shipped to 51 Depository libraries and 24 Unofficial Depository libraries. All other libraries desiring publications available for distribution can order them from the State Library, while supplies last, utilizing special order forms attached to the monthly checklist. From six to ten thousand documents are distributed this way every month accounting for 80% of all documents distributed.



AVERAGE VOLUME OF DOCUMENTS IN THE MONTHLY DEPOSITORY SHIPMENTS

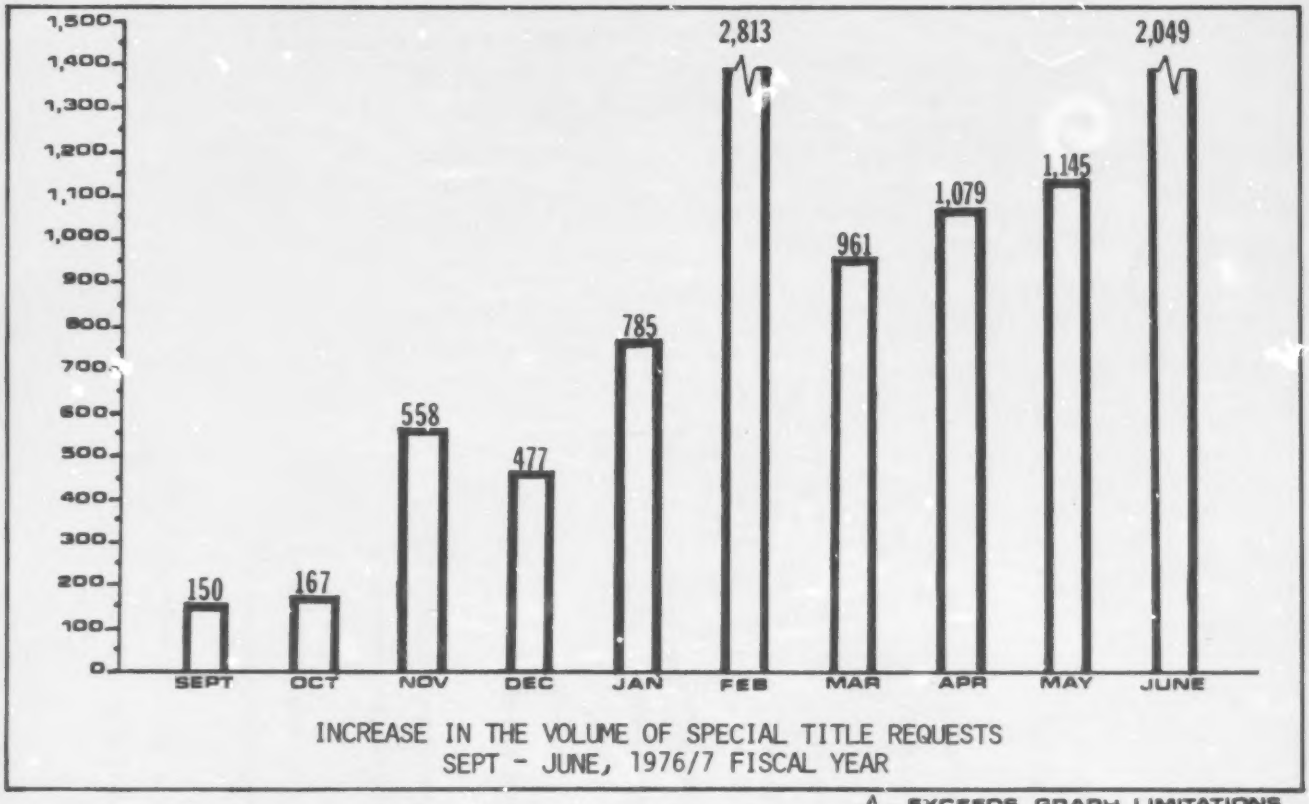
*JANUARY - JUNE

2. CLEARINGHOUSE DISTRIBUTION:

Many agencies have found it advantageous to use the distribution program as a clearinghouse for major publication efforts. Instead of trying to handle the large volume of claims and correspondence by interested libraries and private firms, orders are forwarded to the Clearinghouse where the documents are pulled, packaged,and mailed, usually within 24 hours.

3. SPECIAL REQUESTS:

Special requests account for the fastest growing demand on the distribution program. Many libraries depend on the Clearinghouse to supply missing issues of periodicals and serials, especially when preparing for binding. Many older documents, dating back as far as the 1800's, can still be obtained from the State Library by special request. Special requests on the whole have increased 1000% during the past biennium.

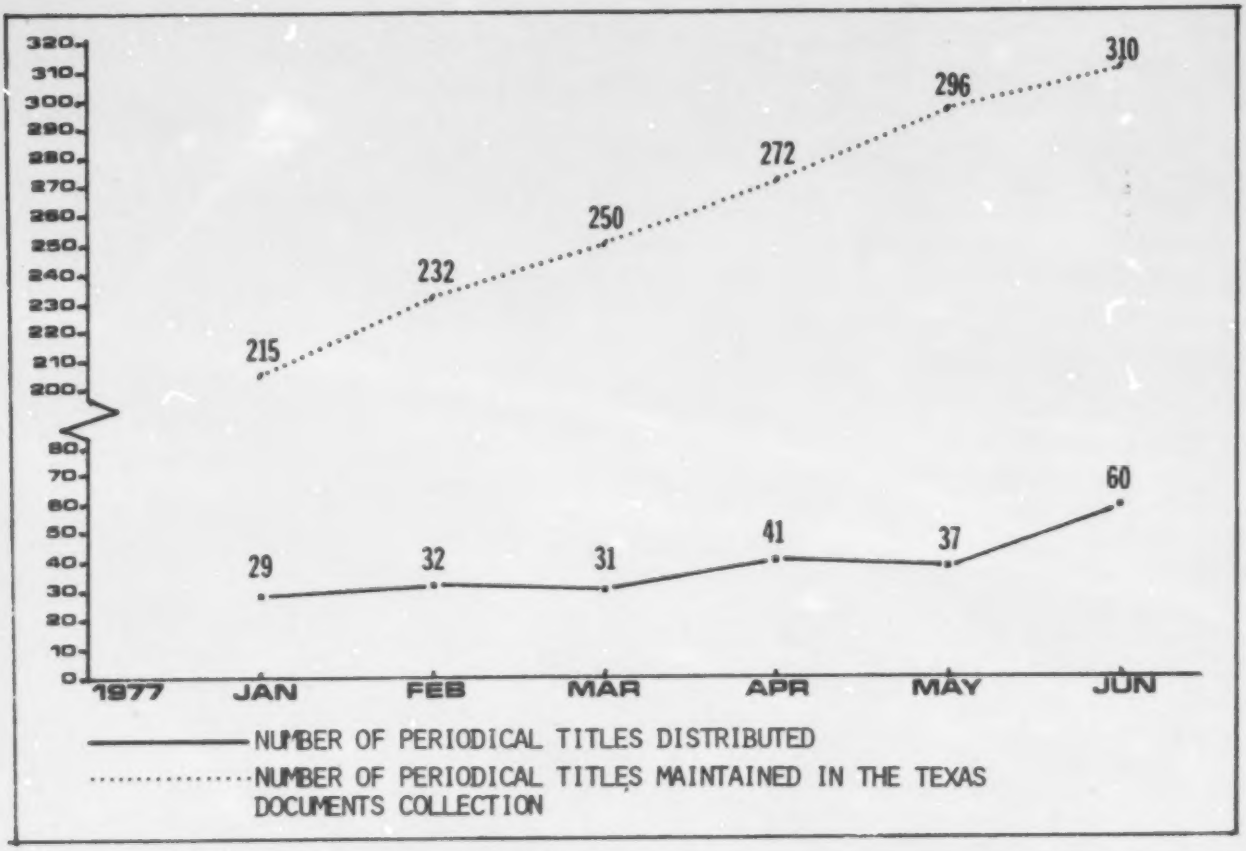


INCREASE IN THE VOLUME OF SPECIAL TITLE REQUESTS
SEPT - JUNE, 1976/7 FISCAL YEAR

EXCEEDS GRAPH LIMITATIONS

4. PERIODICAL DISTRIBUTION:

In January 1977, the Clearinghouse initiated a new method for distributing its periodicals. Instead of periodicals being listed in the body of the monthly checklist, they were listed together



in the Texas State Documents Periodical Supplement. Those periodicals available for distribution were automatically included in the shipments to the Depository and Unofficial Depository libraries. Selecting libraries were allowed to select those periodicals they wished to receive on a standing basis for the entire year. No longer was it necessary to order periodicals each month. Periodicals received by the Clearinghouse for the first time after the January listing are included in a separate section of the checklist in the month in which they are received. If the periodical is available for distribution, it is automatically sent to Depository and Unofficial Depository libraries and is made available , on a standing basis, to selecting libraries for the remainder of the year.

2272

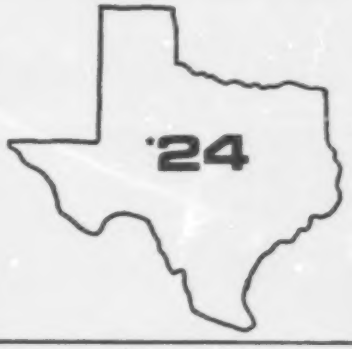
THERE ARE THREE DIFFERENT TYPES OF LIBRARIES WHICH REGULARLY UTILIZE THE DISTRIBUTION PROGRAM OF THE TEXAS STATE PUBLICATIONS CLEARINGHOUSE

1. DEPOSITORY

Libraries receiving automatic shipments of documents listed in Texas State Documents as open for distribution (____) and as available for distribution to depository libraries (+). Depository libraries may also receive complimentary copies of valuable reference tools, such as Handbook of Texas Government and the Texas Register, which are ordinarily sold on a subscription basis.

There are 51 Depository libraries.

2. UNOFFICIAL DEPOSITORY



Libraries receiving automatic shipments of documents listed in Texas State Documents as open for distribution (____).

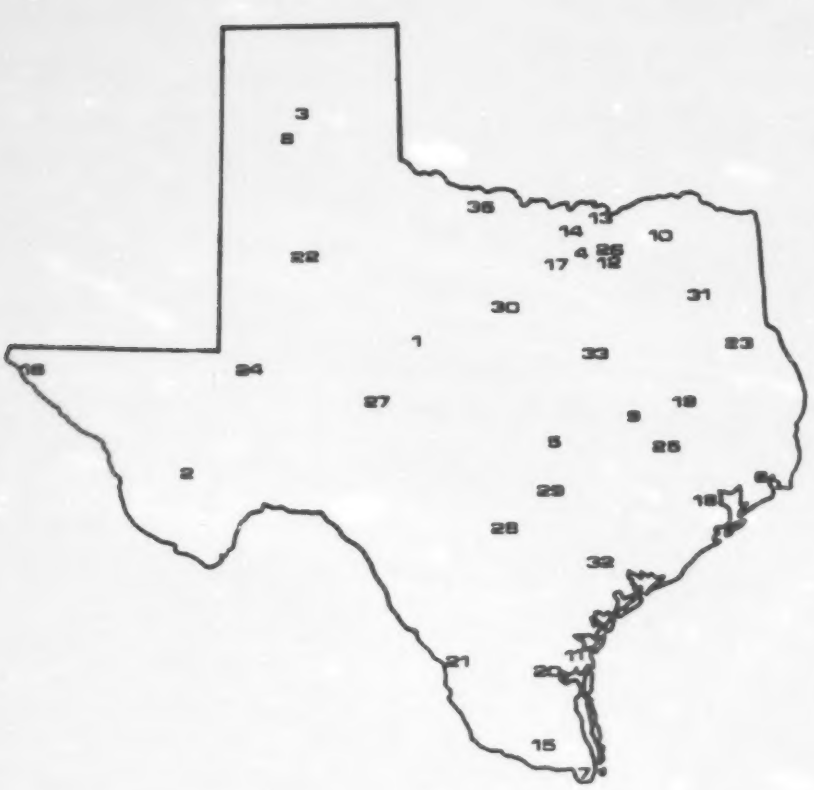
There are 24 Unofficial Depository libraries.

3. SELECTING

Libraries which receive the monthly checklist Texas State Documents, and are eligible to order those publications listed as open for distribution (____).

There are 265 Selecting libraries.

S THE NUMBER OF EACH RESPECTIVE TYPE OF LIBRARY



DEPOSITORY LIBRARIES

1. ABILENE, TEXAS:
   -Abilene Public Library

2. ALPINE, TEXAS:
   -Sul Ross University

3. AMARILLO, TEXAS:
   -Amarillo Public Library

4. ARLINGTON, TEXAS:
   -University of Texas at Arlington

5. AUSTIN, TEXAS:
   -Legislative Reference Library
   -University of Texas at Austin

6. BEAUMONT, TEXAS:
   -Beaumont Public Library
   -Lamar University

7. BROWNSVILLE, TEXAS:
   -Pan American University

8. CANYON, TEXAS:
   -West Texas State University

9. COLLEGE STATION, TEXAS:
   -Texas A&M University

10. COMMERCE, TEXAS:
    -East Texas State University

11. CORPUS CHRISTI, TEXAS:
    -La Retama Public Library
    -Texas A&I University

12. DALLAS, TEXAS:
    -Dallas Public Library
    -Southern Methodist University

13. DENISON, TEXAS:
    -Denison Public Library

14. DENTON, TEXAS:
    -North Texas State University
    -Texas Women's University

15. EDINBURG, TEXAS:
    -Pan American University

16. EL PASO, TEXAS:
    -El Paso Public Library
    -University of Texas at El Paso

17. FORT WORTH, TEXAS:
    -Fort Worth Public Library
    -Texas Christian University

18. HOUSTON, TEXAS:
    -Houston Public Library
    -Rice University
    -Texas Southern University
    -University of Houston

19. HUNTSVILLE, TEXAS:
    -Sam Houston State University

20. KINGSVILLE, TEXAS:
    -Texas A&I University

21. LAREDO, TEXAS:
    -Texas A&I University

22. LUBBOCK, TEXAS:
    -Texas Tech University

23. NACOGDOCHES, TEXAS:
    -Stephen F. Austin State University

24. ODESSA, TEXAS:
    -Ector County Library
    -University of Texas of Permian Basin

25. PRAIRIE VIEW, TEXAS:
    -Prairie View A&M University

26. RICHARDSON, TEXAS:
    -University of Texas at Dallas

27. SAN ANGELO, TEXAS:
    -Angelo State University

28. SAN ANTONIO, TEXAS:
    -Saint Mary's University
    -San Antonio Public Library
    -Trinity University
    -University of Texas at San Antonio

29. SAN MARCOS, TEXAS:
    -Southwest Texas State University

30. STEPHENVILLE, TEXAS:
    -Tarlton State University

31. TYLER, TEXAS:
    -Texas Eastern University

32. VICTORIA, TEXAS:
    -University of Houston

33. WACO, TEXAS:
    -Baylor University
    -Waco-Mc Lennan County Library

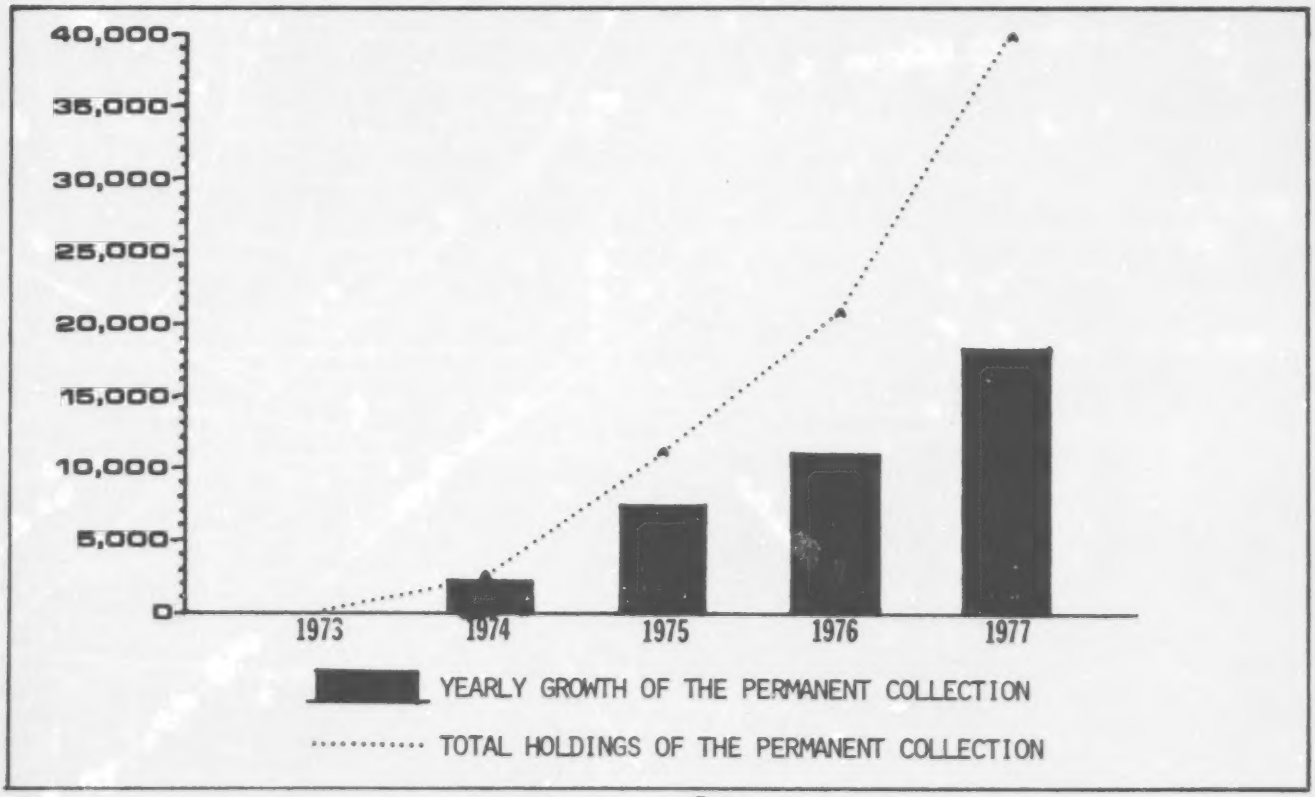
34. WASHINGTON, D.C.:
    -Library of Congress

35. WICHITA FALLS, TEXAS:
    Midwestern University

b. The Permanent Texas Documents Collection

Prior to 1975 no formal permanent collection was maintained for Texas state agency publications received by the Texas State Library. Documents received were merely listed in the monthly checklist, Texas State Documents, and the various divisions of the library were given the opportunity to select and retain publications for their own use. Thus, documents were scattered throughout the library. Those publications not retained by other library divisions were stored in the stacks, arranged roughly by issuing agency.

This situation permitted very little in-depth reference work. Only if a document could be found in the stack area, or if it had been selected and cataloged by one of the library divisions, was there much chance that it could be made available for patron use.



In September 1974, because of the increasing demand for state agency publications, the Texas State Library established a centralized, permanent Texas documents collection. In addition, to provide easy access to the documents in its collection, the library adopted the classification scheme for state publications used by the Texas Legislative Reference Library.

The base year for the permanent collection is 1974. All documents received and listed since January 1974 have been classified, processed, and shelved. At present there are over 40,000 publications in the collection, and an average of 1300 new documents are added every month. A project to process older publications (easily classified documents such as annual reports and long runs in a series) was begun in February 1977. Approximately 9,000 publications have been added to the collection as a result of this effort. Plans call for processing older monographs with distinct titles and distributing their classification numbers to those libraries which use the Texas State Library classification scheme.

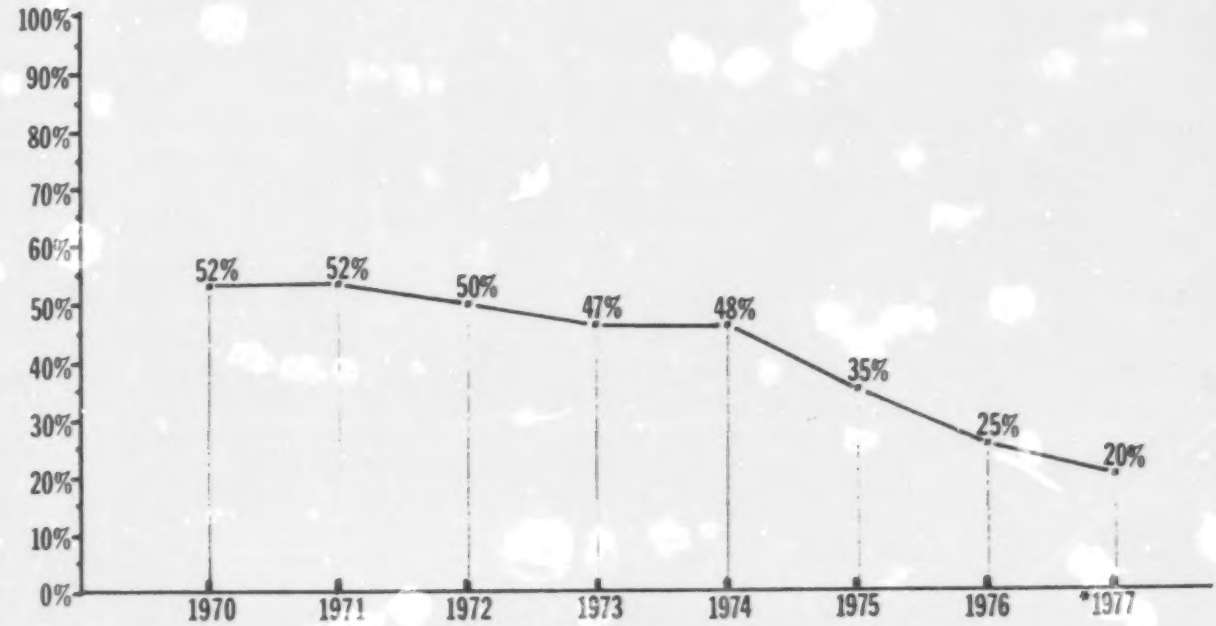
Access to the permanent collection is provided primarily by the shelflist and the Title Index. Subject access will be increasingly available through the recently introduced bi-monthly Subject Index and more comprehensive cataloging. To date, two issues of the Subject Index have been prepared (indexing 1182 documents), and over 2000 documents have been cataloged and their cards placed in the main public catalog.

The increase in the quantity of documents received and the improved access to documents are reflected in the number of documents circulated each month, increasing from an average of 29 in 1975 to over 100 per month in 1977.

2276

c. The Microfilm Program

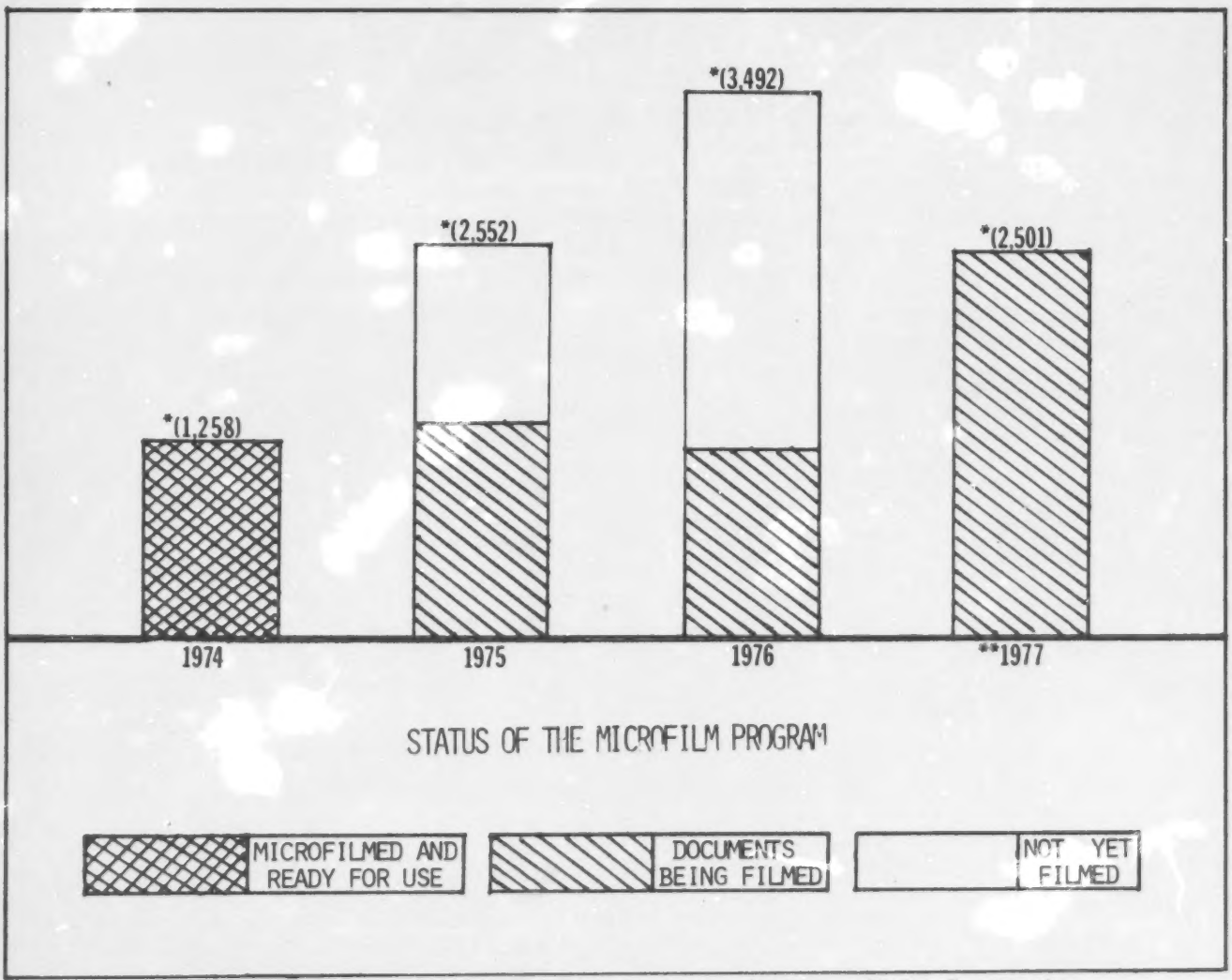
The Texas State Library began serious consideration of the potentials of microform applications for it s state documents program in mid-1975. After increased efforts to secure copies of all identifiable state agency publications for the Texas Documents Collection, the number of documents received and listed every month in Texas State Documents grew consistently every month. Due to limited reproduction of many of the documents listed, however, the proportion of documents listed to those available for distribution has severely decreased. As a result, while the number of documents listed each month in the checklist has increased approximately 400%, the percentage of those documents distributed has fallen from an average of 45% to 20%.



PERCENTAGE OF THE DOCUMENTS DISTRIBUTED TO THE TOTAL LISTED IN TEXAS STATE DOCUMENTS

*JANUARY - JUNE

The original goal in establishing an expanded Texas documents program was to provide a means for more bibliographic control of, and access to, publications issued by state agencies. By increasing both the scope and comprehensiveness of the monthly checklist, bibliographic control has been greatly increased. Physical access, on the other hand, has continued to be an increasing problem as the percentage of documents distributed continues to decline. Skyrocketing printing costs and state agency budget cutbacks indicate that this trend will continue. At this point, increased distribution through microforms seems to be the only realistic solution to the problem.



* Total documents listed during the year in Texas State Documents
** January - June

The Texas State Library is planning an overall microfilm distribution program including microfiche, roll film, and film cartridges. All publications will be filmed in the same order that they appear in the monthly checklist, Texas State Documents, with the 'entry number' appearing over the document page on each frame of film. The frame containing the first page of each document will be marked with an electronic 'blip' to facilitate retrieval when used with a reader equipped with automatic retrieval capabilities.

Ultimately, the Texas State Library will be able to offer all documents listed in Texas State Documents either by the month, in roll film format, or by individual document in microfiche format. It is hoped that very soon all libraries will have access to every known publication by a state agency in Texas.

2279

d. The Indexing Program

The primary responsibility of a state documents program is to acquire state government publications and to make them easily available for research. One effective means of providing ready access to state documents is through various kinds of indexes to the documents. The Texas State Publications Clearinghouse prepares three kinds of indexes to the documents in its collection: a title index, a subject index, and an index by issuing agency.

TITLE INDEX

The Texas State Publications Clearinghouse prepares and distributes the quarterly Title Index to all monographic publications listed in its monthly checklist. Entries are arranged alphabetically by title and include both the Texas State Library classification number and the checklist entry number. Publications with non-distinct titles, such as annual reports, financial statements, audit reports (except those prepared by the State Auditor), and college and university catalogs are not indexed. For access to these publications it is recommended that patrons consult the monthly checklist or the annual agency cumulation under the appropriate agency name.

A title index to periodicals accompanies the Periodicals Supplement which is issued each January, beginning in 1977. This index is updated in the Quarterly Title Index.

To date only one annual Title Index has been distributed. It appeared in the Guide to Texas State Documents 1974. A title index to documents listed in the checklists in 1975 and 1976 is currently being edited. Future title indexes will, we hope, be issued annually.

SUBJECT INDEX

Subject access to publications is an extremely effective means of information retrieval. Two types of subject access can be used with state agency publications: subject cataloging and subject indexing.

Those few libraries capable of full subject cataloging of state agency documents enjoy moderately successful access to their documents. However, the unique nature of state agency publications prohibits complete access even with full cataloging. A single publication frequently contains information on many diverse but equally important topics as well as a wealth of graphs, charts, and

statistical data. Cataloging can rarely isolate more than a few of the most obvious subjects deserving attention.

The only really effective means of achieving comprehensive retrieval of information in state agency publications is through a detailed subject index. With this in mind, in 1975 the Texas State Library, in cooperation with a University of Texas Graduate School of Library Science class in indexing and abstracting, prepared a prototype subject index to state agency publications. The index included all publications listed in Texas State Documents checklists during 1974, and it was distributed as part of the Guide to Texas State Documents 1974. Although this first subject index was very well received, staff limitations prevented a continuation of the index until 1977.

In February 1977 the Texas State Publications Clearinghouse resumed publication of a subject index, with the index now available bi-monthly. Main headings are drawn primarily from the Library of Congress Subject Headings, and subheadings are determined by document content. Main subject headings appear in capital letters and are arranged alphabetically word by word; subheadings are indented.

Because document titles are not included in the Subject Index, the index must be used in conjunction with the monthly checklist. To determine the title of a document listed in the Subject Index, it is necessary to note the entry number provided and to refer to that number in the checklist. The document entry in the checklist also provides additional bibliographic information.

Because state publications often contain information on more than one topic, many documents are listed under multiple headings in the index. In addition many cross references have been included to help the researcher locate information. All cross references are preceded by an asterisk to distinguish them from the subject headings. Also, those documents available for distribution have been indicated by the distribution symbol +.

Not all documents listed in the checklist are included in the Subject Index. Financial statements, audit reports, and college and university catalogs are omitted. Access to these publications is best gained through the monthly checklist or the annual agency cumulation under the appropriate agency name.

Plans for continuing the Subject Index are indefinite at this time. Ideally it will be continued in its bi-monthly format, with an annual cumulation issued at the end of each year.

2281

AGENCY CUMULATION

In addition to providing access by title and subject, it is also important to provide access to state agency publications by issuing agency. For the Texas State Publications Clearinghouse the need for this form of access becomes increasingly clear as the number of publications received continues to grow. Only a yearly cumulation of agency publications, arranged by issuing agency, provides direct and immediate access to all titles received by the Clearinghouse during the year.

The first annual agency cumulation was prepared by the Texas State Library in 1974. It was arranged alphabetically by title under issuing agency and it appeared in the Guide to Texas State Documents 1974. No annual cumulations have been distributed since then, although a combined cumulation for documents listed in 1975 and 1976 has been prepared. This cumulation should be issued in the fall of 1977. Future agency cumulations will, we hope, be issued annually.

2252

E. Publications

THE FOLLOWING TITLES ARE PUBLICATIONS ISSUED BY THE TEXAS STATE PUBLICATIONS CLEARINGHOUSE. ALL ARE AVAILABLE FOR DISTRIBUTION OR SUBSCRIPTION EXCEPT THOSE MARKED WITH *.

1. Texas State Documents.
   Monthly. 1921- (name varies)

2. Periodicals Supplement.
   Yearly. January 1977-

3. Texas State Documents - Title Index.
   Quarterly. 1976-

4. Index to Periodicals Supplement.
   Yearly. January 1977- (updated quarterly by Quarterly Index to Periodicals)

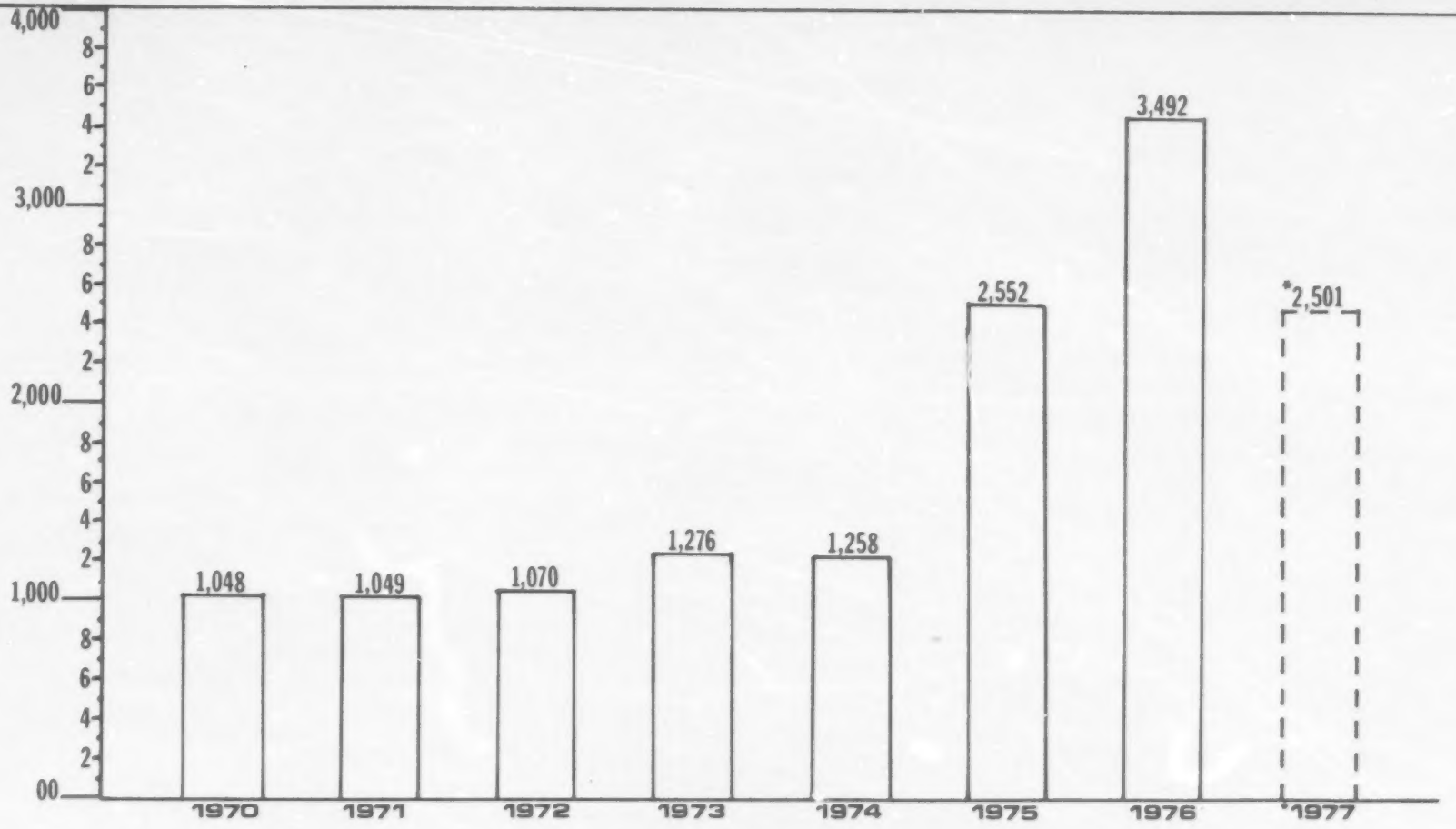
5. Texas State Documents - Subject Index.
   Bi-monthly. 1977-

6. *Guide to Texas State Documents - 1974.
   1975.

7. Texas State Documents & Almost Compleat List of Texas State Agencies from Statehood to the Present.
   1976.

8. Guide to Texas State Documents - 1975 and 1976.
   To be published. (Differs from the 1974 Guide in that it does not contain a subject index or a compilation of checklists)

9. Public Documents Highlights for Texas.
   Bi-monthly. 1978-



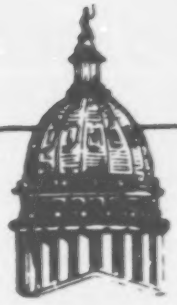
NUMBER OF TITLES LISTED IN TEXAS STATE DOCUMENTS SINCE 1970

MONTHLY AVERAGE	87	87	89	106	104	212	291	*417
% INCREASE SINCE 1970	N/A	.095%	2.0%	21%	21%	143%	233%	*379%

*JANUARY-JUNE

2284

2285



SECTION THREE

GOALS
&
OBJECTIVES

2256

Goals and Objectives

The Texas state documents program of the Texas State Publications Clearinghouse has greatly expanded since the establishment of its central documents collection in 1974. Its growth has been shaped largely by its capabilities in terms of staff and resources, and the needs of its patrons and participating libraries.

The Clearinghouse has now reached a point in its development when it is essential to review past progress and plan for the future. The following is a list of goals and objectives which the Clearinghouse staff has identified as guidelines for its continued growth.

— IMPROVE SUBJECT ACCESS TO DOCUMENTS:

1. Continue and improve the Subject Index.
2. Include periodicals in the Subject Index.
3. Provide comprehensive cataloging.
4. Prepare a 'cataloging bulletin' to supply cataloging information to non-OCLC libraries.

— ACQUIRE NEW TYPES OF DOCUMENTS:

1. Laws passed by the Texas Legislature.
2. Governor's executive orders and news releases.
3. Budgets from state agencies and institutions of higher education.
4. Minutes of agency board meetings.
5. Municipal publications.

— INCREASE THE AVAILABILITY OF DOCUMENTS THROUGH THE DISTRIBUTION OF MICROFORMS:

1. Distribute microfilm/microfiche copies of all documents listed.
2. Make microform copies available within 30 days of receipt of the checklist.
3. Distribute agency annual reports, statistical reports and similar documents on a retrospective basis.

2287

- PROVIDE INCREASED ASSISTANCE TO DEPOSITORY LIBRARIES:
    1. Include documents order information on the checklist.
    2. Provide a monthly shipping list to facilitate checking in documents.
    3. Furnish preprocessed labels for all depository libraries.
    4. Distribute catalog cards for all depository documents.
    5. Supply classification numbers for older documents.

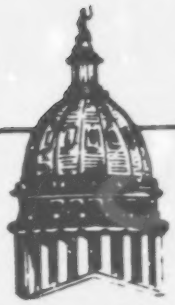
- INCREASE CLEARINGHOUSE CONTACT WITH DEPOSITORY LIBRARIES:
    1. Prepare slide-tape presentation of the documents program.
    2. Hold workshops and annual conference for depository librarians.
    3. Send Clearinghouse staff on visits to depository libraries.
    4. Publish newsletter containing information on Clearinghouse and state documents programs.

- IMPROVE BIBLIOGRAPHIC CONTROL:
    1. Prepare a comprehensive listing of all identifiable Texas documents.
    2. Prepare a union list of Texas documents.

It is vital that the Texas State Publications Clearinghouse continue to make its documents program responsive to the needs of the depository libraries. The Clearinghouse, therefore, has asked depository libraries for aid in preparing guidelines for its future development.

In July 1977 a questionnaire concerning individual documents programs was sent to each of the participating libraries. Each was asked to rank a number of projects in order of importance according to the needs of that library. In addition, a conference for Texas depository librarians will be held in September, 1977, giving librarians a firsthand opportunity to meet with the Clearinghouse staff and to voice their recommendations for program growth.

By cooperating in the preparation of these guidelines, the Clearinghouse and depository libraries can help insure efficent program management and superior patron service.



SECTION FOUR

PROGRAM REVIEW

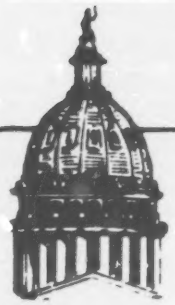
Program Review

We have seen demonstrated here the growth of a program: the historical development, the present status, the hopes and aspirations. We hope we have illustrated how the quality of service has become more efficient, more comprehensive, and more in depth. It is important to remember, however, that while all of these things are essential to the organization of a statewide program, if a patron enters a Texas depository library and cannot locate information, we have failed.

It is our hope that this is not the case, but what emerges here is a present weakness of the Texas documents program, namely, a lack of mutual communication and feedback between the Texas State Library and the depository libraries. It is true that with the fast-moving program now existing in Texas documents, depository librarians have not often enough been brought into the planning and development of new procedures and programs. This has largely been the result of a lack of time and the proper medium in which to carry on discussions and to allow the Texas State Publications Clearinghouse staff to consume the vast amount of information that we know the depository librarians have and are willing to give.

Recognizing that we have a need for better communication, it is hoped that with the publication of this report and through the discussions at the Texas documents conference in September 1977, the Texas State Publications Clearinghouse will embark on a new partnership with the depository libraries throughout the state, the foundation of the Texas documents program.

2290



APPENDICES

TEXAS DEPOSITORY LIBRARIES

Abilene Public Library
Documents Department
202 Cedar Street
Abilene, TX 79601

Sul Ross University
Library, Documents Department
Alpine, TX 79830

Amarillo Public Library
Documents Department
P.O. Box 2171
Amarillo, TX 79105

University of Texas at Arlington
Library, Documents Department
Arlington, TX 76010

Legislative Reference Library
State Capitol Building
Austin, TX 78711

University of Texas at Austin
Barker History Center
Sid Richardson Hall
Austin, TX 78712

Beaumont Public Library
Reference Department
P.O. Box 3827
Beaumont, TX 77704

Lamar University
Library, Documents Department
Box 20021, Lamar Tech Station
Beaumont, TX 77710

Pan American University
Library, Documents Department
Brownsville Center/80
Brownsville, TX 78520

West Texas State University
Library, Documents Department
Canyon, TX 79016

Texas A & M University
Library, Documents Department
College Station, TX 77843

East Texas State University
Library, Documents Department
Commerce, TX 74529

La Retama Public Library
Documents Department
505 North Mesquite
Corpus Christi, TX 78401

Texas A & I University
Library, Documents Center
P.O. Box 6010
Corpus Christi, TX 78411

Dallas Public Library
Documents Division
1954 Commerce Street
Dallas, TX 75201

Southern Methodist University
Fondren Library
Documents Department
Dallas, TX 75201

Denison Public Library
231 North Rusk Ave.
Denison, TX 75020

North Texas State University
Library, Documents Department
Box 5188, N.T. Station
Denton, TX 76203

Texas Women's University
Library, Documents Department
P.O. Box 3715, TWU Station
Denton, TX 76204

Pan American University
Library, Documents Department
Edinburg, TX 78539

El Paso Public Library
Documents Department
501 North Oregon Street
El Paso, TX 79901

University of Texas at El Paso
Library, Documents Department
El Paso, TX 79999

Fort Worth Public Library
Government Publications
9th & Throckmorton
Fort Worth, TX 76102

Texas Christian University
Burnett Library
Documents Department
Fort Worth, TX 76129

Houston Public Library
Texas Room
500 McKinney Ave.
Houston, TX 77002

Rice University
Fondren Library
Documents Department
P.O. Box 1892
Houston, TX 77001

Texas Southern University
Library, Documents Department
3201 Wheeler Street
Houston, TX 77004

University of Houston
Library, Documents Department
3801 Cullen Blvd.
Houston, TX 77004

Sam Houston State University
Library, Documents Department
Huntsville, TX 77341

Texas A & I University
Library, Documents Department
Kingsville, TX 78363

Texas A & I University
Library, Documents Department
Laredo, TX 78040

Texas Tech University
Library, Gift and Exchange
Lubbock, TX 79409

Stephen F. Austin State University
Library, Documents Department
Nacogdoches, TX 75962

Ector County Library
Documents Department
622 North Lee Street
Odessa, TX 79760

University of Texas at Permian Basin
Learning Resources Center
East University Blvd.
Odessa, TX 79760

Prairie View A & M University
Library, Documents Department
Prairie View, TX 77445

University of Texas at Dallas
Library, Documents Department
P.O. Box 643
Richardson, TX 75080

Angelo State University
Library, Documents Department
P.O. Box 3811, SAC Station
San Angelo, TX 76903

Saint Mary's University
Library, Documents Department
2700 Cincinnati Ave.
San Antonio, TX 78228

San Antonio Public Library
Main Branch, Business Department
203 South Saint Mary's Street
San Antonio, TX 78205

Trinity University
Library, Documents Department
715 Stadium Drive
San Antonio, TX 78212

University of Texas at San Antonio
Library, Documents Department
4242 Piedras Drive, Suite 250
San Antonio, TX 78284

Southwest Texas State University
Library, Documents Department
San Marcos, TX 78666

Tarleton State University
Library, Documents Department
Stephenville, TX 76402

Texas Eastern University
Library
East Berta Street
Tyler, TX 75701

University of Houston at Victoria
2302-C East Red River Street
Victoria, TX 77901

Baylor University
Library, Documents Department
P.O. Box 6307
Waco, TX 76707

Baylor University
Texas Collection
P.O. Box 6396
Waco, TX 76706

Waco-Mc Lennan County Library
Special Collection
1717 Austin Ave.
Waco, TX 76701

Library of Congress
Exchange and Gift Division
Washington, D.C. 20540

Midwestern University
Library, Documents Department
3400 Taft Street
Wichita Falls, TX 76308

TEXAS UNOFFICIAL DEPOSITORY LIBRARIES

ABILENE:
Hardin-Simmons University

AUSTIN:
Huston-Tillotson College

BAYTOWN:
Sterling Municipal Library

DENTON:
Emily Fowler Public Library

HARLINGEN:
Harlingen Public Library

LA GRANGE:
Fayette County Schools

SHERMAN:
Sherman Public Library

WHARTON:
Wharton County Junior College

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OUT-OF-STATE UNOFFICIAL DEPOSITORY LIBRARIES

ARKANSAS:
University of Arkansas, Fayetteville

CALIFORNIA:
California State Library, Sacramento
Stanford University Libraries, Stanford

CONNECTICUT:
Connecticut State Library, Hartford

ILLINOIS:
Center for Research Libraries, Chicago
Illinois State Library, Springfield
University of Illinois, Urbana

MAINE:
Law & Legislative Library, Augusta

MASSACUSETTS:
Massachusetts State Library, Boston

MICHIGAN:
University of Michigan, Ann Arbor

NEW YORK:
New York State Library, Albany

NORTH CAROLINA:
University of North Carolina, Chapel Hill

OHIO:
Ohio State University Library, Columbus

OKLAHOMA:
University of Oklahoma Libraries, Norman

WISCONSIN:
State Historical Society, Madison
Milwaukee Public Library, Milwaukee

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TEXAS SELECTING LIBRARIES

ABILENE:
Murray College

ALVIN:
Alvin Community College

AMARILLO:
Amarillo College Library
Health Sciences Library

ARLINGTON:
Arlington Public Library

AUSTIN:
Brown, Maroney, Rose & Baker
Capitol Area Planning Council
Espey-Huston and Associates
Juarez Lincoln University
Lower Colorado River Authority
Mexican-American Chamber of Com.
Southwest Econometrics
Southwest Educational Dev. Lab.
Texas Observer
Texas Research League
Texas Sys. of Natural Lab.
C.I.T.E. Resource Center
U.S. Bureau of Reclamation
Public Utilities Commission
Radian Corporation
Saint Edward's University

BATESVILLE:
Batesville Independent Sch. Dist.

BEEVILLE:
Bee County College Library

BELLAIRE:
Bellaire City Library

BIG SPRING:
Big Spring State Hospital

BORGER:
Frank Phillips College

BRACKETTVILLE:
Kinney County Law Library

BRENHAM:
Blinn College Library
N.C. Roberts Memorial Library

BROWNWOOD:
Howard Payne College Library

BRYAN:
Bryan Public Library

COLLEGE STATION:
Texas A&M-Agric. Economics
Texas A&M-Agric. Exper. Station
Texas A&M-Agric. Extension Service
Texas A&M-Center for Marine Resources
Texas A&M-Sea Grant Program
Texas A&M-Real Estate Research Center
Texas A&M-Transportation Institute
Texas A&M-President's Office

COPPERAS COVE:
Copperas Cove Public Library

CORPUS CHRISTI:
Corpus Christi Caller Times News
PPG Industries, Library
Texas A&M-Marine Advisory Service

CORSICANA:
Navarro Junior College

DALLAS:
Dallas Morning News
First International Bancshares, Inc.
Southern Methodist Univ. Law School
Bishop College Library

EL PASO:
Public Health Region 3 Library

FORT STOCKTON:
Fort Stockton Public Library

GALVESTON:
American Natl. Insurance Company Library
Galveston College Library
Rosenberg Library

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GARLAND:
Nicholson Memorial Library

HAWKINS:
Jarvis Christian College

HENDERSON:
Rusk County Memorial Library

HOUSTON:
Vinson & Elkins, Inc.
Houston Academy of Medicine
Houston-Galveston Area Council
Houston Minerals and Oil Corp.
Houston Chronicle
Houston Power & Light Company
U. of Houston-Inst. of Urban Stud.
Texas Southern University
Houston Dept. of Aviation
San Jacinto College
Southwest Research Institute
University of Houston-Downtown
Univ. of Houston-Law Library
Univ. of Texas-Public Health Lib.

HUNTSVILLE:
Sam Houston State University

HURST:
Tarrant County Junior College

IRVING:
Irving Public Library

JACKSONVILLE:
Lon Morris College

KEENE:
Southwestern Union College

LA FERIA:
Dunlop Memorial Library

LAKE JACKSON:
Brazosport College Library

LA PORTE:
La Porte Public Library

LEWISVILLE:
Lewisville Public Library

LUBBOCK:
Lubbock City-County Library
Texas Tech-Health Sciences Centr.

LUBBOCK (Cont.):
Texas Tech-University Bulletins
Texas Tech-School of Medicine
Texas Tech-Law School
Texas Tech-Petroleum Engineering
Texas Tech-Southwest Collection

MARBLE FALLS:
Marble Falls Public Library

MEDINA:
Medina Children's Home

MIDLAND:
Midland Public Library

NACOGDOCHES:
Stephen F. Austin State University

NAVASOTA:
Grimes County Library

ODESSA:
Ector High School Library
Odessa College

ORANGE:
Orange Public Library

PASADENA:
Pasadena Public Library
San Jacinto College Library

PORT ARTHUR:
Economic Opportunity Commission, East Texas
Gates Memorial Library

RICHARDSON:
Richardson Public Library

ROCKDALE:
Lucy H. Patterson Memorial Library

ROUND TOP:
Winedale Inn Properties

SAN ANGELO:
Tom Green County Library

SAN ANTONIO:
Camino Real Health Service Agency
G.W. Carver Branch Library
Las Palmas Branch Library
Oakwell Branch Library
San Antonio College Library
San Antonio State Hospital

SAN ANTONIO (Cont.):
San Pedro Library
Southwest Research Institute
Westfall Branch Library

SAN MARCOS:
San Marcos Public Library

SEGUIN:
Texas Lutheran College

SHERMAN:
Austin College

TEMPLE:
Temple Public Library

TEXAS CITY:
College of the Mainland

TYLER:
Carnegie Public Library

UNIVERSAL CITY:
Randolph High School

UVALDE:
Uvalde High School

VICTORIA:
Victoria College

WACO:
McLennan Community College
Texas State Technical Institute

OUT-OF-STATE SELECTING LIBRARIES

COLORADO:
- University of Colorado, Boulder
- Metropolitan State College, Denver
- Colorado State Unviersity, Fort Collins

CONNECTICUT:
- Yale University, New Haven
- University of Connecticut, Storrs

WASHINGTON, D.C.:
- Advisory Commission on Intergovernmental Relations
- U. C. J. R. S.
- NLC USCM Library

ENGLAND:
- British Museum, London

FLORIDA:
- Nova University, Fort Lauderdale
- University of Florida, Gainesville
- Florida State University, Tallahasse

GEORGIA:
- University of Georgia Libraries, Athens
- University of Georgia, Athens
- Emory University, Atlanta
- Georgia State University, Atlanta

ILLINOIS:
- University of Illinois at Urbana, Champaign
- De Paul University, Chicago
- University of Chicago, Chicago
- Northwestern University, Evanston

INDIANA:
- Indiana State University, Terre Haute
- Purdue University, West Lafayette,

IOWA:
- Iowa State University, Ames
- Iowa State Historical Commission, Des Moines
- University of Iowa, Iowa City

KANSAS:
- University of Kansas, Lawrence

KENTUCKY:
- Council of State Governments, Lexington
- Northern Kentucky State College, Highland Height

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LOUISIANA:
Louisiana State University, Baton Rouge

MARYLAND:
Maryland Department of Legislative Reference, Annapolis
Maryland State Library, Annapolis
University of Maryland, Baltimore

MASSACHUSETTS:
Boston Public Library, Boston
New England School of Law, Boston

MICHIGAN:
Michigan State Library, Lansing
Central Michigan University, Mount Pleasant

MINNESOTA:
Mankato State College, Mankato
University of Minnesota, Minneapolis

MISSOURI:
University of Missouri, Kansas City
Southwestern Bell Telephone, St. Louis
Washington University, St. Louis

MONTANA:
University of Montana, Missoula

NEBRASKA:
University of Nebraska at Omaha, Omaha

NEVADA:
University of Nevada Library, Reno

NEW HAMPSHIRE:
Legislative Reference Library, Concord

NEW JERSEY:
Rutgers State University, Newark
New Jersey State Library, Trenton

NEW YORK:
State University of New York at Albany, Albany
State University of New York at Buffalo, Buffalo
State University of New York at Binghampton, Binghampton
State University College, Geneseo
Hawkins, Deiafiled & Wood, New York City
New York Public Library, New York City
New York University, New York City
State University of New York, Stony Brook

NORTH CAROLINA:
Duke University, Durham
University of North Carolina, Greensboro

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OHIO:
University of Cincinnati, Cincinnati
State Library of Ohio, Columbus
University of Toledo, Toledo

PENNSYLVANIA:
First Pennsylvania Bank, Philadelphia
Free Library of Philadelphia, Philadelphia

RHODE ISLAND:
University of Rhode Island, Kingston

SOUTH CAROLINA:
South Carolina State Library, Columbia

TENNESSEE:
Tennessee State Library, Nashville

UTAH:
Brigham Young University, Provo

VIRGINIA:
Virginia State Library, Richmond

WASHINGTON:
Washington State Library, Olympia
Washington State University, Pullman
Seattle Public Library, Seattle
University of Washington, Seattle

WISCONSIN:
Legislative Reference Bureau, Madison
University of Wisconsin at Oshkosh, Oshkosh
University of Wisconsin at Platteville, Platteville

2300

ALA GOVERNMENT DOCUMENT ROUND TABLE

WORK GROUP ON STATE CHECKLISTS

Approved by State Documents Task Force, February 1, 1977

WHEREAS, the ALA has adopted "Guidelines for Minimum Servicing of State Documents" which states: (4) The appropriate state agency should compile and distribute a checklist and/or shipping list of its publications. Such a list should appear a least quarterly"; and

WHEREAS, the Library of Congress Monthly Checklist of State Publications is selective and does not purport to be a comprehensive state bibliographic tool; and

WHEREAS, checklists of state publications are necessary for bibliographic control; now, therefore be it

RESOLVED that each state must assume primary responsibility for bibliographic control of its own publications in order to provide access to state documents, and, be it further

RESOLVED, that guidelines for checklists of state publications are hereby promulgated.

1. LEGALITY. A checklist of state documents should be required statutorily.

2. SCOPE. This official state documents checklist should provide the most complete listing of the state's documents as is possible.

3. FORMAT. The checklist publication should follow the American National Standards Institute, Inc. American National Standard for Periodicals: Format and Arrangement. 1967 (11p.) (ANSI Z39.1-1967) Sponsored by the Council of National Library Associations.

4. FREQUENCY. A. The checklist should be published at least quarterly (ALA Guidelines for Minimum Servicing of State Documents, 4a) B. A cumulative index should appear at least annually.

5. DISTRIBUTION. Adequate in-state and appropriate out-of-state distribution should be provided.

6. PREPARATION. Preparation of the checklist should be by, or supervised by, professional library personnel.

7. CHECKLIST CONTENT

A. Full statement of the scope of the checklist.
   1. Policy segment developed by responsible agency.
      a. Agencies & types of publications excluded from the list.
      b. Period covered (publication date or receipt date of publications listed.
      c. Inclusion policy for "older" publications.
      d. Treatment of periodicals (listed each issue, semi-annual, annual, etc.)

B. Information on how to obtain copies of listed publications.
C. Cross-references.

8. BIBLIOGRAPHICAL CONTENT OF ENTRIES

A. Corporate author.
B. Full title, including beginning and ending date for period reported for continuations (and cover title when appropriate).
C. Personal author
D. Imprint (including copyright if applicable)
E. Collation
F. Series
G. Price
H. Restrictions on distribution and availability.

9. MAILING ADDRESSES. The mailing address of the agency should appear either as an adjunct to the entry or at the end of the checklist.

10. MAILING LISTS. Prior to updating the mailing list, notification should appear in the checklist to alert recipients.

11. NEW AGENCIES. When the first publication of a new agency is listed, the legal authority for the agency's creation and a brief history should be included.

CHECKLIST COMMENTARY

This is the second guideline prepared by ALA GODORT State Documents Task Force, February 1, 1977, to assist in the bibliographic control of state documents. The checklist guidelines are an opportunity for all states to cooperate in achieving uniformity in reporting the existence of state documents -- furthering the goal of nationwide bibliographic control.

The major single bibliographic source for identifying state documents, the Library of Congress' Monthly Checklist of State Publications, is an accessions list of state publications received by LC. Therefore, any state publication not received is not listed. Only the state agency responsible for identifying and collecting the state's publications is in a position to report fully to the document user on the state's publishing activities.

At 1975 ALA Mid-winter, a questionnaire was developed and mailed to all fifty states concerning their checklists. The forty-two responses served as the basis for the creation of the checklist guidelines. The guidelines were created to specify those characteristics deemed to be essential for effective reporting of state documents; yet, are left open enough to allow for the states' needs and philosophy.

This commentary is offered to assist the user in understanding the intent of the committee.

To further understanding the following definitions have been adopted and are used in all State Documents Task Force guidelines:

1. LEGALITY. As of 1975, 35% of the checklists are prepared in accordance with law. The requirement for a checklist should be statutory to insure continuance and to designate the responsible agency. The legislation should define the purpose of the checklist, authority for its preparation, publication and distribution, and the funding source. It should be part of the document depository law if one exists.

2. SCOPE. The checklist should include as complete a listing of state agency titles as is possible. Any deviation from the above definitions should be noted in a policy statement. Once a policy is established and made known, diligence should be exercised to discover and list all works. The greater the scope and effort, the more significant and useful the checklist will be.

A checklist is primarily current in nature, listing those documents published or received by the agency during the specified time period. However, the inclusion of "older" titles not previously noted merits policy consideration.

3. FORMAT. The checklist should adhere to those nationally recognized standards for periodical publications developed by the Council of National Library Association in cooperation with the American National Institute, Inc.

4. FREQUENCY. As the checklist is primarily an acquisition tool, timeliness is paramount. In state publishing, printings are often limited in number, quickly out of print and are seldom reprinted; therefore, the checklist's usefulness as an acquisitions tool is in direct ratio to its frequency.

INDEX. "Cumulative" is used to indicate the desirability of indexing more frequently than annually. The minimal index is an enriched KWIC or KWOC

index. It is desirable that additional points of access be afforded by indexing by subject, title, author, corporate author, series, etc.

5. DISTRIBUTION. The checklist should be sent automatically to all state depository libraries. Acknowledging the state's responsibility in the national bibliographic control of state documents, the list should be available to out-of-state libraries (including the Library of Congress, Center for Research Libraries and Council of State Governments) on subscription basis if not available complimentarily, and to other libraries and individuals. Before resorting to subscriptions, an exchange agreement between out-of-state libraries should be considered.

6. PREPARATION. Professional supervision is necessary to insure proper bibliographic citations, to identify incomplete bibliographic information and misinformation on the publications, and to prepare a quailty index.

7. CHECKLIST CONTENT.

A. Statement of Scope. A statement should appear in the foreword of each issue stating that policy scope developed by the responsible agency. It should note any agencies excluded from the definition of state agencies, exclusions of certain types of publications, frequency and type of index, annual cumulation (if applicable) and inclusion policy for periodicals (each issue, semi-annual, etc.). In addition, the arrangement of the checklist must be carefully explained including choice of entry, arrangement or author, series arranged by title of series or individual title or author, etc.

B. Availability of Publications. As an acquisitions tool, the availability of publications listed should be noted. Addresses should either accompany the entries or be appended to the checklist. Symbols used must be explained. If applicable, the availability of microforms should be indicated. State depository libraries should be listed at least annually to assist checklist users in locating documents to borrow.

C. Cross references. Cross references from variant agency forms are necessary to assist the user.

8. A. Corporate author. The geographical entity is understood to be that of the issuing state; therefore, state name preceding agency may be omitted. Form of agency name used is not specified as degree of variance is so great. However, it is agreed that divisions of an agency will be listed following the agency as a subdivision.

B. Full title should include beginning and ending date of report period for annual reports and similar continuations. Cover title should be included when prominent and at variance with title page.

C. Personal author(s) should be included.

D. Place of publication may be omitted if same as capital. Copyright should be included to alert the librarian and user that the material has restrictions on the duplication and reproduction of content.

E. Series may be listed as series title or author as long as the scope note correctly describes the treatment. However, it is important that series information is included.

F. The price is necessary and desirable when known as it alleviates correspondence between inquiror and distributing agency.

G. Restrictions on distribution and availability when noted eliminate needless correspondence. Periodicals can be listed annually; (if date of listing is noted in scope note) and should include volume(s) and date(s) of issue, giving inclusive volumes, not date frequency. New titles should be reported when issued.

Certainly there are more desirable features which the committee felt a checklist could display. However, these could not be called minimum standards. For the ambitious, a few of these are listed below.

1. Addition of classification number and subject headings.

2. Special notation for reference tools.

3. Historic cumulations for agency names.

4. Holding symbols.

5. Full cataloging data, i.e. tracings with entry.

GUIDELINES FOR MINIMUM

STATE SERVICING OF STATE DOCUMENTS

1. In each state an agency or agencies should be designated by law to act as the depositories for the documents published by the state and to maintain a collection of and to distribute copies of such documents within the state and to exchange copies with other states. The functions of such depositories should be adequately defined and determined in legislation.

2. The appropriate state agency should maintain a list of in-state depositories to which it regularly sends some or all state documents, and should receive a sufficient number of copies to serve those depositories.

3. The appropriate state agency should be prepared to exchange documents with other states, or at least to have an adequate supply of copies available to meet out-of-state requests. What is an adequate supply of copies will depend on the nature of the document and its potential interest to persons in other states.

4. The appropriate state agency should compile and distribute a checklist and/or shipping list of its state publications.

4a. Such a list should appear at least quarterly.

5. The appropriate state agency should deposit at least one copy of all its state publications with the Library of Congress, and send at least one copy to an additional designated national depository.

6. The appropriate state agency should maintain and have available for distribution an authority list of state agencies.

7. In the appropriate state agency at least one professional person (full time or equivalent) should be assigned to the state documents function, and that person should have adequate supportive staff.

Approved by Government Documents Roundtable
Approved by Association of State Library Agencies
Approved by American Library Association

TEXAS REVISED CIVIL STATUTES, 1925
LIBRARY LAWS OF TEXAS
COLLECTION AND DISTRIBUTION OF TEXAS STATE DOCUMENTS

ARTICLE 5442. DISTRIBUTION OF PUBLICATIONS. (a) On the requisition of the State Librarian therefor, the Board of Control shall cause to be printed and furnished to the State Library for distribution and exchange the following publications, or such additional number as said librarian shall request: 150 copies of all annual, biennial and special reports of state departments, boards and institutions, findings of all investigations, bulletins, circulars, laws issued as separates, and legislative manuals, and 150 copies of all other publications, except routine business forms and court reports. No accounts for such printing shall be approved and no warrants shall be issued therefor, until the Board of Control is furnished by the contract printer with the receipt of the Librarian for such publications.

(b) Each state agency, department, board and institution shall file with the State Library at least ten copies of any report filed with the United States Equal Employment Opportunity Commission, and the State Library shall file three copies of such reports with the State Legislative Library. The State Librarian is encouraged to distribute copies of such reports in accordance with the provisions of section (a) above. Acts 1913, p. 281; Acts 1919, 2nd C. S., p. 154; Amended Acts 1969, 61st Leg., ch. 55, p. 154; Amended Acts 1973, 63rd leg.

ARTICLE 5442a. DEPOSITORY LIBRARIES FOR STATE DOCUMENTS

Section 1. The term "state document" as used in this Act means all publications of state agencies which the Texas State Library is authorized by Revised Civil Statutes, 1925, Article 5442, to acquire and distribute.

Section 2. The term "depository libraries" as used in this Act means the Texas State Library. the Legislative Reference Library, libraries of state institutions of higher education, and other libraries so designated by the Texas Library and Historical Commission upon determination that such designations are necessary to provide adequate access to state documents.

Section 3. Each state agency shall furnish the Texas State Library or the Legislative Reference Library with state documents in the quantity specified in Article 5442, Revised Civil Statutes of Texas, 1925, as amended.

Section 4. State documents shall be made available to depository libraries under the direction of the Texas State Library.

Section 5. To facilitate distribution of state documents, each state agency shall furnish the Texas State Library with a list of state documents which it has issued during the preceding month, this list to be reproduced and distributed to all depository libraries and to such other agencies and institutions which request this list.

Section 6. Free use by the general public shall be a condition of depository privilege.

Section 7. The provisions of this Act shall be construed as additional and cumulative to all other laws. Acts 1963, 58th Leg., ch. 438, p. 1133; Amended Acts 1969, 61st Leg., ch. 55, p. 154; Amended Acts 1973, 63rd Leg.

Government Documents Conference 1978

NOVEMBER 2-4, 1978
AUSTIN, TEXAS

TX:MB

2303

2ND ANNUAL GOVERNMENT DOCUMENTS CONFERENCE
NOVEMBER 2-4, 1978 -- AUSTIN, TEXAS

THURSDAY, NOVEMBER 2, 1978:

8:00 - 9:15 REGISTRATION AND COFFEE *(Room 202, Texas State Library and Archives Building)*

9:30 - 9:45 WELCOME, Mr. William Gooch, Assistant State Librarian

9:45 - 12:00 THE STATE AND FEDERAL BUDGETARY AND APPROPRIATIONS PROCESS

The Honorable J.J. Pickle, 10th Congressional District. *The Federal Budgetary Process From A Congressman's Perspective.*

Mr. Thomas Keel, Director, Legislative Budget Board. *State Budget Preparation and Program Analysis.*

The Honorable Fred Head, 14th Texas State Legislative District. *The State Appropriations Process from a Legislator's Perspective.*

12:00 - 1:30 LUNCH

1:30 - 3:15 REGIONAL PLANNING IN TEXAS

Mr. James F. Ray, Texas Association of Regional Councils. *Overview of Regional Planning in Texas.*

Mr. Joel Woolridge, Director of Planning, Capital Area Planning Council (CAPCO). *Planning at the Sub-State Agency Level.*

Ms. Karen Allen, Public Information Coordinator, Central Texas Health Systems Agency. *Data and Documents Generated at the Local Level: A Case Study.*

3:15 - 3:45 BREAK

3:45 - 5:45 ACCESS TO FEDERAL DOCUMENTS

Congressional Information Service, Inc. *Techniques and Methodologies Used by CIS in the Production of its Indexing and Abstracting Services and Publications.*

* * * *

8:00 - 11:30 CONFERENCE RECEPTION AND MIXER (Cash Bar) *Ramada Inn Downtown.*

8:00 - 11:30 CONFERENCE RECEPTION AND MIXER (Cash Bar) *Ramada Inn Downtown.*

FRIDAY, NOVEMBER 3, 1978:

8:00 - 9:15 REGISTRATION AND COFFEE (*Room 202, Texas State Library and Archives Building*)

9:30 - 9:45 WELCOME, Mr. Allan Quinn, Director, Information Services Division, Texas State Library.

9:45 - 11:45 LEGAL RESEARCH AND REFERENCE IN THE NON-LAW LIBRARY

Mrs. Marian Boner, Director, Texas State Law Library. *Overview of the Texas State Judicial System and Executive Regulatory Agencies.*

Ms. Malinda Allison, Librarian, Legislative Reference Library. *Information and Materials Generated During the Legislative Process.*

Ms. Barbara Bridges, Documents Librarian, Tarlton Law Library, Univ. of Texas at Austin. *Legal Reference in the Non-Law Library.*

11:45 - 1:30 LUNCH

1:30 - 4:30 SECTION A: PLANNING SESSION FOR FEDERAL AND TEXAS DEPOSITORY DOCUMENTS LIBRARIANS.

SECTION B: FEDERAL REGISTER/TEXAS REGISTER WORKSHOP #1. (*Depository librarians should attend the Saturday Federal Register Workshop*).

4:30 - 5:00 CONCLUDING REMARKS, Mr. Allan Quinn, Director, Information Services, Texas State Library.

SATURDAY, NOVEMBER 4, 1978:

8:00 - 9:00 REGISTRATION AND COFFEE (*Room 202, Texas State Library and Archives Building*)

9:00 - 12:00 FEDERAL REGISTER/TEXAS REGISTER WORKSHOP #2. (*Federal and Texas documents depository librarians should attend this Register workshop. It will be especially aimed at the more experienced user*).

SPECIAL NOTE: PLEASE COME TO ROOM 202, TEXAS STATE LIBRARY AND ARCHIVES BUILDING, TO REGISTER AND RECEIVE YOUR CONFERENCE MATERIALS. THE LOCATIONS OF ALL SESSIONS WILL BE DISTRIBUTED WITH THE REGISTRATION MATERIALS IN 202, AND STATE LIBRARY STAFF WILL BE AVAILABLE TO ASSIST YOU WITH ANY PROBLEMS THAT YOU MIGHT ENCOUNTER. THANK YOU FOR YOUR COOPERATION.

Sponsored by the

TEXAS STATE LIBRARY

Information Services Division

and the

TEXAS LIBRARY ASSOCIATION

Government Documents Roundtable

2311

Directory of Data Base Resources in Texas State Government

Barbara Duke, Editor

Texas State Library
Public Services Department

1978

2312

TEXAS STATE LIBRARY CATALOGING IN PUBLICATION DATA
Directory of data base resources in Texas state government. -- [Austin] : Texas State Library, Public Services Department, 1978.
143 p. ; 28 cm.
Editor: B. Duke.
1. Data libraries--Texas. 2. Information storage and retrieval systems--Texas. 3. State governments --Information services. 4. Texas--Politics and government--Information services. I. Texas. State Library, Austin. Public Services Department. II. Duke, Barbara. III. Title: Data base resources in Texas state government.
350.81/025/764
TX Doc. No.: L1900.8 D628db 1978

2313

INTRODUCTION

The information about data bases in this directory was obtained from questionnaires sent to Texas state agencies by the Texas State Library and returned from June through October 1977.

The descriptions are brief and are arranged in broad subject areas. Data base names are listed in the index as are their abbreviations and acronyms and the specific subjects covered.

The prospective user should contact the owning agency for more complete and up-to-date information about the content and availability of the files. Telephone numbers are included with the reports, and agency addresses are listed at the end of the reports.

The directory project was initiated by the State Agency Libraries of Texas (SALT) organization. The SALT Committee on Data Bases was composed of Pam Autrey, Texas Department of Community Affairs, Chair, Dena Gordon, Texas Department of Water Resources, Bonnie Hsu, Texas Department of Agriculture, and Barbara Duke. The Committee designed the directory, wrote the questionnaire used to gather the information in it, and obtained support from the Texas State Library for typing and printing the final product. The initial indexing was done by Babette Hiestand as a project for a course in special libraries at the Graduate School of Library Science, University of Texas at Austin.

Response to the first printing was enthusiastic. We are pleased to offer this second printing in which some of the agency addresses and telephone numbers are corrected or updated.

Barbara Duke, Editor
Consultant to Texas State Agencies
Texas State Library

May 1978

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BOARD OF PARDONS AND PAROLES INMATE FILE

Description

The file contains demographic data, offense data and the Board review data on all inmates in the Texas Department of Corrections. Additional data is kept on the Board's actions for each inmate who has been reviewed for parole. Information dates from 1974 to the present and is updated weekly. Access is computer on-line and batch.

Cost

Actual cost

Time

24 hours

Restrictions

Other than Board actions, statistical summary only

Contact

Board of Pardons and Paroles
512/475-4525, 822-4525

COMPUTERIZED CRIMINAL HISTORY (CCH)

Description

An on-line file relating to criminal offenders. Basic information dates back to 1935 and consists of name, aliases, other personal identifiers, fingerprint classification, offenses, dispositions, and the like. Updating is daily.

Cost

N/A

Time

Dependent on request

Restrictions

Criminal justice agencies only after proper clearances and non-disclosure agreements

Contact

Texas Department of Public Safety
512/452-331, 823-2237

DISTRICT COURT SYSTEM

Description

Court activity in the criminal, civil, proceedings, and juvenile dockets as reported monthly by the district clerks of each Texas county. Information dates back to 1974 and is published annually. Access is computer-batch.

Cost

No set charges

Time

Small jobs, 4 hours
Large jobs, 1 day

Restrictions

None

Contact

Office of Court Administration
512/475-2421, 822-2421

DRIVER'S LICENSES

Description

An on-line master file of basic data relating to all drivers licensed in Texas. There are also several files containing specialized information required to operate the system. Examples are name index, convictions, accidents, suspension status, microfilm records, and the like. Contains information identifying individuals and past driver history, and is subject to changing privacy requirements. Updating is daily.

Cost

Varies, subject to request

Time

Varies, subject to request

Restrictions

Must demonstrate legitimate need

Contact

Texas Department of Public Safety,
License Issuance & Driver Records Bureau
512/452-0331, 823-2213

INMATE INFORMATION

Description

Records dating back to 1973 are updated monthly from active inmate disk files. Information on each inmate in the Texas Department of Corrections includes: name, TDC number, DPS number, social security number, driver's license number, FBI number, demographic data, occupational skills, education, test results, time calculation information, commitment data, prior confinements, parole status, medical data, TDC unit location. Updating is daily. Access is computer-batch.

Cost

Depends on nature of request

Time

Depends on nature of request

Restrictions

Depends on nature of request

Contact

Texas Department of Corrections,
Data Processing Department
713/295-6371 ext. 201
871-6201

JUDGES AND CLERKS INFORMATION

Description

Current mailing addresses of all judges and clerks (except municipal judges in towns of less than 5,000 population). Updating is weekly and access is computer-batch.

Cost

No set charges

Time

Small jobs, 4 hours
Large jobs, 1 day

Restrictions

None

Contact

Office of Court Administration
512/475-2421, 822-2421

JUSTICE OF THE PEACE SYSTEM

Description

The activities of each justice of the peace court as reported monthly by Texas justices of the peace. Information dates back to 1974 and is published annually. Access is computer-batch.

Cost

No set charges

Time

Small jobs, 4 hours
Large jobs, 1 day

Restrictions

None

Contact

Office of Court Administration
512/475-2421, 822-2421

JUVENILE ANALYSIS USER SYSTEM (JANUS)

Description

Admission, delinquency, social and movement data maintained on all children under the care and supervision of the Texas Youth Council since January 1, 1974. Updating is daily. Access is computer on-line and batch.

Cost

Contact agency

Time

Contact agency

Restrictions

Confidential (by law)

Contact

Texas Youth Council
512/475-6858, 822-6858

JUVENILE PROBATION SYSTEM

Description

The activity in county juvenile probation departments as reported monthly by juvenile probation officers in each Texas county. Information dates from 1976 and is published annually. Access is computer-batch. This data is published in an annual report.

Cost

No set charges

Time

Small jobs, 4 hours
Large jobs, 1 day

Restrictions

None

Contact

Office of Court Administration
512/475-2421, 822-2421

LICENSED PRIVATE INVESTIGATORS

Description

Basic information about licensed private investigators in Texas. Information dates back one year and is updated daily. Access is computer-batch.

Cost

Set by Executive Director

Time

24 hours

Restrictions

Defined by Executive Director

Contact

Texas Board of Private Investigators and Security Agents
512/475-3944, 822-3944

LICENSED PRIVATE SECURITY AGENCIES

Description

Basic information about licensed private security agencies in Texas. Informaton dates back one year and is updated daily. Access is computer-batch.

Cost

Set by Executive Director

Time

24 hours

Restrictions

Defined by Executive Director

Contact

Texas Board of Private Investigators and Security Agencies, License Division
512/475-3944, 822-3944

MOTOR VEHICLE TITLES & REGISTRATION

Description

Contains information on all titled vehicles in the State of Texas and vehicle registration data for each titled vehicle. Records are indexed by their relative position on the file and are available for call-up by vehicle identification number or license number (current or previous year). Covers vehicles registered since 1/1/74 and is updated daily. Access is computer on-line, tab card and printed list. COST: Use of title registration records: $20/month plus 10¢ per inquiry. Magnetic tapes of weekly TITLE tape (60-70,000 records): $100 per reel plus cost of tape. Motor vehicle file (104 tapes): $100 per reel plus cost of tape. Annual registration renewal: computer time cost is figured each year plus cost of tape. (1975 computer costs were $1.25 per 1000 records plus $9.00 per reel of tape). Miscellaneous automated file searches: actual computer costs plus analyst and programmer time at $25/hour. Computer printouts of licensed motor vehicle dealers (15,000 individual dealer records): $35 per list.

Cost

See under description

Time

10 seconds maximum

Restrictions

None

Contact

Department of Highways and Public Transportation, Division of Automation
512/475-7173, 822-7173

MOTOR VEHICLE TRAFFIC ACCIDENTS

Description

All reported rural and urban motor vehicle traffic accidnets coded to indicate a wide variety of conditions and circumstances as required to provide detailed, basic statistical information to local state and national users. Typical information includes date, location, driver actions, highway characteristics, vehicles involved, casualities, and the like. Records date back to 1972 and are updated monthly. Access is computer-batch.

Cost

Varies, depends on work required to produce

Time

Usually one week

Restrictions

None

Contact

Department of Public Safety,
Statistical Services Bureau
512/452-0331, 823-2231

MUNICIPAL COURT SYSTEM

Description

Municipal Court activity in 124 Texas cities above 5,000 population as reported monthly by municipal judges in these cities. Information dates from 1974. It is kept by calendar year and is published annually. Access is computer-batch.

Cost

No set charges

Time

Small jobs, 4 hours
Large jobs, 1 day

Restrictions

None

Contact

Office of Court Administration
512/475-2421, 822-2421

STATE BAR OF TEXAS MEMBERSHIP

Description

Contains name, birth date, license date, senior year, mailing address, county and district codes, dues related information, and memberships in various specialty interest groups within the Bar for all past and present State Bar members. Updating is continous. Access is computer on-line.

Cost

Depends upon usage

Time

Two weeks

Restrictions

Must seek approval of agency

Contact

State Bar of Texas
512/475-6542, 822-6542

TRANSPORTATION - DOCKET

Description

Applicant name, protest information, status, dates, and a number for each hearing. Used to give current information on status of hearing. Covers from May 1976 to the present. Updating is daily.

Cost

No charge for one query; will charge for print-out of all or part of file

Time

On-line, 5 second
Batch, 24 hours

Restrictions

None

Contact

Railroad Commission,
ADP Division
512/475-4416, 822-4416

TRANSPORTATION - REGISTRATION

Description

Information required to regulate motor vehicles for hire (trucks, buses, etc). Includes permit type, rate charges, routes, insurance policies, Railroad Commission license number and vehicle identification number. Covers May 1976 to the present and is updated daily. Access is computer on-line and batch.

Cost

No charge for one query; will charge more for more extensive information

Time

On-line, 5 seconds
Batch, 24 hours

Restrictions

None

Contact

Railroad Commission,
ADP Division
512/475-4416, 822-4416

AMUSEMENT MACHINE LICENSING

Description

Basic information used in the licensing process of individuals and companies in the amusement machines field. The file covers current licensees and is updated weekly to monthly.

Cost

Contact agency

Time

2 days

Restrictions

None

Contact

Texas Amusement Machines Commission
512/475-5651, 822-5651

COSMETOLOGY LICENSING

Description

Basic information used in the licensing process for cosmetologists and cosmetology salons. Information dates from June 1976 and is updated daily. Access is computer on-line and batch.

Cost

Contact agency

Time

On-line, 5 seconds
Batch, 2 days

Restrictions

None

Contact

Texas Cosmetology Commission
512/475-3304, 322-3304

ELECTRIC UTILITIES

Description

Financial and fuel related data on the electric utilities regulated by the Public Utility Commission dating back to September 1975 and updated monthly. Access is computer on-line and batch.

Cost

Undetermined

Time

On-line, 1 minute

Restrictions

Undetermined

Contact

Public Utility Commission,
Computer Services Section
512/458-6111 ext. 210,
824-3011

EMPLOYER MASTER FILE

Description

Data necessary to administer the covered employer portion of the Texas Unemployment Compensation Act. Over 200,000 active and 300,000 inactive employer accounts are on file with information concerning the type of business, current and previous ownership, employment and wages paid history and, if applicable, a record showing those legal transactions which might have transpired in an effort to collect delinquent unemployment taxes. Also maintained, are those items which have figured into the computation of the employer's tax rate including the amount of benefit payments which have been paid eligible former employees and the amount of total taxable wages which the employee paid during the period covered for rate computation purposes. Updating is daily. Access is computer on-line and batch.

Cost

Contact agency

Time

On-line, real-time
Batch, 24 hours

Restrictions

Texas Employment Commission confidential

Contact

Texas Employment Commission
512/472-6251, 820-1380

EMPLOYMENT SERVICES

Description

Consists of an individual transaction record for each service provided an applicant by the Texas Employment Commission. This file of over 4,000,000 records is purged annually. 400,000 transactions are added monthly. In addition to job referral and placement data, transactions include specific job information such as rate of pay and, where applicable, public service employment and Job Corps enrollment indicators. Also identifies applicants who have been given specific aptitude and proficiency tests by the Commission. Updating is daily. Access is computer on-line and batch.

Cost

Contact agency

Time

24 hours

Restrictions

Texas Employment Commission confidential

Contact

Texas Employment Commission
512/472-6251, 820-1380

FIRE RATES

Description

Provides fire rate information for all agents and companies on commercial property. Covers all rated commercial buildings in Texas and is updated weekly. Access is computer on-line.

Cost

None

Time

Less than 20 seconds

Restrictions

None

Contact

State Board of Insurance
512/475-6551, 822-6551

GAS UTILITY GROSS RECEIPTS TAX

Description

Records of gas utility companies required by law to pay gross receipts tax. Contains the current five quarters and is updated weekly. Access is computer-batch.

Cost

$25/copy minimum

Time

24 hours

Restrictions

None

Contact

Railroad Commission of Texas,
Automatic Data Processing
Division
512/475-4416, 822-4416

INFORM

Description

Covers business management periodical literature for over 300 journals, in the areas of finance, management, economics, statistics, business law, and marketing. Journals such as Duns Review, Harvard Business Review, and Nations Business are abstracted. Information covers August 1971 to the present and is updated monthly. Access is computer on-line.

Cost

$1.22/minute plus
$.10/off-line print;
10% handling charge

Time

On-line, 24 hours
Off-line, 3 days

Restrictions

Searches performed
for state agencies only

Contact

Texas Department of Water
Resources Library
512/475-3781, 822-3781

INTERACTIVE FINANCIAL PLANNING SYSTEM (SOFTWARE PACKAGE)

Description

A versatile computerized simulation system which employs a unique English-like language. A variety of planning and decision problems can be summarized, including uncertainty over future time periods, to generate the reasonable range of returns (e.g. profits, costs, rate of return, etc.). "What if" alternatives can be analyzed quickly and easily. This is a model only. Local data is provided by communities to plug into the model to project the need for an industry in that area. Access is computer on-line.

Cost

None

Time

Restrictions

None

Contact

Texas Department of Community Affairs/County and Rural Services
512/475-6535, 822-6535

JOB APPLICANTS

Description

Registration data for approximately 1,300,000 active and inactive job applicants. Includes information concerning the applicant's age, sex, education, and veteran status. Applicants are also identified if on welfare, if claimants for un-employment benefits, if receiving food stamps, and if they are handicapped. Updating is daily. Access is computer on-line and batch.

Cost

Yes

Time

On-line, real-time
Batch, 24 hours

Restrictions

Texas Employment Commission confidential

Contact

Texas Employment Commission
512/472-6251, 820-1380

JOB OPENINGS

Description

Describes about 27,000 jobs currently available and gives the number of openings, placements and referrals as well as other descriptive data about openings. Descriptive data include information concerning education and/or experience requirements, salary, pay period, work week, duration, special skills required and a summary of the type of work to be performed. In Corpus Christi and in the Fort Worth Area, where the Commission has operational its Job Service Matching System, job orders are "keyworded" with up to 16 unique numeric experience and/or education identifiers which are used to match jobs with applicants or vice versa in an on-line real-type environment. Updating is daily. Access is computer on-line and batch.

Cost

Yes

Time

On-line, real-time
Batch, 24 hours

Restrictions

Texas Employment Commission confidential

Contact

Texas Employment Commission
512/472-6251, 820-1380

LICENSED ARCHITECTURAL EXAMINERS

Description

Basic information about architectural examiners licensed in Texas. Information dates back one year and is updated monthly. Access is computer-batch.

Cost

Set by the Executive Director and the Board

Time

48 hours

Restrictions

Defined by the Executive Director and the Board

Contact

Texas Board of Architectural Examiners
512/475-2629, 822-2629

LICENSED INSURANCE AGENTS

Description

Licensing information on insurance agents -- Group I, Group II, Life Agents, and Recording Agents -- which is used to print licenses, both original issue and annual renewals. Can also be used to print list of agents by type of license. All active agents are included and the information is updated bi-weekly. Access is computer on-line.

Cost

Group I - $283.50
Group II - $126.00
Recording Agents - $157.50

Time

On line, less than 20 sec.
Batch, 1 to 4 hours

Restrictions

None

Contact

State Board of Insurance,
Staff Services
512/475-6551, 822-6551

LICENSED LANDSCAPE ARCHITECTS

Description

Basic information about landscape architects licensed to practice in Texas. Information dates back one year and is updated monthly. Access is computer-batch.

Cost

Ask Director

Time

48 hours

Restrictions

Ask Director

Contact

State Board of Landscape Architects
512/475-3252, 822-3252

LICENSED PUBLIC SURVEYORS

Description

Basic information about public surveyors licensed to practice in Texas. The file covers one year and updating is quarterly.

Cost

Varies upon request

Time

48 hours

Restrictions

Situation dependent

Contact

State Board of Registration for Public Surveyors
512/475-3445, 822-3445

MANAGEMENT

Description

Extensive coverage of the business literature gathered from both U.S. and non- U.S. journals, proceedings and transactions. Content coverage includes accounting, banking commodities and goods, economics, finance, government regulations, human resource development, industrial relations, management, marketing, production, professions, public administration and government, social issues, systems and controls, and industry-specific literature. Provides on-line access to the semi-monthly Management Contents. Covers from September 1974 to the present and is updated monthly.

Cost

$1/minute plus $.10/ off-line print; 10% handling charge

Time

On-line, 24 hours
Off-line, 4 days

Restrictions

Searches performed for state agencies only

Contact

Texas Department of Water Resources Library
512/475-3781, 822-3781

MERIT SYSTEM DATA BASE

Description

A series of interconnected files containing names, addresses, and grades of individuals who take merit system examinations and who are seeking employment with covered Texas state agencies. From these files, registers covering available job positions and consisting primarily of names of job candidates and their grades are created. Updating is weekly. Access is computer on-line.

Cost

N/A

Time

1 second

Restrictions

Information on individuals can be released only to those individuals and to agencies seeking to hire them

Contact

Texas Merit System Council,
Data Processing
512/477-9665, 822-6855

OCCUPATIONAL SAFETY SURVEY

Description

Reports of accidents and work days lost by Texas employers with over 11 employees. Information dates from 1972 and is updated monthly during the 9 month annual survey period. Access is computer-batch.

Cost

Approximately $125/hour

Time

5 days

Restrictions

Written approval of agency head

Contact

Texas Department of Health,
Data Processing
512/458-7664, 824-9664

PROFESSIONAL ENGINEERS

Description

Basic information on professional engineers registered in Texas. The file covers current registered professional engineers and is updated daily. Access is computer on-line and batch.

Cost

Contact agency

Time

On-line, 5 seconds
Batch, 2 days

Restrictions

Contact agency

Contact

State Board of Registration
for Professional Engineers
512/475-3141, 822-3141

PTS EIS INDUSTRIAL PLANTS

Description

Current information on some 117,000 establishments operated by 67,000 firms with current annual sales of more than $500,000. This total accounts for more than 90 percent of total U.S. industrial activity. Data are generated from business magazines, trade journals, state and industrial directories, corporate financial reports, and Census Bureau statistics. Also included are thousands of inputs received directly from companies and corporations. Access is computer on-line and updating is quarterly.

Cost

$1.50/minute plus
$.50/off-line print;
10% handling fee.

Time

On-line, 24 hours
Off-line, 4 days

Restrictions

Searches done for state agencies only

Contact

Texas Department of
Water Resources Library
512/475-3781, 822-3781

PTS DOMESTIC STATISTICS

Description

Abstracts all significant information appearing in annual reports of government agencies, statistical reports and reviews of industry, handbooks and yearbooks of trade associations, census reports, statistical bullentins of the U.S. government, and thousands of business magazines and trade journal. Dates from July 1971 to the present. Access is computer on-line. Updates vary with subfile: PREDICASTS, Statistical Abstracts, PREDICASTS, Composites, PREDICASTS, Basebook, METROCASTS, PREDICASTS Domestic Statistics.

Cost

$1.50/minute plus $.20/ off-line print; 10% handling fee

Time

On-line, 24 hours
Off-line, 4 days

Restrictions

Searches performed for state agencies only

Contact

Texas Department of Water Resources Library
512/475-3781, 822-3781

PTS F&S INDEXES (FUNK & SCOTT)

Description

Covers both domestic and international company, product, and industry information on corporate acquisitions and mergers, new products, technological developments, and sociopolitical factors. Summarizes analyses of companies by securities firms, contains forecasts of company sales and profits by company officers, and reports on factors influencing future sales and earnings (such as price changes, government antitrust actions, sales and licensing agreements, and joint venture agreements. In addition, it provides access to a comprehensive bibliography of more than 5,000 publications. Covers from 1972 to the present and is updated monthly. Access is computer on-line.

Cost

$1.50/minute plus $.20/off-line print; 10% handling charge.

Time

On-line, 24 hours
Off-line, 4 days

Restrictions

Searches performed for state agencies only

Contact

Texas Department of Water Resources Library
512/475-3781, 822-3781

PTS INTERNATIONAL STATISTICS

Description

Abstracts information from more than 1,000 international sources. Included are annual reports of foreign governments, statistical reports of industries and trade associations of foreign countries, publications of United Nations and other international agencies, bank letters, newspapers, and business and trade journals. Covers from 1972 to the present and access is computer on-line. Updating varies with subfile: Worldcasts Statistical Abstracts, Worldcasts Composities, Worldcasts Basebook.

Cost

$1.50/minute plus
$.20/off-line print;
10% handling fee

Time

On-line, 24 hours
Off-line, 4 days

Restrictions

Searches performed for state agencies only

Contact

Texas Department of Water Resources Library
512/475-3781, 822-3781

PTS MARKET ABSTRACTS

Description

Abstracts all significant information appearing in thousands of newspapers, business magazines, government reports, trade journals, bank letters, and special reports throughout the world. Provides information about acquisitions, capacities, and uses, environment, production, regulations, and technology. Covers products and services in the following industries: chemical, communications, computers, electronics, energy fibers, food, instruments and equipment, metals, paper, plastics, and rubber. Covers 1972 to the present and is updated monthly. Access is computer on-line.

Cost

$1.50/minute plus
$.20/off-line print;
10% handling charge

Time

On-line, 24 hours
Off-line, 4 days

Restrictions

Searches performed for state agencies only

Contact

Texas Department of Water Resources Library
512/475-3781, 822-3781

STATE CHARTERED CREDIT UNIONS

Description

Consists of the annual statement from each state chartered credit union of assets and liabilities, income and expenses, dividends and interest refunds, and statistical information (members, loans outstanding, delinquent loans, loans during year, loans since organization and net charge-offs). Individual reports are not released. Consolidated report consists of three 11" x 15" computer print-outs. Annual update is usually completed by May 15 for previous year. Access is manual card sort and key punch.

Cost

Reproduction costs as established by the State Board of Control

Time

N/A

Restrictions

None

Contact

Credit Union Department
512/475-2295, 822-2295

STATE COMPUTERIZED ACCIDENT REPORTING SYSTEM (SCARS)

Description

Workers' Compensation claims processing, inquiry, and reference information and data pertaining to Workers' Compensation coverage for the employer covered under the Act. Records covering the last six years are updated daily. Access is computer on-line and batch.

Cost

Yes

Time

N/A

Restrictions

By statute

Contact

Industrial Accident Board
512/475-2251, 822-2251

TAXPAYER FILES

Description

Information includes taxpayer name, number, location(s), standard industrial classification (SIC) codes, summary information, and other data. Data on income or taxes paid at individual taxpayer level is not available. Information dates back 4 to 7 years (depending on tax). Access is computer on-line and batch.

Cost

$135/CPU hour (360/50 equivalent); $12/analyst hour; estimates provided

Time

1 - 2 weeks or longer depending on request

Restrictions

None

Contact

Comptroller of Public Accounts, Data Services
512/475-2975, 822-3921

TEACHER RETIREMENT SYSTEM

Description

A record for all retired members or their beneficiary is maintained during the time that payment is being made to them. Each record contains: the member's social security number; the member's age at retirement or death; the member's sex; the nominee's age at member's death or retirement; the nominee's sex; the payee's name and address; the option under which current pay is being made; current pay amount; and that statistical data used in calculating the original annuity. Updating is monthly. Access is computer on-line and tape

Cost

Depends on request

Time

Depends on request

Restrictions

Release of data on specific members or nominees must be authorized by the member (or nominee if member is dead)

Contact

Teacher Retirement System of Texas
512/477-9711, 824-6200

TEACHER RETIREMENT SYSTEM MEMBERS

Description

Information on approximately 400,000 active members includes name, social security number, address, birthdate and sex; beneficiary's birthdate and sex; year of service; best five salaries on which contributions were paid prior to the current year; the accumulated contributions plus interest which the member has paid into the system; and monthly transactions for the current year showing the district in which the member is working, monthly salary, and deposit. Updating is daily. Access is computer on-line with magnetic tape backup.

Cost

Contact agency

Time

Contact agency

Restrictions

Release of information identifiable to a specific member is prohibited by law unless authorized in writing by the member

Contact

Teacher Retirement System of Texas
512/477-9711, 824-6200

TELEPHONE UTILITIES

Description

Data on the telephone utilities regulated by the Public Utility Commission dating back to September 1975 and updated monthly. Access is computer on-line and batch.

Cost

Undetermined

Time

On-line, 1 minute

Restrictions

Undetermined

Contact

Public Utility Commission, Computer Services
512/458-6111 ext. 210, 824-3011

TEXAS CORPORATIONS

Description

Records for each corporation chartered to to business in Texas with the following information: charter number and date, corporate name, type of corporation code, registered agent's name and address, names of initial three incorporators, and amount of initial capital stock. Information dates back to 1900 and is updated daily. Access is computer on-line and batch.

Cost

$80/hour or $50/hour for program compilation plus personnel time

Time

On-line, 15 seconds
Batch, 5-10 days

Restrictions

None

Contact

Secretary of State,
Computer Services
Division
512/475-7881, 822-7881

TNRIS/SOCIO-ECONOMIC RESOURCES

Description

Thirty-four files in four sub-categories. 1970 Census of Population and Housing, Dun and Bradstreet, Obers, business statistics, boat registrations and other data are included. Information dates from 1913 to the present and is updated monthly. Access is computer batch. A detailed abstract of each file is contained in the Texas Natural Resources Information System File Description Report available through TNRIS Systems Central at (512) 475-3321.

Cost

Usually less than $15.

Time

24-72 hours

Restrictions

Usually none, depends on file

Contact

Texas Natural Resources
Information System
512/475-3321, 822-3321

UNEMPLOYMENT BENEFIT CLAIMANTS

Description

Unemployment benefit determination data for over 490,000 individual claimants. Includes both payable claims and those which have been disqualified for various reasons and all claim determination data including information for both total and partial benefit disqualifications. Updating is daily. Access is computer on-line and batch.

Cost

Yes

Time

On-line, real-time
Batch, 24 hours

Restrictions

Yes

Contact

Texas Employment Commission
512/472-6351, 820-1380

UNIFORM COMMERCIAL CODE (UCC)

Description

Information about all transactions under the Uniform Commercial Code filed with the Secretary of State's Office. Both debtor names and secured party names are kept on file as well as information on any amendments made to the filing. Information dates back to 1972 and is updated daily. Access is computer on-line and batch.

Cost

$80/hour, or $40/hour for program compliation plus personnel costs

Time

On-line, 1 minute
Batch, 5-10 days

Restrictions

None

Contact

Secretary of State,
Computer Services Division,
512/475-7881, 822-7881

WAGE RECORDS

Description

Quarterly wage reports filed by employers subject to the provisions of the Texas Unemployment Compensation Act which are used in benefit payment determinations and in employer's tax rate computations. Five quarterly reports are kept in the file which presently contains more than 28,000,000 individual wage items. Each item is identified by the wage earner's social security number and the name account number and other identifying information of the reporting employer. Updating is quarterly. Access is computer on-line and batch.

Cost

Yes

Time

On-line, real-time
Batch, 24 hours

Restrictions

Texas Employment Commission confidential

Contact

Texas Employment Commission
512/472-6251, 820-1380

WORKERS' COMPENSATION

Description

Complete information about workers' compensation claims, amounts paid, accidents, injuries, etc. dating from July 1975 to present and updated daily. Access is computer-batch.

Cost

Yes

Time

Restrictions

Confidential

Contact

Attorney General,
Workers' Compensation Division
512/475-6040, 822-6040

WORKERS' COMPENSATION LOCATOR

Description

Identifies the file number of insureds for the correct filing of policies, endorsements, correspondence, and experience rating for each individual insured. Contains only active files which are updated weekly. Access is computer on-line.

Cost

None

Time

Less than 20 seconds

Restrictions

None

Contact

State Board of Insurance
Staff Services
512/475-6551, 822-6551

AMERICA: HISTORY AND LIFE

Description

Covers the full range of U.S. and Canadian history, area studies, and current affairs, and is a comprehensive and current aid to bibliographic research. The on-line data base corresponds to the printed America: History and Life, Part A (Articles Abstracts, and Citations), Part B (Index to Book Reviews), and Part C. (American History Bibliography). Coverage is from 1964 to the present and updating is done quarterly.

Cost

$1.22/minute plus
$.15/off-line print,
10% handling charge

Time

On-line, 24 hours
Off-line, 4 days

Restrictions

Searches performed for state agencies only

Contact

Texas Department of Water Resources Library
512/475-3781, 822-3781

ARTS AND HUMANITIES MAILING LIST

Description

List of persons contacted by mail by the Texas Commission on Arts and Humanities. Data elements are name, first street address, seond street address, city, state, zip code, category code, and duplicate code. Access is computer on-line and updating is monthly.

Cost

Dependant upon request

Time

On-line, 1-10 seconds
Batch, 24 hours

Restrictions

Yes

Contact

Texas Commission on Arts and Humanities
512/475-6593, 822-6593

COORDINATING INFORMATION FOR TEXAS EDUCATORS (CITE)

Description

Provides information retrieval services to public school personnel on demand. Computer on-line retrieval is accomplished through use of System Development Corporation/ORBIT and Lockheed Information Systems/DIALOG. In house collections are used for manual retrieval. Services are available to institutions by contract and to individuals on a fee basis.

Cost

Single search, $25.00; Contract, $12.00-$20.00; others negotiated

Time

Computer only, 3-5 days

Restrictions

Public school people, contract, or through TEA library

Contact

CITE Resource Center
512/476-6861 ext. 248

EDUCATIONAL DATA BASE

Description

Includes both detail and summary statistical data about Texas public school districts and Texas public community colleges. Includes data about students, staff, curriculum, instructional resources, facilities, and ad valorem property taxes, revenues, and expenditures. Includes data about all educational programs conducted at the elementary and secondary level, but only vocational programs at the post-secondary level. Coverage varies by data element. In general "as of" dates are in October of each academic year. Data base includes recent years. Access is computer-batch through a remote-job-entry terminal.

Cost

Standard cost is established by the Board of Control and as published in TEA procedures

Time

Depends on size and complexity of the request. Those which can be handled by a generalized report writer will turn around in 30 minutes to 2 hours

RESTRICTIONS

TEA complies with the Open Records Act

CONTACT

Texas Education Agency
Information Analysis Division
512/475-6448, 822-6448

EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

Description

Corresponds to the monthly Current Index to Journals in Education (CIJE) and Resources in Education (RIE). Covers report and periodical literature in many education and education-related areas such as counseling and personnel services, career education, early childhood education, exceptional children, reading and communications, etc. Updating is monthly. Coverage of RIE dates from 1966 to present; CIJE dates from 1969 to present. Access is computer on-line.

Cost

$25/search

Time

3-5 days

Restrictions

None

Contact

CITE Resource Center
512/476-6861 ext. 248

EXCEPTIONAL CHILD EDUCATION ABSTRACTS (ECEA)

Description

Journal and document literature dating from 1966 to the present on the education of handicapped and gifted children. Much of what is in ECEA instructional materials. Updating is monthly. Access is on-line.

Cost

$25/search

Time

5-7 days

Restrictions

None

Contact

CITE Resource Center
512/476-6861 ext 248

HISTORICAL ABSTRACTS

Description

Abstracts and indexes of the world's periodical literature in history and the related social sciences and humanities. The on-line database corresponds to the companion publications, Historical Abstracts; Part A, Modern History Abstracts (1450-1914) and Historical Abstracts; Part B Twentieth-Century Abstracts (1914 to the Present). Covers from 1973 to the present.

Cost

$1.22/minute plus
$.15/off-line print;
10% handling charge

Time

On-line, 24 hours
Off-line, 4 days

Restrictions

Searches performed for state agencies only

Contact

Texas Department of Water Resources Library
512/475-3781, 822-3781

LANGUAGE AND LANGUAGE BEHAVIOR ABSTRACTS (LLBA)

Description

Provides current selective access to the world's literature on language and language behavior. Articles are abstracted from approximately 1000 domestic and foreign journals. Covers from 1973 to the present and is updated quarterly.

Cost

$25/search

Time

3-5 days

Restrictions

Public school people, contract holders, or through TEA library

Contact

CITE Resource Center
512/476-6861, ext. 248

MANAGEMENT INFORMATION SYSTEM

Description

Information on students, faculty, classes, courses and facilities received from Texas public community junior colleges and public senior colleges and universities. Records cover the academic year and are updated annually by semester. Access is computer-batch.

Cost

According to rules and regulations of the Coordinating Board dated January 1, 1976

Time

48-72 hours

Restrictions

Guidelines set out by state and federal statutes

Contact

Coordinating Board, Texas College and University System, Center for Educational Statistics
512/475-3035, 322-3035

NATIONAL INFORMATION CENTER FOR EDUCATIONAL MEDIA (NICEM)

Description

Comprehensive on-line coverage of non-print educational material from pre-school to professional and graduate school levels -- films, overhead transparencies, audio tapes, video tapes, phonograph records, motion picture cartridges, and slides. Covers 1964 to the present and is updated monthly.

Cost

$25/search

Time

3-5 days

Restrictions

Public shcool people, contract holders, or through TEA library

Contact

CITE Resource Center
512/476-6861, ext. 248

PAIS INTERNATIONAL (PUBLIC AFFAIRS INFORMATION SERVICE)

Description

Covers the whole range of the social sciences with emphasis on contemporary public issues and the making and evaluating of public policy. Provides access to periodical articles, books, pamphlets, and federal, state, and local government documents, as well as publications of public and private agencies, yearbooks, and directories published throughout the world. Indexes over 1,200 journals and 8,000 monographs a year. Provides on-line access to Public Affiars Information Service, Inc. PAIS Foreign Language Index from 1972 to the present and PAIS Bulletin from 1976 to the present. Updating for the Bulletin is monthly, and quarterly for FLI

Cost

Contact agency

Time

On-line, 24 hours
Off-line, 4 days

Restrictions

Searches performed for state agencies only

Contact

Texas Department of Water Resources Library
512/475-3781, 822-3781

PSYCHOLOGICAL ABSTRACTS

Description

Worldwide coverage from 1967 to the present of psychology and otherbehavioral sciences primarily from the journal literature. Includes major subject areas such as psychometrics, and statistics, perception and motor performance, cognitive processes and motivation, neurology and physiology, cultural influences and social issues, physical and psychological disorders, etc. Updating is monthly. Access is computer on-line.

Cost

$25/search

Time

5-7 days

Restrictions

Public school people, contract holders, or through TEA library

Contact

CITE Resource Center
476-6861, ext. 248

SOCIAL SCISEARCH

Description

A multidisciplinary on-line database indexing every significant item from the 1,000 most important social sciences journals throughout the world and social science articles selected from 2,200 additional journals in the natural, physical, and biomedical sciences and many important monographs as well. The data base offers a unique information retrieval technique. In addition to more conventional retrieval by title words or phrases, source authors, journal names, corporate source, etc., it is also possible to search by way of the author's cited references. Coverage is from 1972 to the present and updating is monthly.

Cost

$1.30/minute plus
$.10/off-line print;
10% handling charge

Time

On-line, 24 hours
Off-line, 4 days

Restrictions

Searches performed for state agencies only

Contact

Texas Department of
Water Resources Library
512/475-3781, 822-3781

SOCIOLOGICAL ABSTRACTS

Description

Covers the world's literature in sociology and related disciplines in the social and behavioral sciences. Over 1,200 journals and other serial publications are scanned each year to provide abstracts and citations of original research, reviews, discussions, monographic publications, theory, conference reports, panel discussions, and case studies. Covers 1963 to the present and updating is quarterly. Access is computer on-line.

Cost

$1.05/minute plus
$.15/off-line print;
10% service charge

Time

On-line, 24 hours
Off-line, 4 days

Restrictions

Searches performed for state agencies only

Contact

Texas Department of
Water Resources Library
512/475-3781, 822-3781

AMERICAN STATISTICS INDEX (ASI)

Description

An index of statistical publications of the U.S. government -- periodicals, annuals, biennials, surveys, analytical reports, statistical compilations, serials, and special publications. Subject coverage is as broad as the government's national and international interest including the entire spectrum of social, economic, and demographic data. Covers January 1973 to the present (with selected coverage of publications issued during the 1960's) and is updated monthly. Access is computer on-line. Corresponding printed indexes and copies of the documents indexes are located in the Texas State Library, Public Services Department.

Cost

$2/minute plus $25/off-line print; 10% handling charge

Time

On-line, 24 hours
Off-line, 4 days

Restrictions

Searches performed for state agencies only

Contact

Texas Department of Water Resources Library
512/475-3781, 822-3781

AUTOMATED LEGAL TEXT ENTRY AND REVISION (ALTER)

Description

Textual documents concerning the Texas legislative process including bills, bill drafts, House and Senate journals, reports, etc. The current biennium is covered and updating is immediate. Access is computer on-line.

Cost

Actual cost

Time

Immediate

Restrictions

Certain material is confidential, other available upon administrative approval

Contact

Texas Legislative Council
512/475-2805, 822-2805

CRECORD

Description

Provides comprehensive, highly current coverage of the activities on the floor of the U.S. Congress. Beginning with the second session of the 94th Congress, the data base contains capsulations of the Congressional Record indexed and cross-reference in 275 legislative areas. Updating is weekly. Access is computer on-line.

Cost

$1.47/minute plus $.15/off-line print; 10% handling charge

Time

On-line, 24 hours
Off-line, 3 days

Restrictions

Searches performed for state agencies only

Contact

Texas Department of Water Resources Library
512/475-3781, 822-3781

LEGISLATIVE INFORMATION SYSTEMS OF TEXAS (LIST)

Description

Bill status and history, committee, and calendar information system for legislation introduced during the current legislative session. The system has been in operation since 1975 and is updated immediately after information is received. Access is computer on-line and batch.

Cost

Actual cost

Time

1 minute

Restrictions

Administrative approval

Contact

Texas Legislative Council
512/475-2805, 822-2805
800-252-9693 (during Legislative sessions only)

PTS FEDERAL INDEX

Description

Provides coverage of such federal actions as proposed rules, regulations, bill introductions, speeches, hearings, roll calls, reports, vetoes, court decisions, executive orders, and contract awards. The Washington Post and federal documents such as the Congressional Record, Federal Register, Presidential documents, and Commerce Business Daily, are indexed on a regular basis. Covers October 1976 to the present and is updated monthly. Access is computer on-line.

Cost

$1.50/minute plus $.20/off-line print; 10% handling charge

Time

On-line, 24 hours
Off-line, 4 days

Restrictions

Searches performed for state agencies only

Contact

Texas Department of Water Resources Library
512/475-3781, 822-3781

SEARCH AND INFORMATION RETRIEVAL SYSTEM (SIRS)

Description

The set of statutes making up the laws of Texas. Contains all laws in effect and is updated every two years. Access is computer-batch.

Cost

Actual cost

Time

24 hours

Restrictions

Administrative approval

Contact

Texas Legislative Council
512/475-2805, 822-2805

STATEWIDE VOTER REGISTRATION

Description

Records for all registered voters in Texas giving name, address, sex, county, year of birth, and precinct. Records date from September 1976 to the present and are updated upon receipt of data from a county (approximately monthly). Access is computer-batch. A magnetic tape file of all the registered voters in the state, specific counties or certain voting precincts within counties is available at cost. Pressure or heat sensitive mailing labels may also be purchased. Labels can be produced for your use or applied to your mailing instrument. 1-124,999 voters, $75. Plus $0.0004 per voter. Rates are on a sliding scale with over 1,000,000 voters cosing $262.50 plus $0.00005 per voter over 1,000,000. Labels range from $2.20 for the first 1,000 for heat sensitive labels to $4.70 for the first 1,000 for pressure labels.

Cost

See description

Time

1-2 weeks

Restrictions

Cannot be used for commercial purposes

Contact

Secretary of State,
Computer Services Division
512/475-7881, 822-7881

CONSTRUCTION GRANTS SYSTEM

Description

Present and historical data pertaining to various Environmental Protection Agency grants requested by publicly owned sewage treatment plants (STP) through the Texas Department of Water Resources. Keeps track of scheduled and overdue grant related actions to be taken by the EPA, TDWR, and STP's. (Covers the current year and is updated biweekly. Access is computer-batch.

Cost

$.05/page for outside users

Time

24 hours

Restrictions

None

Contact

Texas Department of Water Resources, Data Systems
512/475-2661, 822-2661

FEDERAL ASSISTANCE PROGRAMS RETRIEVAL SYSTEM (FAPRS)

Description

Contains reference to over 600 federal programs and is keyed to the Catalog of Federal Domestic Assistance. Searches are made to locate assistance programs in any of 45 category-sub category combinations. Updating is as needed. Access is computer on-line.

Cost

Usually less than $10 per retrieval

Time

Approximately 10 minutes

Restrictions

None

Contact

Texas Natural Resources Information System
512/475-3321, 822-3321

FOUNDATION DIRECTORY

Description

Provides description of more than 2,500 foundations which have assets of $1 million or more or which make grants totaling $500,000 or more annually. Each foundation conforms to the general description of a "nongovernmental, nonprofit organization, with funds and program managed by its own trustees or directors, and established to maintain or aid social, educational, charitable, religious or other activities serving the common welfare, primarily through the making of grants." The foundations which qualify for inclusion account for nearly 90 percent of the assets of all foundations in the United States and 80 percent of all foundation giving. Information is current, and is completely revised semiannually. Access is computer on-line.

Cost

$1.13/minute plus $.30/off-line print; 10% handling charge

Time

On-line, 24 hours
Off-line, 4 days

Restrictions

Searches performed for state agencies only

Contact

Texas Department of Water Resources Library
512/475-3781, 822-3781

FOUNDATION GRANTS INDEX

Description

Contains information on grants awarded by more than 400 major American philanthronic foundations, representing all records from the Foundations Grants Index section of the bimonthly Foundation News. Information on grants given by foundations is useful in determining types and amounts of grants awarded since foundations seldom announce the availability of funds for specific purposes. Each foundation conforms to the description of a "nongovernmental, nonprofit organization, with funds and program managed by its own trustees or directors, and established to maintain or aid social, educational charitable, religious, or other activities serving the common welfare, primarily through the making of grants," as defined in The Foundation Directory. Covers January 1973 to the present and is updated bimonthly. Access is computer on-line.

Cost

$1.13/minute plus $.30/off-line print; 10% handling charge

Time

On-line, 24 hours
Off-line, 4 days

Restrictions

Searches performed for state agencies only

Contact

Texas Department of Water Resources Library
512/475-3781, 822-3781

GRANTS

Description

Complete single source reference to more than 1,500 grant programs offered by federal, state, and local governments, commercial organizations, associations and private foundations in over 88 disciplines, including adult education, agriculture, social sciences, fine arts, architecture, natural sciences, banking and business, health sciences, and law. Information is current and is updated monthly. Access is computer on-line.

Cost

$1.13/minute plus
$.35/off-line print;
10% service charge

Time

On-line, 24 hours
Off-line, 3 days

Restrictions

Searches performed for state agencies only

Contact

Texas Department of
Water Resources Library
512/475-3781, 822-3781

AMBULANCE LICENSING

Description

Records of all Texas firms and vehicles currently operating as emergency medical service units. Includes names of all personnel and the training they have had.
Access is computer on-line.
Updating is daily.

Cost

Approximately $125/hour

Time

3 weeks

Restrictions

Written approval of agency head

Contact

Texas Department of Health,
Data Processing
512/458-7664, 824-9664

ANIMAL MORBIDITY

Description

Information on diseases contracted by domestic and wild animals dating from 1972 to the present. Updating is monthly.
Access is computer-batch.

Cost

Approximately $125/hour

Time

3 weeks

Restrictions

Written approval of agency head

Contact

Texas Department of Health,
Data Processing
512/458-7664, 824-9664

CANCER REGISTRY

Description

Patient identification information and medical data (diagnosis and treatment, tumor size and state, medication, history, physician information) for cancer patients in about 100 hospitals of over 100 beds in Texas. Follow-up information includes current condition, status of performance capacity, type of care received, state of tumor, medication history, and physician data. Information dates back to January 1975 and is updated montly. Access is computer-batch.

Cost

Approximately $125/hour

Time

1 week

Restrictions

Written approval of agency head

Contact

Texas Department of Health, Data Processing 512/458-7664, 824-9664

CERVICAL CANCER

Description

Medical history and follow-up information on patients screened in clinics (maternity/family planning, local health department, etc.) in selected regions. Included is identifying information, medical screening information (pregnancy related, previous pap smear data, special medical treatment), laboratory results, etc. Follow-up information contains pap smear results and treatment/medication status. Information covers from September 1974 to the present and is updated monthly. Access is computer-batch.

Cost

Approximately $125/hour

Time

1 week

Restrictions

Written approval of agency head

Contact

Texas Department of Health, Data Processing 512/458-7664, 824-9664

CHILD HEALTH

Description

Contains clinic summary records for child health clinics held throughout the state. Each clinic record has totals of: caseload and attendance total by age, race; physical assessments by medical practioner and age of sick children treated; consultations and other services by type and practioner; screening procedures by type and age (PKU, HGB/HCT, lead, VISION, etc.); and immunizations by type and age (PT, POLIO, etc.). Information dates back to January 1976 and is updated daily. Access is computer-batch

Cost

Approximately $125/hour

Time

1 week

Restrictions

Written approval of agency head

Contact

Texas Department of Health, Data Processing
512/458-7664, 824-9664

CLASSIFIED ABSTRACT ARCHIVE OF THE ALCOHOL LITERATURE (CAAAL)

Description

A collection of abstracts of the scientific literature on the uses of alcohol by people and the effects of such use. Abstracts are indexed according to a detailed subject classification. The CAAAL is designed as a tool in aid of research and scholarship, it is indefinitely cumulative, and the abstracts are detailed and informative. The CAAAL has been purchased by the Texas Commission on Alcoholism and placed at the State Library for public use. Information dates from 1954 to the present and is updated quarterly. Access is by manual key-sort.

Cost

None

Time

24 hours for photo-copying abstracts

Restrictions

None. Researcher must perform the search. TSL staff will assist

Contact

Texas State Library
Public Services Department
512/475-2996, 822-2996

CLIENT ORIENTED DATA ACQUISITION PROCESS (CODAP)

Description

Clinical and demographic data dating back to 1974 on each drug abuse client admitted to or discharged from a state/federal funded drug treatment clinic. Updated monthly. Access is computer on-line and batch.

Cost

Personnel, $15/hour
Computer, $35/minute (approx.)

Time

2-10 days, depending on request

Restrictions

Information identifying client is confidential

Contact

Texas Department of Community Affairs, Drug Abuse Prevention Division
512/475-5566, 822-6351

CLINICAL RECORDS SYSTEM (CRS)

Description

Demographic, physical, psychological, referral, and movement data describing individuals receiving 24-hour care in Texas Department of Mental Health and Mental Retardation inpatient facilities. Files include 20,000 active and 100,000 discharged clients and date from 1972 to the present. Updating is done twice weekly. Access is computer-batch.

Cost

Published rates in effect at the time of request for service

Time

Individually determined based on the request

Restrictions

Individually determined based on the request

Contact

Department of Mental Health & Mental Retardation, Data Processing
512/454-3761 ext. 352
824-4352

COMMISSION ON ALCOHOLISM MAILING LIST

Description

Names and addresses of persons contacted by mail by the Texas Commission on Alcoholism. Access is computer on-line and batch and updating is done monthly.

Cost

Yes, dependent upon request.

Time

On-line, 1-10 seconds
Batch, 24 hours

Restrictions

Yes

Contact

Texas Commission on Alcoholism
512/475-5452, 822-5452

COMMUNICABLE DISEASES

Description

Contains individual and total reporting information on approximately 50 diseases. Reports are received from private physicians and local health agencies. All records contain date, county, disease, and total information. Designated diseases also retain name, address, age, sex, and race information. Covers from 1963 to the present and is updated weekly. Access is computer-batch.

Cost

Approximately $125/hour

Time

1 week

Restrictions

Written approval of agency head

Contact

Texas Department of Health, Data Processing
512/458-7664, 824-9664

COMMUNITY PROGRAM PATIENT INFORMATION SYSTEM (CPPIS)

Description

Demographic and direct service data for clients receiving outpatient, partial care, or residential treatment in mental health community center facilities in Texas. Data included are type of service (e.g. group therapy), type of server, and service hours by incident. Nearly 500,000 cases are on file. Records cover from 1970 to the present and are updated twice weekly. Access is computer-batch.

Cost

Published rates in effect at the time of request for service

Time

Individually determined based on the request

Restrictions

Individually determined based on the request

Contact

Texas Department of Mental Health and Mental Retardation, Data Processing
512/454-3761 ext. 352
824-4352

CRIPPLED CHILDREN LIQUIDATIONS

Description

Paid invoices for medical treatments of crippled children which contain patient name, county, diagnosis code, case number, fund, budget code, object class, authorization number, vendor code, year of birth, age, sex, and amount paid. Information dates from 1973 to the present and is updated weekly. Access is computer on-line and batch.

Cost

Approximately $125/hour

Time

1 week

Restrictions

Written approval of agency head

Contact

Texas Department of Health, Data Processing
512/458-7664, 824-9664

DIVORCE APPLICATIONS

Description

Records of approximately 75,000 divorce applications made each year in Texas. Records date from 1967 to the present and are kept by calendar year. Updating is monthly. Access is computer-batch.

Cost

Approximately $125/hour

Time

1/2 hour to read 1 year's data, allow 2 weeks to answer requests

Restrictions

Written approval of agency head

Contact

Texas Department of Health, Data Processing
512/458-7664, 824-9664

DRUG ABUSE PREVENTION RESOURCE UNITS (DAPRU)

Description

Profile on each Texas facility engaged in drug abuse prevention or treatment. Includes data on services provided, catchment area, funding sources, etc. Information dates from 1974 to the present and is updated monthly. Access is computer on-line and batch.

Cost

Personnel, $15/hour
Computer, $35/minute

Time

2-10 days, depending upon request

Restrictions

Information identifying clients is confidential

Contact

Texas Department of Community Affairs/ Drug Abuse Prevention Division
512/475-5566, 822-6351

2364

EMERGENCY MEDICAL SERVICES (EMS)

Description

Current records on all emergency ambulance operation in Texas. Includes all firms providing service (about 825), all vehicles (about 1540), and all EMS personnel in Texas (about 18,717).

Updating is daily. Access is computer-batch.

Cost

Approximately $125/hour

Time

3 weeks

Restrictions

Written approval of agency head

Contact

Texas Department of Health, Data Processing
512/458-7664, 824-9664

EMERGENCY MEDICAL SERVICES RESPONSE DATA

Description

Selected emergency ambulance services and hospital services data used to study response time and performance. Not a state-wide system at present. Information dates from 1976 to the present and is updated monthly. Access is computer-batch.

Cost

Approximately $125/hour

Time

3 weeks

Restrictions

Written approval of agency head

Contact

Texas Department of Health, Data Processing
512/458-7664, 824-9664

FETAL DEATHS

Description

Records of approximately 2000 fetal deaths per year in Texas. Records date from 1964 to the present and are kept by calendar year. Access is computer-batch. Updating is annual.

Cost

Approximately $125/hour

Time

2 weeks

Restrictions

Written approval of agency head

Contact

Texas Department of Health, Data Processing
512/458-7664, 824-9664

HYPERTENSION SCREENING

Description

One record for each screening done for hypertension containing screening information such as blood pressure readings, height, weight, age, sex, race, history of hypertension, referral data, physician confirmation etc. Screenings are done in public gatherings, clinics, and random sessions by public health personnel. Information dates back to May 1977 and is updated weekly. Access is computer-batch.

Cost

Approximately $125/hour

Time

1 week

Restrictions

Written approval of agency head

Contact

Texas Department of Health, Data Processing
512/458-7664, 824-9664

2366

INFANT IMMUNIZATION SURVEILLANCE

Description

Immunization records for approximately 1,000,000 Texas pre-school age children (5 years or younger). This is a mail-out and referral program with returns solicited from parents. Non-responders are referred to field-workers. Information dates from 1972 to the present and is kept by calendar year. Updating is monthly. Access is computer-batch.

Cost

Approximately $125/hour

Time

2 1/2 hours to process entire file. Allow 2 weeks to answer requests

Restrictions

Written approval of agency head

Contact

Texas Department of Health, Data Processing 512/458-7664, 824-9664

KIDNEY HEALTH

Description

Information on medical history, patient identity, charges and payments for drugs and transportation for kidney patients -- those receiving dialysis and/or kidney transplants. Also contains information for each medical facility associated with dialysis/transplant treatment. Updating is daily. This new system was implemented in January 1978.

Cost

Approximately $125/hour

Time

1 week

Restrictions

Written approval of agency head

Contact

Texas Department of Health, Data Processing 512/458-7664, 824-9664

LICENSED DENTISTS AND HYGIENISTS

Description

File of dentists and dental hygienists licensed in Texas. Contains name, address, license number, and other licensing information. Updating is monthly. Access is computer on-line and batch.

Cost

$120/month

Time

On-line, instantaneous
Batch, 2 days

Restrictions

By agency authorization

Contact

Texas State Board of
Dental Examiners
512/475-2443, 822-2443

LICENSED OPTOMETRISTS

Description

File of optometrists licensed in the state of Texas. Contains name, address, license number, and other licensing information. Information is updated quarterly. Access is computer-batch.

Cost

$50/month

Time

2 days

Restrictions

By agency authorization

Contact

Texas Optometry Board
512/458-2141, 822-1393

LICENSED PHARMACISTS AND PHARMACIES

Description

Basic information on pharmacists and pharmacies licensed in Texas. Updating is done monthly. Access is computer on-line and batch.

Cost

Dependent upon request

Time

On-line, 1-10 seconds
Batch, 24 hours

Restrictions

By agency authorization

Contact

Texas State Board of Pharmacy
512/478-9827, 822-9827

LICENSED PHYSICAL THERAPISTS

Description

Contains information necessary to license individuals such as name, address, birthdate, license date, etc. Information dates back one year and is updated monthly. Access is computer on-line.

Cost

Set by the Executive Director

Time

24 hours

Restrictions

Yes

Contact

Texas State Board of Physical Therapy Examiners
512/475-7956, 822-7956

LICENSED VOCATIONAL NURSES

Description

Statistical data obtained from original application for licensure by examination and/or reciprocity and from annual renewal card such as: marital status, age, education, major field of employment, where employed, type of employment, major clinical practice area, employed in nursing (full or part-time, number of hours per week). Data can be obtained by county or zip code. Information is updated monthly and published annually. Access is computer on-line.

Cost

Yes

Time

24-72 hours

Restrictions

Yes

Contact

Board of Vocational Nurse Examiners
512/458-1203

LIVE BIRTHS

Description

Statistical records on approximately 230,000 births occurring in the state plus approximately 2500 births occurring in nearby states when parents are residents of Texas.

Records date from 1964 to the present and are kept by calendar year. Updating is monthly. Access is computer-batch

Cost

Approximately $125/hour

Time

1/2 hour to read 1 year's tape. (2 weeks to reply to requests).

Restrictions

Written approval of agency head

Contact

Texas Department of Health, Data Processing
512/458-7664, 824-9664

MARRIAGE APPLICATIONS

Description

Records of approximately 150,000 marriage applications made each year in Texas dating back to 1969 and updated monthly. Access is computer-batch.

Cost

Approximately $125/hour

Time

1/2 hour to read 1 year's data, allow 2 weeks to answer requests

Restrictions

Written approval of agency head

Contact

Texas Department of Health, Data Processing
512/458-7664, 824-9664

MATERNITY AND FAMILY PLANNING

Description

Clinic summary records for each maternity family planning clinic which give totals for attendance by age, race, and type of admission; caseload by age group, type of family planning methods used by age group; physical assessments by admission type and medical practictioner; treatments by type; screening procedures by type (total patients screened/referred); teaching and counseling services by type and personnel involved; and referrals made by personnel. Information dates from January 1976 to the present and is udpated daily. Access is computer-batch.

Cost

Approximately $125/hour

Time

1 week

Restrictions

Written approval of agency head

Contact

Texas Department of Health, Data Processing
512/458-7664, 824-9664

MEDICAL ADVISORY BOARD MASTER FILE

Description

Data collected on selected Texas drivers for the purpose of advising the Department of Public Safety on a driver's ability to drive safely with a particular medical problem. Information is updated daily. Access is computer-batch.

Cost

Approximately $125/hour

Time

3 weeks

Restrictions

Written approval of agency head

Contact

Texas Department of Health, Data Processing 512/458-7664, 824-9664

MEDICAL FACILITIES PLANNING

Description

Health related planning data including elements of demographic, economic, facility utilizations, manpower, etc. Updating varies from monthly to yearly depending on data source. Access is computer-batch.

Cost

Approximately $125/hour

Time

1 week

Restrictions

Written approval of agency head

Contact

Texas Department of Health, Data Processing 512/458-7664, 824-9664

MEDICAL FACILITIES PLANNING, INPATIENTS

Description

Descriptive data on inpatient facilities required by Title XV and Title XVI of the Public Health Service Act. Data covers the calendar year and is updated annually. Access is computer-batch.

Cost

Approximately $125/hour

Time

1 week

Restrictions

Written approval of agency head

Contact

Texas Department of Health, Data Processing 512/458-7664, 824-9664

MEDICAL FACILITIES PLANNING, NCHS HOSPITALS

Description

Descriptive data on hospitals collected for the Cooperative Health Statistics System and the National Center of Health Statistics. Data covers the calendar year and is updated annually. Access is computer-batch.

Cost

Approximately $125/hour

Time

1 week

Restrictions

Written approval of agency head

Contact

Texas Department of Health, Data Processing 512/458-7664, 824-9664

MEDICAL FACILITIES PLANNING, NCHS NURSING HOMES

Description

Descriptive data on nursing homes collected for the Cooperative Health Statistics System and the National Center of Health Statistics. Data is for the calendar year and is updated annually. Access is computer-batch.

Cost

Approximately $125/hour

Time

1 week

Restrictions

Written approval of agency head

Contact

Texas Department of Health, Data Processing
512/458-7664, 824-9664

MEDICAL FACILITIES PLANNING, OUTPATIENTS

Description

Descriptive in[illegible]ation on outpatient facilities data required by Title XV and Title XVI of the Public Health Service Act. Covers the calendar year and is updated annually. Access is computer-batch.

Cost

Approximately $125/hour

Time

1 week

Restrictions

Written approval of agency head

Contact

Texas Department of Health, Data Processing

MEDICAL FACILITIES PLANNING, PATIENT ORIGINS

Description

Data collected in an annual one-day survey of hospital patient migration. Data is collected on November 10 and the first year of collection was 1976. Access is computer-batch.

Cost

Approximately $125/hour

Time

1 week

Restrictions

Written approval of agency head

Contact

Texas Department of Health, Data Processing
512/458-7664, 824-9664

NURSING HOME ADMINISTRATORS

Description

File of licensees and addresses and licensing information such as expiration data and date of last license issued for nursing home administrators. Updating is monthly. Access is computer-batch.

Cost

$25/month

Time

2 days

Restrictions

By agency authorizations

Contact

Texas Board of Licensure for Nursing Home Administrators
512/926-9530

PSYCHOLOGIST LICENSING

Description

Basic information on psychologists and psychological associates licensed and certified in Texas. The file covers current licensees and is updated weekly to monthly. Access is computer batch.

Cost

Contact agency

Time

2 days

Restrictions

None

Contact

State Board of
Examiners of Psychologists
512/475-6983, 822-6983

PUBLIC HEALTH NURSES

Description

Contains personal information on school and professional nurses throughout state. Name, address, social security number, birth date, employment date, school or agency name, title code, education level, sex, marital status, and county code. Updating is monthly. Access is computer-batch.

Cost

Approximately $125/hour

Time

1 week

Restrictions

Written approval of agency head

Contact

Texas Department of
Health, Data Processing
512/458-7664, 824-9664

RADIATION CONTROL

Description

Names and addresses of x-ray technicians and others who handle or use radioactive materials. Information dates back 5 years and is updated monthly. Access is computer-batch.

Cost

Approximately $125/hour

Time

5 days

Restrictions

Written approval of agency head

Contact

Texas Department of Health, Data Processing 512/458-7664, 824-9664

REGISTERED NURSES ROSTER

Description

Licensing information on all registered nurses in Texas. Updating is monthly. Access is computer-batch.

Cost

Based on the number of nurses information is requested on

Time

Approximately 2 weeks

Restrictions

None

Contact

Board of Nurse Examiners 512/451-0201

SANITARIAN REGISTRATION

Description

Names and addresses of employers of registered sanitarians. Information dates back about five years and is updated quarterly. Access is computer-batch.

Cost

Approximately $125/hour

Time

5 days

Restrictions

Written approval of agency head

Contact

Texas Department of Health, Data Processing 512/458-7664, 824-9664

TB CASE REGISTER

Description

An index-sequential file containing information on individuals reported as tuberculosis cases, reactivations, suspects, positive reactors, associates, and contacts. Individual medical records contain the latest test dates and results, diagnosis, therapy and clinic visit date; records give name, address, report and resident counties, race, sex, occupation, report date, and report type. Information dates from 1970 to the present and updating is done weekly. Access is computer on-line and batch.

Cost

Approximately $125/hour

Time

1 week

Restrictions

Written approval of agency head

Contact

Texas Department of Health, Data Processing 512/458-7664, 824-9664

TB CHEST HOSPITAL MEDICAL STATISTICS

Description

Admission, discharge, and disease information by patient for the three tuberculosis chest hospitals in Texas. Includes patient case number and admission date, name, race, sex, county, admission and discharge diagnosis, skin test results, bacteriological status, type discharge, disposition, duration of stay, operations performed, and disease code information. Information dates from 1968 to the present and is updated weekly. Access is computer-batch.

Cost

Approximately $125/hour

Time

1 week

Restrictions

Written approval of agency head

Contact

Texas Department of Health, Data Processing
512/458-7664, 824-9664

TB CHEST HOSPITAL PATIENT ACCOUNTING

Description

Information relating to patient identification and balances, patient charges, and services performed. The index-sequential master file, which is organized by patient type and number, contains balance and admission information including cumulative charges. The charge summary sequential file contains charge amounts by patient admission and billing period. The sequential cumulative service file contains records of all services performed by the chest hospital. Most files date back to 1970 and are updated weekly. Access is computer on-line and batch.

Cost

Approximately $125/hour

Time

1 week

Restrictions

Written approval of agency head

Contact

Texas Department of Health, Data Processing
512/458-7664, 824-9664

TEXAS DEATH STATISTICS

Description

Bureau of Vital Statistics records of approximately 100,000 deaths occurring in Texas each year with approximately 1500 additional records of deaths of Texas residents who die in nearby states. Records date from 1964 to the present and are kept by calendar year. Updating is monthly. Access is computer-batch.

Cost

Approximately $125/hour

Time

15 minutes to read one year's tape;
2 weeks to answer requests

Restrictions

Written approval of agency head

Contact

Texas Department of Health, Data Processing
512/458-7664, 824-9664

TEXAS INDEPENDENT SCHOOL DISTRICT IMMUNIZATIONS

Description

Annual information on immunization levels of all children in Texas who attend public schools. Access is computer-batch.

Cost

Approximately $125/hour

Time

2 weeks

Restrictions

Written approval of agency head

Contact

Texas Department of Health, Data Processing
512/458-7664, 824-9664

TEXDOPE

Description

A composite system of drug abuse indicators. Includes data on overdose deaths, drug arrests, drug incarcerations, drug thefts, etc. Information dates from 1974 to the present and is updated quarterly. Access is computer on-line and batch.

Cost

Personnel, $15/hour
Computer, $35/minute (approx)

Time

2-10 days, depending on request

Restrictions

Information identifying clients is confidential

Contact

Texas Department of Community Affairs, Drug Abuse Prevention Division
512/475-5566, 822-6351

TITLE XIX ADULT DENTURE PROGRAM INVOICES

Description

Paid invoices for dentures for welfare-eligible adults, age 21 and over which contain recipient and the date, procedure code, tooth ID's and fee for each treatment item plus total charges and amount paid. Information dates from 1975 to the present and updating is done weekly. Access is computer-batch.

Cost

Approximately $125/hour

Time

1 week

Restrictions

Written approval of agency head

Contact

Texas Department of Health, Data Processing
512/458-7664, 824-9664

TITLE XIX EPSDT DENTAL PROGRAM INVOICES

Description

Paid invoices for dental treatments to welfare-eligible children under age 21 which contain recipient name and number, county, date of birth, sex, race, provider number, fiscal date and the date, procedure code, tooth ID and fee for each treatment item plus total charge and total payment. Information dates from 1973 to present. Access is computer-batch.

Cost

Approxkmately $125/hour

Time

1 week

Restrictions

Written approval of agency head

Contact

Texas Department of Health, Data Processing 512/458-7664, 824-9664

TITLE XIX EPSDT MEDICAL SCREENING REPORTS

Description

Contains the recipient's name, date of birth, county, race and sex as well as patient's history, immunizations status, screening results and referrable conditions, provider number, and screening date as recorded by the doctors handling welfare-eligible children screened each year under this program. Information dates from 1973 to the present and is updated weekly. Access is computer-batch.

Cost

Approximately $125/hour

Time

1 week

Restrictions

Written approval of agency head

Contact

Texas Department of Health, Data Processing 512/458-7664, 824-9664

TITLE XIX IMMUNIZATIONS

Description

Immunization records for welfare recipients seven years old or younger who do not have recommended shots at time of Department of Human Resources screening. This is a referral program only. Information dates from 1970 to the present and is kept by calendar year. Updating is monthly.

Cost

Approximately $125/hour

Time

2 weeks

Restrictions

Written approval of agency head

Contact

Texas Department of Health, Data Processing
512/458-7664, 824-9664

VENEREAL DISEASES

Description

Information on venereal disease cases, contacts and suspects reported to local health departments by military and private physicians, and public health investigators. Identifying individual information is retained for syphilis cases, and non-identifying individual or total information is retained for gonorrhea or other VD cases. Disease information on the original case and identifying individual information is retained for contacts and suspects. Information dates from 1971 to the present and is updated monthly. Access is computer-batch.

Cost

Approximately $125/hour

Time

1 week

Restrictions

Written approval of agency head

Contact

Texas Department of Health, Data Processing
512/458-7664, 824-9664

WOMEN INFANTS AND CHILDREN (WIC) MEDICAL SCREENING

Description

Contains records for selected WIC projects around the state. Each recipient has an initial medical screening record, with medical history information, then has periodic followups as they continue to be eligible for nutritional benefits (food supplement cards). Information dates back to January 1976 and is updated monthly. Access is computer-batch.

Cost

Approximately $125/hour

Time

1 week

Restrictions

Written approval of agency head

Contact

Texas Department of Health, Data Processing
512/458-7664, 824-9664

CUSTOM RESEARCH SERVICE

Description

Custom searches are done by the staff of the Dallas Public Library using The Information Bank, Lockheed Information Systems/DIALOG, and System Development Corporation/ ORBIT. These sources are described individually in this directory. The information retrieved in the search and the bill are sent to the user by the Dallas Public Library.

Cost

$25/ten minute search (minimum) Longer searches are charged at the per minute rate of the files used

Time

24 hours

Restrictions

None

Contact

Texas State Library,
Public Services Department
512/475-4356, 822-4356

THE INFORMATION BANK

Description

Contains over 1 million abstracts from The New York Times, other major newspapers, and over 50 selected magazines with 20,000 more abstracts added each month. Included are news reports, forecasts, analyses, reviews, biographies statistical materials, by-line articles, features, obituaries, editorials, columns, illustrated articles with maps, charts or diagrams; published data on companies, foundations, organizations, fields, trade and industry, finance, politics, people, science, legislation, etc. Material from The New York Times dates back to January 1, 1969. Non-Times material dates back to 1971, with the heaviest concentration in 1972-74. The Houston Chronicle dates from June 1, 1976. Indexing and abstracting are done daily for The New York Times; weekly for Business Week, Los Angeles Times, The Wall Street Journal and The Washington Post. Others are indexed and abstracted within one to three months. Access is computer on-line.

Cost

$25/ten minute search (minimum) $2.50/minute for additional searching

Time

24-48 hours (abstracts and bill mailed from Dallas Public Library

Restrictions

None

Contact

Texas State Library,
Public Services Department
512/475-2996, 822-2996

Texas Industrial Commission,
Energy Utilizaiton Department
512/472-5059 ext 663, 820-2663
800-252-9323 (Searches made for Texas manufacturers only)

LIBCON/E

Description

Contains Library of Congress MARC (machine-readable cataloging) and other Library of Congress cataloged items for the purpose of cataloging and classifying library materials. Covers English language material in all subject areas of the monographic literature and audiovisual materials. Material dates from January 1965 to present and is updated weekly. Access is computer on-line.

Cost

$2.13/minute plus
$.25/off-line print;
10% handling charge

Time

On-line, 24 hours
Off-line, 3 days

Restrictions

Searches performed only for state agencies

Contact

Texas Department of
Water Resources Library
512/475-3781, 822-3781

LIBRARY AND INFORMATION SCIENCE ABSTRACTS (LISA)

Description

Corresponds to the printed Library and Information Abstracts. Provides worldwide coverage of the field of library and information science, including technicial processes and services, promotion of use of libraries and library materials, organization and administration, library stock and materials, use of libraries and library materials, institutional libraries, librarianship, publishing, bookselling, reading and reprography. Primary materials are gathered in over 20 languages from 300 periodicals papers, books and reports. Access is computer on-line. Covers 1969 to the present and is updated bi-monthly.

Cost

About $1/minute plus
$.10/off-line print;
10% handling charge

Time

On-line, 24 hours
Off-line, 4 days

Restrictions

Searches performed for state agencies only

Contact

Texas Department of
Water Resources Library
512/475-3781, 822-3781

LIBRARY SERVICE TO BLIND AND HANDICAPPED

Description

Basic biographical data such as name, address, birthdate, service requested, and handicap (legal blindness or physical handicap) is given for each person served. In addition the recorded and brailled books available from the Library of Congress, books requested by each patron, books sent to each patron, and a book inventory are included. Records date from 1931 to the present and are updated daily. Access is computer on-line and batch.

Cost

Computer material plus processing and personnel time

Time

Dependent upon request

Restrictions

Names and addresses cannot be released

Contact

Texas State Library,
Division for the Blind
and Physically Handicapped
512/475-4758, 822-4758
800-252-9605

LOCKHEED INFORMATION SYSTEMS/DIALOG

Description

Over 50 on-line data bases covering a wide range of subject areas in science, technology, engineering, social sciences, business and economics. The data bases accessed by Texas state agencies are described individually in this directory. As a general rule, the Texas Department of Water Resources Library searches in the areas of science, technology, and engineering. The CITE Resource Center limits its searching to data bases broadly concerned with the field of education. Use by the Texas Industrial Commission is limited to inquiries about energy conservation from manufacturing industries in Texas. The Custom Research Service, available from the Dallas Public Library through the Texas State Library, accesses the data bases in DIALOG as needed including those not described in this directory.

Cost

Varies with data bases searched

Time

24 hours

Restrictions

Varies with agency

Contact

Texas Department of Water Resources Library
512/475-3781, 822-3781
CITE Resource Center
512/476-6861, ext. 248
TSL, Public Services Dept.
512/475-2996, 822-2996

Texas Industrial Commission
512/472-5059 ext 663,820-2663
800-252-9323

OHIO COLLEGE LIBRARY CENTER (OCLC)

Description

Provides access to over three million recently cataloged items in 900 participating libraries. Full bibliographic descriptions for monographs and serials obtained from the Library of Congress MARC (machine-readable cataloging) tapes and member library input are in the data base. The bibliographic standard is Anglo-American Cataloging Rules and Library of Congress practice. The system permits modification of the data base record to meet local cataloging requirements. Full bibliographic records can be retrieved for use in cataloging, serials check-in, ordering, interlibrary loan, verification, and catalog card production. Data from 1968 to the present is very good; pre-1968 is average. Updating is weekly and access is computer on-line.

Cost

$1.75/hit for cataloging; $.039/card; $.22/public use search plus contractual or membership fees

Time

Less than a minute

Restrictions

Library must join OCLC or a regional network having access to OCLC or have a written agreement with such Library

Contact

Texas State Library, Technical Services Department 512/475-2026, 822-2026

SYSTEM DEVELOPMENT CORPORATION/ORBIT

Description

More than 45 on-line data bases covering subjects ranging from the most technical aerospace topics to humor from the floor of the U.S. Congress. The data bases accessed by Texas state agencies are described individually in this directory. As a general rule, the Texas Department of Water Resources Library searches in the areas of science, technology, and engineering. The CITE Resource Center limits its searching to data bases broadly concerned with the field of education. Use by the Texas Industrial Commission is limited to inquiries about energy conservation from manufacturing industries in Texas. The Custom Research Service available from the Dallas Public Library through the Texas State Library, accesses all the data bases in ORBIT as needed including those not described in this directory.

Cost

Varies with data base

Time

24-48 hours

Restrictions

Varies with agency

Contact

Texas Department of Water Resources Library, 512/475-3781 822-3781; CITE Resource Center, 512/476-6861, ext. 248 Texas State Library, Public Services Department, 512/475-2996, 822-2996; Texas Industrial Commission, Energy Utilization Department, 512/472-5059 ext 663, 820-2663, 800-252-9323

TEXAS NUMERIC REGISTER (TNR)

Description

A computer-produced union list of the books in the Texas State Library, ten major Texas public libraries and 25 Texas college and university libraries which can be identified by Library of Congress catalog card number. The TNR is arranged in LC card number order, with the holding libraries identified by symbols opposite each number and it is used to locate books for interlibrary loan requests. The TNR is transferred from a computer print-out to microfiche at a 24X reduction rate. It was begun in 1973 but contains titles published as early as 1901 when the production of LC catalog cards began. Updating is quarterly.

Cost

None

Time

N/A

Restrictions

Available to Texas state agency libraries through the Texas State Library

Contact

Texas State Library, Network Development Department, 512/475-3564, 822-3564

2383

ABSTRACT VOLUME SUPPLEMENT "H"

Description

Contains for each tract: county, abstract number, original grantee, certificate number, patentee, date of patent, patent number, patent volume, land description, acres, classification at the time of sale, file number, and brief miscellaneous remarks. Sequence of file is abstract number within county. The information is updated as required and covers from June 1961 - June 1976 (activity since supplement "G"). Access is computer-batch.

Cost

Not established

Time

Within 48 hours after approval

Restrictions

Use must be approved by the Commissioner or Chief-Clerk

Contact

General Land Office, Data Processing 512/475-6556, 822-6556

AERIAL PHOTOGRAPHY SUMMARY RECORDS SYSTEM (APSRS)

Description

The EROS Data Center Base contains information on all non-classified federal aerial and satellite photography. Searches are possible by geographic areas defined by corner coordinates. Items such as camera type, file type, focal length, scale, cloud cover, and quality are reported for each frame that falls within the search area. Covers 1940 to the present and is updated monthly. Access is computer on-line. TNRIS Systems Central maintains a "browse file" of microfilm copies of each photo in the EROS Data Centers APSRS system so user can check the quality of a product prior to placing an order for it.

Cost

No charge at this time

Time

Less than 1 hour

Restrictions

None

Contact

Texas Natural Resources Information System 512/475-3321, 822-3321

AIR POLLUTION TECHNICAL INFORMATION CENTER (APTIC)

Description

A comprehensive resource on all aspects of air pollution, its effects, prevention, and control. This data base includes but is not limited to all abstracts in Air Pollution Abstracts (no longer published) and covers from 1966 to the present. Updating is monthly. Access is computer on-line.

Cost

$.70/minute plus $.10/ off-line print; 10% handling charge

Time

On-line, 24 hours
Off-line, 4 days

Restrictions

Searches performed for state agencies only

Contact

Texas Department of Water Resources Library
512/475-3781, 822-3781

AQUATIC SCIENCES AND FISHERIES ABSTRACTS

Description

A comprehensive data base on life sciences of the seas and inland waters as well as related legal, political, and social topics. It includes coverage of the following subjects: aquatic biology, biological oceanography, chemical oceanography, environmental studies, fisheries, geological oceanography, law of the sea, limnology, marine biology physical oceanography, and water pollution. Information dates from January 1975 to the present and updating is monthly. Access is computer on-line.

Cost

$.70/minute plus $.10/off-line print; 10% handling charge

Time

On-line, 24 hours
Off-line, 4 days

Restrictions

Searches performed for state agencies only

Contact

Texas Department of Water Resources Library
512/475-3781, 822-3781

COASTAL ZONE PERMITS

Description

Lease, term of permit, annual fee, original consideration, map reference, acres, structure number, permit number, expiration date and permit status on coastal zone permits. Contains active permits only and is updated quarterly. Access is computer-batch.

Cost

Not established

Time

Within 48 hours after approval

Restrictions

Use must be approved by the Commissioner or chief clerk

Contact

General Land Office, Data Processing
512/475-6556, 822-6556

COMPLIANCE MONITORING MANAGEMENT SYSTEM

Description

Identifies waste discharges that are not in compliance with water quality standards and the enforcement action taken against them. Covers the current year and is updated monthly. Access is computer-batch.

Cost

$.05/page for outside users

Time

24 hours

Restrictions

None

Contact

Texas Department of Water Resources, Data Systems
512/475-2661, 822-2661

COMPUTERIZED RESOURCES INFORMATION BANK (CRIB)

Description

Contains records of both metallic and non-metallic mineral resources of the United States and other countries. Information in each record consists of descriptive text, numeric data, codes, and certain keywords. Some topics accommodated in the system are: name, location, commodity information, description of deposit, geology, production, reserves, potential resources and references. Covers 1974 to the present and is updated monthly. Access is computer on-line.

Cost

$20-$200 or more depending on search

Time

Routine requests, immediate
Large printouts, 1 week

Restrictions

None

Contact

Texas Natural Resources Information System
512/475-3321, 822-3321

DOE/RECON

Description

An on-line system of bibliographic data bases having to do with energy and environment from the U.S. Department of Energy (DOE), Office of Technical Information.

Cost

None

Time

On-line, 24 hours
Off-line, 3-5 days

Restrictions

Searches limited to inquiries about energy conservation from Texas manufacturers

Contact

Texas Industrial Commission
Energy Utilization Department
512/472-5059 ext 663, 820-2663
800-252-9323

ENVIROBIB (ENVIRONMENTAL PERIODICALS BIBLIOGRAPHY)

Description

Covers the broad fields of general human ecology, atmospheric studies, energy, land resources, water resources, and nutrition and health. Almost 250 periodicals are indexed. Covers 1973 to the present and is updated bimonthly. Access is computer on-line.

Cost

$1.13/minute plus
$.15/off-line print;
10% handling charge

Time

On-line, 24 hours
Off-line, 4 days

Restrictions

Searches performed for state agencies only

Contact

Texas Department of
Water Resources Library
512/475-3781, 822-3781

ENVIROLINE (ENVIRONMENT ABSTRACTS)

Description

Indexing and abstracting coverage of more than 5,000 internation primary and secondary source publications reporting on all aspects of the environment. Included are such fields as: management, technology, planning, law, political science, economics, geology, biology, and chemistry as they relate to the environmental issues. Literature covered includes periodicals, government documents, industry reports, proceedings of meetings, newspaper articles, films and monographs. Also included are rulings from the Federal Register and patents from the Official Gazette. Covers 1971 to the present and is updated monthly. Access is computer on-line.

Cost

$1.63/minute plus
$.20/off-line print;
10% handling charge

Time

On-line, 24 hours
Off-line, 4 days

Restrictions

Searches performed for state agencies only

Contact

Texas Department of
Water Resources Library
512/475-3781, 822-3781

ESTUARINE WATER SAMPLES

Description

Water samples collected from established stations in estuarine waters along the Texas coast. Covers from 1958 to the present and is updated quarterly. Access is computer-batch.

Cost

Approximately $125/hour

Time

5 days

Restrictions

Written approval of agency head

Contact

Texas Department of Health, Data Processing
512/458-7664, 824-9664

FEDERAL RANKING SYSTEM

Description

Assigns weights to waste dischargers based on information they report, then ranks them according to the weight assigned. Covers the current year and is updated annually. Access is computer-batch.

Cost

$.05/page for outside users

Time

24 hours

Restrictions

None

Contact

Texas Department of Water Resources, Data Systems
512/475-2661, 822-2661

FISH KILL SYSTEM

Description

Information on fish kills reported to the Texas Department of Water Resources includes location of the kill, probable cause, percentage of kill that was rough fish, percentage of kill that was game fish, approximate total fish killed, date kill was observed, county and TDWR district where kill was observed, and TDWR river basin. Information dates back to 1970 and is updated annually. Access is computer-batch.

Cost

$.05/page for outside users

Time

24 hours

Restrictions

None

Contact

Texas Department of Water Resources, Data Systems
512/475-2661, 822-2661

GAS G-10 DATA TAPES

Description

Gas test information on producing wells or well status on non-producing wells. Covers from February 1976 to the present and is updated daily. Access is computer-batch.

Cost

$25/month

Time

24 hours

Restrictions

None

Contact

Railroad Commission of Texas, Automatic Data Processing
512/475-4416, 822-4416

GAS WELL ALLOWABLE AND PRODUCTION

Description

Records of all gas fields in Texas with 14 months of allowable and 12 months gas and condenstate production by well. Includes all data pertinent for location, type, operating rules, status, and ownership. Covers 1970 to the present and is updated daily. Access is computer-batch.

Cost

$90/set - price list for individual reels available on request

Time

24 hours

Restrictions

None

Contact

Railroad Commission of Texas, Automatic Data Processing
512/475-4416, 822-4416

GULF OF MEXICO REVENUE DATA

Description

Includes tract number, county, acres, lease bonus payments, rental payments, royalty payments and date of payment for all leases located from shore to the three marine league line. Each tract is identified (estimated) as to location in relation to the three mile line and three marine league line. Each lease is identified as to active lease or inactive (expired, terminated, etc) lease. Covers 1940+ through August 31, 1977 and is updated annually. Access is computer-batch.

Cost

Not established

Time

Within 48 hours after approval

Restrictions

Use must be approved by the Commissioner or chief clerk

Contact

General Land Office, Data Processing
512/475-6556, 822-6556

INSPECTION ACCOUNTING SYSTEM

Description

Used to schedule water quality inspections and to store data collected during the inspection of the dischargers. Data covers the current calendar year and updating is monthly. Access is computer batch.

Cost

$.05/page for outside users

Time

24 hours

Restrictions

None

Contact

Texas Department of Water Resources, Data Systems
512/475-2661, 822-2661

LAND GRANT INDEX

Description

An index of the names of persons companies receiving land grants and a General Land Office file reference. Covers first class, second class, third class, bounty, donation, script and preemption files of each of the original land districts. Covers grants from early in the 19th century to the last grant made. Updating is done as needed to correct errors and omissions. Access is computer-batch.

Cost

Not established

Time

Within 48 hours

Restrictions

Use must be approved by the Commissioner or chief clerk

Contact

General Land Office, Data Processing
512/475-6556, 822-6556

LEASE MASTER FILE

Description

Data is cross-keyed with the property inventory file and includes: lease, acres, remarks, type lease, expiration date, annual fee due, lease consideration, file number, status of file, and term of lease. Contains information on currently active leases only which is updated quarterly. Access is computer-batch.

Cost

Not established

Time

Within 48 hours after approval

Restrictions

Use must be approved by the Commissioner or chief clerk

Contact

General Land Office, Data Processing 512/475-6556, 822-6556

LIQUIFIED PETROLEUM (LP) GAS LICENSES

Description

Records of all current LP Gas licensee data such as name, incorporated name of business, address, category, insurance coverage. Updating is weekly. Access is computer-batch.

Cost

$25/copy minimum

Time

24 hours

Restrictions

None

Contact

Railroad Commission of Texas, Automatic Data Processing Division 512/475-4416, 822-4416

MINERAL LEASE DATA

Description

Contains, for each mineral file, the land description (county, survey, township, block, section and part of section), acres in lease, annual rental and type of lease (e.g. bay, Relinquishment Act, etc). Information dates from the oldest active lease to present. Updating is monthly. Access is computer-batch.

Cost

Not established

Time

Within 48 hours after approval

Restrictions

Use must be approved by the Commissioner or chief clerk

Contact

General Land Office,
Data Processing
512/475-6556, 822-6556

OCEANIC ABSTRACTS

Description

Abstracts on marine-related subjects from world-wide technical literature on the seas of the world dating from 1964 to the present and updated bimonthly. Access is computer on-line.

Cost

$1.05/minute plus
$.10/off-line print;
10% handling charge

Time

On-line, 24 hours
Off-line, 4 days

Restrictions

Searches performed for state agencies only

Contact

Texas Department of
Water Resources Library
512/475-3781, 822-3781

OIL AND GAS ORGANIZATION FORM P-5

Description

Name and address of all active operators in the Texas oil and gas industry. Updating is daily. Access is computer on-line and batch.

Cost

$24/tape

Time

24 hours

Restrictions

None

Contact

Railroad Commission of Texas, Automatic Data Processing Division
512/475-4416, 822-4416

OIL WELL DETAIL TAPE

Description

Contains the latest two oil well status form W-10 for all wells producing under a unitization. Supplements the oil well allowable and production tape and is updated daily. Access is computer-batch.

Cost

$63/tape

Time

24 hours

Restrictions

None

Contact

Railroad Commission of Texas, Automatic Data Processing Division
512/475-4416, 822-4416

OIL WELL ALLOWABLE AND PRODUCTION

Description

Records of all oil fields in Texas with 14 months of allowable by well and 12 months oil and casinghead gas production by lease. Includes all data pertinent for location, type, operating rules, status, and ownership. Information dates from 1970 to the present and is updated daily. Access is computer-batch.

Cost

$298/set

Time

24 hours

Restrictions

None

Contact

Railroad Commission of Texas, Automatic Data Processing Division
512/475-4416, 822-4416

PARAMETER CODE SYSTEM

Description

Maintains information on the standarized data items which are stored by parameter code in the water quality permit and self-reporting systems Gives a listing of the descriptions, format, and responsibility limits of data items used in other sections of the water quality data base. Updating is monthly. Access is computer-batch.

Cost

$.05/page for outside users

Time

24 hours

Restrictions

None

Contact

Texas Department of Water Resources, Data Systems
512/475-2661, 822-2661

PERMIT SYSTEM

Description

Information on water quality permits issued to waste dischargers such as name, address, location, county, etc. plus specific effluent limitations applied to each discharge point of a given facility. Updating is monthly. Access is computer-batch.

Cost

$.05/page for outside use

Time

24 hours

Restrictions

None

Contact

Texas Department of Water Resources, Data Systems
512/475-2661, 822-2661

PETROLEUM DATA SYSTEM (PDS)

Description

Contains information that is publicaly available on all oil fields and pools in the U.S., Canada, and the federally owned outer continental shelf. Data is maintained in an aggregate or average sense and is not structured around individuals. Geologic age of reservoir, trap type, area, reservior thickness, porosity, permeability, temperature, pressure, lithology, and fluid analysis, field status, number and status of producing wells, and field reserve are in the file. Data from the USGS, ERDA, Federal Energy Administration, and Bureau of Rivers is included in addition to others. Covers from 1942 to the present and is updated monthly. Access is computer on-line.

Cost

$20-$200 or more depending on search

Time

On demand for short printout; approximately 1 week for large printout

Restrictions

None

Contact

Texas Natural Resources Information System
512/475-3321, 822-3321

POLLUTION

Description

Corresponds in coverage to the printed Pollution Abstracts publication. Covers reports from the U.S. and other countries, some 2,500 journals, selected conference proceedings and papers, symposia, contracts and patents, monographs and government documents in the area of pollution control and research including air pollution, water pollution, solid wastes, noise, pesticides, radiation, and general environmental quality. Covers January 1970 to the present and is updated bimonthly. Access is computer on-line.

Cost

$1.22/minute plus
$.15/off-line print;
10% handling charge

Time

On-line, 24 hours
Off-line, 3 days

Restrictions

Searches performed only for state agencies

Contact

Texas Department of Water Resources Library
512/475-3781, 822-3781

PROPERTY INVENTORY

Description

For each tract of land in which the General Land Office currently has some type of management responsibility (except Relinquishment Act land and free royalty land which are being compiled) the file shows: survey (area), township, block section (tract), county, acres, part of section (tract), abstract number, distance and course from county courthouse and file number. Tracts included are: rivers creeks/bayous, bays/inlets/coves, Gulf of Mexico, unsold public school land, lakes, islands, land trades, patented minterals, navigation districts, asylum lands and university. Updating is quarterly. Access is computer batch.

Cost

Not established

Time

Within 48 hours after approval

Restrictions

Use must be approved by the Commissioner or chief clerk

Contact

General Land Office,
Data Processing
512/475-6556, 822-6556

PUBLIC SCHOOL LAND, UNIVERSITY LAND AND ASYLUM LAND (LAND CLASS)

Description

One or more records for each school land file, scrap file and university/ asylum land file. Each record contains: land description (survey, township, block, section and part of section), acres, abstract number, course/distance to courthouse, sale date, original file reference, transaction code/date, classification at time of sale and date of classification, grantee and purchaser. Updating is semi-annual. Access is computer-batch.

Cost

Not established

Time

Within 48 hours after approval

Restrictions

Use must be approved by the Commissioner or chief clerk

Contact

General Land Office, Data Processing
512/475-6556, 822-6556

RIP (ENERGY RESEARCH IN PROGRESS)

Description

An on-line inventory of energy related research projects. Scope of interest includes all energy sources, fossil, nuclear, and unconventional; electric power generation, transmission, distribution, and storage; energy conservation and utilization, including heating, cooling, lighting, industrial processes, transportation, agriculture, etc.; economic and legal aspects; environmental and health effects; resources exploration, mining, processing and reserve studies; and basic and applied research and engineering development. Covers from 1977 to the present.

Cost

None

Time

On-line, 24 hours
Off-line, 3-5 days

Restrictions

Searches limited to inquiries about energy conservation from Texas manufacturers

Contact

Texas Industrial Commission
Energy Utilization Department
512/472-5059 ext 663, 820-2663
800-252-9323

SCHOOL LAND ACCOUNTS

Description

Principal, interest and insurance balances, installment due amounts, interest rate, and similar information to support an installment payment type accounting function. Names, addresses and any other information that will compromise the privacy of this file will not be released. Coverage contains active accounts only which are updated weekly. Access is computer-batch.

Cost

Not established

Time

Within 48 hours after approval

Restrictions

Use must be approved by the Commissioner or chief clerk

Contact

General Land Office,
Data Processing
512/475-6556, 822-6556

SOLID WASTE SYSTEM

Description

Information on entities registered by the Texas Department of Water Resources to generate, dispose of, and receive waste. Reports of on-site and off-site dumping activities include waste type and quantity, carrier, and disposal site. Reports are made by waste generator, carrier, and receiver. Information dates from 1976 to the present and is updated monthly. Access is computer-batch.

Cost

$.05/per page for outside users

Time

24 hours

Restrictions

None

Contact

Texas Deparment of
Water Resources,
Data Systems
512/475-2661, 822-2661

STATEWIDE WATER QUALITY MONITORING NETWORK SYSTEM

Description

Reports of stream and coastal water quality which include description of station location and up to five years of sampling data. Covers 1967 to the present and is updated monthly. Access is computer-batch.

Cost

$.05/page for outside users

Time

24 hours

Restrictions

None

Contact

Texas Department of Water Resources, Data Systems
512/475-2661, 822-2661

TEXAS ENERGY DATA BANK

Description

Gives an overview of the historical production, reserves, transmission, conversion, valuation, and consumption of energy in Texas. All data items included are Texas statewide totals. Broad subject categories include crude petroleum, petroleum refining, natural gas liquids, natural gas, natural gas distribution, electric power, electric utility data, exploration and drilling, other energy sources, energy consumption, demographic, and financial information. Included with each data item is a data item access number, the annual and monthly values, when applicable and available, the title name, unit of measurement, and the general source of information. Contains annual data from 1952 to the present and monthly data from 1970 to the present. Updating is weekly. Access is computer on-line and batch.

Cost

Cost of computer run and supplies

Time

One day

Restrictions

None

Contact

Texas Energy Advisory Council
512/475-5588, 822-5491

2407

TNRIS/BASE DATA

Description

Seventeen files containing geographic base data including digitized water well location, county boundaries, and location of communities. Water district location and state and federal owned lands of 50 acres or larger are available for some counties. Also included are indicies to aerial and satellite photography available through state and federal agencies. Covers 1940 to the present and is updated monthly. Access is computer on-line and batch.

A detailed abstract of each file is contained in the Texas Natural Resources Information System File Description Report available through TNRIS Systems Central at (512) 475-3321.

Cost

Varies with file — many for less than $15

Time

Varies from several hours to 2-3 weeks depending on file

Restrictions

Usually none

Contact

Texas Natural Resources Information System
512/475-3321, 822-3321

TNRIS/BIOLOGICAL RESOURCES

Description

Twenty-nine biological files in four sub-categories. Information on Texas crops, livestock, fish landing, deer movement, shrimp catch, pine beetle infestation, bacteriological water quality, and fish distribution is included. Covers from 1950 to the present and is updated monthly. Access is computer on-line and batch.

A detailed abstract of each file is contained in the Texas Natural Resources Information System File Description Report available through TNRIS Systems Central at (512) 475-3321

Cost

Usually under $15

Time

24-72 hours

Restrictions

Usually none, depends on file

Contact

Texas Natural Resources Information System
512/475-3321, 822-3321

TNRIS/GEOLOGICAL AND LAND RESOURCES

Description

Twenty-nine files in three subcategories of Texas geologic and land resources. Includes data for Texas such as oil and gas production, secondary recovery, soils locations, agricultural land use, and land classification. Covers 1959 to the present and is updated monthly. Access is computer-batch. A detailed abstract of each file is contained in the Texas Natural Resources Information System File Description Report available through TNRIS Systems Central at 512/475-3321.

Cost

Usually under $15.

Time

24-72 hours

Restrictions

Usually none, depends on file

Contact

Texas Natural Resources Information System
512/475-3321, 822-3321

TNRIS/METEOROLOGICAL RESOURCES

Description

Fifty files containing climatological and air quality data. Contains information in many areas including evaporation, rainfall, wind movement, relative humidity, and particulates among many others. Much of the data is available for over 600 locations in Texas on a daily basis. Hourly data is available for some locations. Coverage dates from 1900 to the present and updating is monthly. Access is computer on-line and batch. A detailed abstract of each file is contained in the Texas Natural Resources Information System File Description Report available through TNRIS Systems Central at 512/475-3321.

Cost

Usually less than $15.

Time

24-72 hours

Restrictions

None

Contact

Texas Natural Resources Information System
512/475-3321, 822-3321

TNRIS/WATER RESOURCES

Description

Thirty-four files in three subcategories of water resources data. Data includes daily and monthly streamflow, reservoir content, and sediment load for Texas streams. Subsurface water data is also available in the form of water level and water quality analysis. Covers from 1889 to the present and is updated monthly. Access is computer on-line and batch.

A detailed abstract of each file is contained in the Texas Natural Resources Information System file Description Report available through TNRIS Systems Central at 512/475-3321.

Cost

Usually under $15

Time

24-72 hours

Restrictions

Usually none, depends on file

Contact

Texas Natural Resources Information System
512/475-3321, 822-3321

TULSA

Description

Covers oil and gas exploration, development, and production in such areas as petroleum geology, exploration geophysics and geochemistry; well drilling, well logging, well completion and servicing, oil and gas production, reservoir studies and recovery methods, pollution, alternative fuels and energy sources, and petroleum transportation and storage. Covers from January 1965 to the present and is updated quarterly. Access is computer on-line.

Cost

$2.22/minute plus
$.50/off-line;
10% handling charge

Time

On-line, 24 hours
Off-line, 3 days

Restrictions

Searches performed for state agencies only

Contact

Texas Department of Water Resources Library
512/475-3781, 822-3781

VETERANS' LAND ACCOUNTS

Description

Principal, interest and insurance balances, installment due amounts, interest rate, and similar information to support an installment payment type accounting function. Contains currently active accounts (1949 - present) only. Updating is weekly. Access is computer-batch.

Cost

Not established

Time

Within 48 hours

Restrictions

Use must be approved by the Commissioner or chief clerk

Contact

General Land Office, Data Processing
512/475-6556, 822-6556

WATER BASIN PLANNING SYSTEM

Description

Provides a tool for monitoring and coordinating planning activities of the Texas Department of Water Resources. Through a series of programs, the system maintains a file for each water basin in the state. Covers 1975 to the present and is updated periodically. Access is computer-batch.

Cost

$.05/page for outsiders

Time

24 hours

Restrictions

None

Contact

Texas Department of Water Resources, Data Systems
512/475-2661, 822-2661

WATER RESOURCES ABSTRACTS

Description

References from Selected Water Resources Abstracts published by the Water Resources Scientific Information Center. Subject matter covers all aspects of water resource development, protection and use including pertinent items of legislation, articles on environmental effects, and articles on water resources as they related to wildlife management. May be accessed by author, index terms (key-works), subject category, and WRSIC category code numbers. Covers from October 1968 to the present and is updated monthly. Access is computer on-line.

Cost

Long distance telephone charges for non-governmental users

Time

On-line, immediate
Off-line, 1 week

Restrictions

None

Contact

Texas Natural Resources Information System
512/475-3321, 822-3321
Texas Industrial Commission, Energy Utilization Department
Searches Performed for Texas manufacturers only
512/475-5551, 822-5551, 800-292-9323

WORLD ALUMINUM ABSTRACTS

Description

Provides coverage of the world's technical literature on aluminum, ranging from ore processing (exclusive of mining) through end uses. The WAA data base includes information abstracted from journals, patents, government reports, conference proceedings, dissertations, books, and other publications. Covers 1968 to the present and is updated monthly. Access is computer on-line.

Cost

$.97/minute plus $.10/off-line print; 10% handling charge

Time

On-line, 24 hours
Off-line, 4 days

Restrictions

Searches performed for state agencies only

Contact

Texas Department of Water Resources Library
512/475-3781, 822-3781

BOAT CERTIFICATION SYSTEM

Description

Contains information from boat owners applications. Sub-files for lists and mailing labels are organized according to boat length. Information is updated annually. Access is computer-batch.

Cost

$.05/page for outside users

Time

24 hours

Restrictions

None

Contact

Texas Department of Water Resources, Data Systems
512/475-2661, 822-2662

HUNTER SAFETY

Description

A record for each person who has successfully completed the hunter safety course as conducted under the auspices of the Texas Parks and Wildlife Department. Information covers November 1971 to the present and is updated semi-monthly. Access is computer-batch (tape file).

Cost

Lists are available to the public for a fee as established by the Parks & Wildlife Dept.

Time

24 hours maximum

Restrictions

None

Contact

Texas Parks & Wildlife, Data Processing Division
512/475-4881, 822-4881

LICENSE RENEWALS - TEXAS PARKS AND WILDLIFE

Description

A record for each purchase of a license as required by the Texas Parks and Wildlife Department. There are 78 types of licenses including fishing and hunting permits, commercial fishing permits, bait dealers, trapper's permits, etc. Files are by fiscal year beginning with 1975 and are updated daily. Access is computer batch.

Cost

Fee established by the agency

Time

24 hours

Restrictions

None

Contact

Texas Parks and Wildlife Department,
Data Processing Division
512/475-4881, 822-4881

MAGAZINE SUBSCRIPTIONS-TEXAS PARKS AND WILDLIFE

Description

Contains a record for each person subscribing to the Texas Parks and Wildlife magazine. Includes all current subscribers plus those whose subscriptions have expired during the past 6 months. Updating is daily. Access is computer on-line.

Cost

Yes

Time

Immediate

Restrictions

None

Contact

Texas Parks and Wildlife Department,
Data Processing
512/475-4881, 822-4881

WATER SAFETY

Description

A record for each person who has successfully completed the water safety course as conducted under the auspices of the Texas Parks and Wildlife Department. Information dates from June 1973 to the present and is updated semi-monthly. Access is computer-batch.

Cost

Established by the Parks and Wildlife Department

Time

24 hours

Restrictions

None

Contact

Texas Parks and Wildlife Department
512/475-4881, 822-4881

2415

AGRICOLA (FORMERLY CAIN)

Description

Covers worldwide journal and monographic literature in agriculture and related subject fields, including general agriculture and rural sociology, economics, consumer protection and human nutrition, animal science, veterinary medicine, forestry and plant-related areas, chemistry, natural resources, entomology, and agricultural engineering. Covers January 1970 to the present and is updated monthly. Access is computer on-line.

Cost

$.70/minute plus $.06 per off-line print; 10% handling charge

Time

On-line, 24 hours
Off-line, 3 days

Restrictions

Searches performed only for state agencies

Contact

Texas Department of Water Resources Library
512/475-3781, 822-3781

AUTOMATIC DATA PROCESSING (ADP) EQUIPMENT INVENTORY

Description

Contains current information on all ADP equipment in Texas state agencies and in the state supported colleges and universities. Updating is monthly. Access is computer-batch.

Cost

$.15/page

Time

One day

Restrictions

None

Contact

State Auditor's Office
512/475-4606, 822-4606

BIOSIS PREVIEWS

Description

Contains citations covering the entire life sciences from Biological Abstracts and Bio Research Index and approximately 8,000 other serials as well as books. Information dates from January 1972 to the present. Biological Abstracts is updated biweekly. Bio Research Index, monthly. Access is computer on-line.

Cost

$1.22/minute plus
$.10/off-line print;
10% handling charge

Time

On-line, 24 hours
Off-line, 3 days

Restrictions

Searches performed only for state agencies

Contact

Texas Deparment of
Water Resources Library
512/475-3781, 822-3781

CA CHEMICAL NAME DICTIONARY (CHEMNAME)

Description

Contains a listing of chemical substances in a dictionary-type, nonbibliographic file. For each substance listed, the Chemical Abstracts service registry number, molecular formula, Chemical Abstracts substance index name, available synonyms, and all other chemical substance data are listed. The primary purpose of this file is to support specific substance searching and substructure searching via nomenclature in the DIALOG Chemical Information System (consisting of CA CONDENSATES, CASIA, and CHEMNAME). Covers 1972 to the present and is updated monthly. Access is computer on-line.

Cost

$1.13/minute plus
$.12/off-line print;
10% handling charge

Time

On-line, 24 hours
Off-line, 4 days

Restrictions

Searches performed for state agencies only

Contact

Texas Department of
Water Resources Library
512/475-3781, 822-3781

CA SUBJECT INDEX ALERT (CASIA)

Description

Contains index entries for documents abstracted in Chemical Abstracts. These index entries are eventually cumulated to produce the semiannual and collective CA Volume Indexes. Thus, CASIA covers the same documents as those covered by CA CONDENSATES, but it provides additional means of accessing the information in these documents. The index entries are of two types: general subjects, using the terminology of chemistry and chemical engineering, and specific chemical substances, which are represented by their Chemical Abstracts Service (CAS) Registry Numbers. Information dates from 1972 to the present and is updated monthly. Access is computer on-line.

Cost

$1.13/minute plus
$.12/off-line print;
10% handling charge

Time

On-line, 24 hours
Off-line, 4 days

Restrictions

Searches performed for state agencies only.

Contact

Texas Department of
Water Resources Library
512/475-3781, 822-3781

CAB ABSTRACTS (COMMONWEALTH AGRICULTURAL BUREAUS)

Description

A comprehensive file of agricultural and biological information containing all records of the 22 journals published by the Commonwealth Agricultural Bureaus, Farnham House, England. Over 8,500 journals in 37 languages are scanned as well as books, reports, and other publications. About 130,000 items are selected for publication yearly; significant papers are abstracted, while less important works are reported with bibliographic details only. Covers January 1973 to the present and is updated monthly. Access is computer on-line.

Cost

$1.05/minute plus
$.15/off-line print;
10% handling charge

Time

On-line, 24 hours
Off-line, 4 days

Restrictions

Searches performed for state agencies only

Contact

Texas Department of
Water Resources Library
512/475-3781, 822-3781

CHEMCON AND CHEM 7071

Description

Provides worldwide coverage of the chemical sciences literature from over 12,000 journals, patents from 26 countries, new books, conference proceedings, and government research reports. Coverage corresponds to the printed Chemical Abstracts Condensates, including 80 main subject sections such as biochemistry, organic chemistry, macromolecular chemistry, applied chemistry, and chemical engineering, and physical and analytical chemistry. Information dates from January 1972 to the present and is updated biweekly. Access is computer on-line.

Cost

$1.13/minute plus
$.12/off-line print;
10% handling charge

Time

On-line, 24 hours
Off-line 3 days

Restrictions

Searches performed only for state agencies

Contact

Texas Department of Water Resources Library
512/475-3781, 822-3781

CHEMICAL INDUSTRY NOTES (CIN)

Description

Contains citations to the business literature in the chemical industry, including production, pricing, sales, facilities, products and processes, corporate activities, government activities, and people. Covers over 80 periodicals. Information dates from December 1974 to the present and is updated weekly. Access is computer on-line.

Cost

$1.63/minute plus
$.20/off-line print
10% service charge

Time

On-line, 24 hours
Off-line, 3 days

Restrictions

Searches performed for state agencies only

Contact

Texas Department of Water Resources Library
512/475-3781, 822-3781

CLAIMS/CHEM

Description

Contains over 350,000 U.S. chemical and chemically related patents issued since 1950, plus foreign equivalents from Belgium, France, Great Britain, Germany and The Netherlands. This data base is the result of a 1972 purchase by the IFI/Plenum Company of the E. I. du Pont de Nemours patent indexing system and merging of the IFI/Plenum index with the du Pont data base in response to chemical industry need for a more highly controlled indexing system incorporating a chemical substructure search capability and a more selective index to polymer chemistry. Covers 1950 to the present and is updated quarterly. Access is computer on-line.

Cost

$2.50/minute plus
$.10/off-line print;
10% handling charge

Time

On-line, 24 hours
Off-line, 4 days

Restrictions

Searches performed for state agencies only

Contact

Texas Department of Water Resources Library
512/475-3781, 822-3781

CLAIMS/CLASS

Description

A classification code and title dictionary for all classes and selected subclasses of the U.S. patent classification system. Enhances retrieval of patent data in CLAIMS/CHEM and CLAIMS/GEM.

Cost

$1.50/minute plus
$.10/off-line print;
10% handling fee

Time

On-line, 24 hours
Off-line, 4 days

Restrictions

Searches performed for state agencies only

Contact

Texas Department of Water Resources Library
512/475-3781, 822-3781

CLAIMS/GEM

Description

This on-line file is analogous to CLAIMS/CHEM and contains information about 50,000 general, electrical, and mechanical U.S. patents. Information dates from 1975 to the present and is updated quarterly.

Cost

$1.63/minute plus
$.10/off-line print;
10% handling charge

Time

On-line, 24 hours
Off-line, 4 days

Restrictions

Searches performed for state agencies only

Contact

Texas Department of Water Resources Library
512/475-3781, 822-3781

COMPENDEX

Description

Corresponds to Engineering Index Monthly. Covers civil-environmental-geological engineering, mining-metals-petroleum-fuel engineering, mechanical-automotive-nuclear-aerospace engineering, electrical-electronics-control engineering, chemical-agricultural-food engineering, and industrial engineering, management, mathematics, physics, and instruments. Covers from January 1970 to the present and is updated monthly.

Cost

$1.22/minute plus
$.10/off-line print;
10% handling charge

Time

On-line, 24 hours
Off-line, 3 days

Restrictions

Searches performed only for state agencies

Contact

Texas Department of Water Resources Library
512/475-3781, 822-3781

COMPREHENSIVE DISSERTATION INDEX (CDI)

Description

Contains all dissertations accepted for academic doctoral degrees granted by U.S. educational institutions and some non-U.S. universities. Materials stem from two printed products: Dissertation Abstracts International and American Doctoral Dissertations and date from 1861 to the present. Updating is monthly. Access is computer on-line.

Cost

$1.05/minute plus
$.12/off-line print;
10% handling charge

Time

On-line, 24 hours
Off-line, 3 days

Restrictions

Searches performed for state agencies only

Contact

Department of Water Resources Library
512/475-3781, 822-3781

CURRENT RESEARCH INFORMATION SYSTEM (CRIS)

Description

Describes agriculturally related research projects covering current research in agriculture and related sciences sponsored or conducted by USDA research agencies, state agricultural experiment stations, state forestry schools, and other cooperating state institutions. Dates form July 1974 to the present and is updated monthly. Access is computer on-line.

Cost

$.67/minute plus
$.10/off-line print;
10% handling charge

Time

On-line, 24 hours
Off-line, 4 days

Restrictions

Searches performed for state agencies only

Contact

Texas Department of Water Resources Library
512/475-3781, 822-3781

ENERGYLINE

Description

Comprehensive coverage of over 200 core journals and selected coverage of several thousand other journals, as well as reports and surveys, monographs, and newspaper articles. Subject area coverage includes energy economics, U.S. policy and planning, research and development, resources and reserves, environmental impact, electric power transmission and storage, and fuel transport and storage. Covers January 1971 to the present and is updated bimonthly. Access is computer on-line.

Cost

$1.70/minute plus
$.25/off-line print;
10% handling charge

Time

On-line, 24 hours
Off-line, 3 days

Restrictions

Searches performed only for state agencies

Contact

Texas Department of
Water Resources Library
512/475-3781, 822-3781

FOOD SCIENCE AND TECHNOLOGY ABSTRACTS (FSTA)

Description

Corresponds to the printed Food Science and Technology Abstracts, produced by the International Food Information Service. Covers the literature related to all human food commodities and aspects of food processing except the production of raw foods. Subject areas covered include basic food science, microbiology, hygiene and toxicology, food economics and statistics, food engineering, food packaging, commodity techniques, alcoholic and non-alcoholic beverages, fruits, vegetables and nuts, fish and marine products, food additives, spices and condiments, and food laws, regulations and standards, and more. Source documents gathered worldwide include patents, books, standards, and journal articles. Covers from 1969 to the present and is updated monthly. Access is computer on-line.

Cost

$1.00/minute plus
$.12/off-line print;
10% handling charge

Time

On-line, 24 hours
Off-line, 4 days

Restrictions

Searches performed for state agencies only

Contact

Texas Department of
Water Resources Library
512/475-3781, 822-3781

2423

GAP (GENERAL AND PRACTICAL INFORMATION)

Description

Covers popular scientific and technical and "how to do it" informational materials available as mass-media products, such as pamphlets, flyers, films, and posters, and technical information for the public or the layperson. Emphasis is in the areas of energy conservation and solar-energy utilization with attention given also to management information, pertinent government policies, regulations, building codes, etc.
Access is computer on-line and coverage is from 1975 to the present.

Cost

None

Time

On-line, 24 hours
Off-line, 3-5 days

Restrictions

Searches limited to inquiries about energy conservation from Texas manufacturers

Contact

Texas Industrial Commission
Energy Utilization Department
512/472-5059 ext 663, 820-2663
800-252-9323

EDB (ENERGY INFORMATION DATA BASE)

Description

Covers all information of interest to the U.S. Department of Energy (DOE). The broad categories included are advanced automotive propulsion systems; biomedical sciences, applied and basic studies; chemistry; coal; controlled thermonuclear research; electric power engineering; energy conservation, consumption, and utilization; energy conversion, management and storage; engineering; environmental sciences; explosions, and explosives, fuels, geosciences, geothermal energy; health and safety, hydroenergy, isotope and radiation source technology; materials, natural gas, nuclear energy, oil shales and tar sands, synthetic and natural fuels; particle accelerators; petroleum; physics research; solar energy; tidal power, wind energy, and others.

Cost

None

Time

On-line, 24 hours
Off-line 3-5 days

Restrictions

Searches limited to inquiries about energy conservation from Texas manufacturers

Contact

Texas Industrial Commission
Energy Utilization Department
512/472-5059 ext 663, 820-2663
800-252-9323

GEOREF

Description

Geological reference file covering geosciences literature from 3,000 journals plus conferences and major symposia and monographs in such areas as geology, economic geology, engineering-environment-geology, geochemistry, geochronology, geomorphology, igneous and metamorphic petrology, solid earth geophysics, and stratigraphy. Covers January 1967 to present and is updated monthly. Access is computer on-line.

Cost

$1.38/minute plus
$.20/off-line print;
10% handling charge

Time

On-line, 24 hours
Off-line, 3 days

Restrictions

Searches performed only for state agencies

Contact

Texas Department of Water Resources Library
512/475-3781, 822-3781

INFORMATION SERVICE IN MECHANICAL ENGINEERING (ISMEC)

Description

Contains abstracts of significant articles of interest in mechanical engineering from approximately 250 journals published throughout the world. These journals are further supplemented by relevant material from more than 2,000 periodicals in physics and engineering received by INSPEC. Books, reports, and conference proceedings are also abstracted. Covers from 1973 to the present and is updated monthly. Access is computer on-line.

Cost

$1.22/minute plus
$.12/off-line print
10% handling charge

Time

On-line, 24 hours
Off-line, 4 days

Restrictions

Searches performed for state agencies only

Contact

Texas Department of Water Resources Library
512/475-3781, 822-3781

INSPEC-PHYSICS AND INSPEC-ELEC AND COMPUT

Description

Citations from the Science Abstracts family of abstract journals, indexes and title bulletins which commenced publication in 1898, and forms the largest English language data base in the fields of physics, electrotechnology, computers, and control. Foreign language source material is also included, but abstracted and indexed in English. INSPEC-PHYSICS includes the Physics Abstracts. INSPEC-ELEC & COMPUT includes Electrical and Electronic Abstracts and Computer and Control Abstracts. Covers 1969 to the present and is updated monthly. Access is computer on-line.

Cost

$.88/minute plus
$.10/off-line print;
10% handling charge

Time

On-line, 24 hours
Off-line, 4 days

Restrictions

Searches performed for state agencies only

Contact

Texas Department of Water Resources Library
512/475-3781, 822-3781

METADEX (METAL ABSTRACTS/ALLOYS INDEX)

Description

The METADEX data base, produced by the American Society for Metals and the Metals Society (London), provides comprehensive coverage of international literature on the science and practive of metallurgy. Included are Review of Metal Literature (1966-67), Metals Abstracts (1968 to present), and, since 1974, Alloys Index. Metals Abstracts includes about 30,000 citations each year from about 1,100 primary journal sources. Alloys Index supplements Metals Abstracts by providing access to the citations through commercial, numerical, and compositional alloy designations; specific metallic systems; and intermetallic compounds founds within these systems. Updating is monthly. Access is computer on-line.

Cost

$1.47/minute plus
$.12/off-line print;
10% handling charge

Time

On-line, 24 hours
Off-line, 4 days

Restrictions

Searches performed for state agencies only

Contact

Texas Department of Water Resources Library
512/475-3781, 822-3781

METEOROLOGICAL AND GEOASTROPHYSICAL ABSTRACTS (MGA)

Description

Provides current citations in English for the most important meterological and geoastrophysical research published in both foreign and domestic literature. More than 7,000 citations taken from approximately 200 primary sources, including technical journals, monographs in series, proceedings, reviews, and annual publications, are added yearly. Covers from 1972 to the present and updating is irregular. Access is computer on-line.

Cost

$.97/minute plus
$.10/off-line print;
10% handling charge

Time

On-line, 24 hours
Off-line, 4 days

Restrictions

Searches performed for state agencies only

Contact

Texas Department of Water Resources Library
512/475-3781, 822-3781

NATIONAL TECHNICAL INFORMATION SERVICE (NTIS)

Description

A broad and cross-disciplinary file containing citations and abstracts of government-sponsored research and development reports and other government analyses prepared by federal agencies or their contractors and grantees. Corresponds to the Weekly Government Abstracts and the semimonthly Government Reports Announcements. Updating is biweekly. Access is computer on-line.

Cost

$.88/minute plus
$.08/off-line print;
10% handling charge

Time

On-line, 24 hours
Off-line, 3 days

Restrictions

Searches performed only for state agencies

Contact

Texas Department of Water Resources Library
512/475-3781, 822-3781

PAPERCHEM

Description

Covers the scientific and technical literature, including patents, of the pulp paper, and board manufacturing and utilizing industries gathered from all industrialized countries. Over 1,000 periodicals are screened regularly. Covers January 1968 to present and is updated monthly. Access is computer on-line.

Cost

$1.97/minute plus
$.15/off-line print;
10% handling charge

Time

On-line, 24 hours
Off-line, 3 days

Restrictions

Searches performed only for state agencies

Contact

Texas Department of
Water Resources Library
512/475-3781, 822-3781

P/E NEWS

Description

Abstracts from five major publication in the petroleum and energy fields: Platts Oilgram News Service, Middle East Economic Survey, Petroleum Intelligence Weekly, Petroleum Economist, and Oil Daily. Extensive indexing by company and individual names, as well as location and subject. Covers January 1975 to the present and is updated weekly. Access is computer on-line.

Cost

$2.05/minute plus
$.11/off-line print;
10% handling charge

Time

On-line, 24 hours
off-line, 3 days

Restrictions

Searches performed only for state agencies

Contact

Texas Department of
Water Resources Library
512/475-3781, 822-3781

SCISEARCH

Description

A multidisciplinary index to the literature of science and technology prepared by the Institute for Scientific Information. It contains all the records published in Science Citation Index and additional records from the Current Contents series of publications that are not included in the printed version of SCI. SCISEARCH is distinguished by two important and unique characteristics. First, journals indexed are carefully selected on the basis of several criteria, including citation analysis, resulting in the inclusion of 90 percent of the world's significant scientific and technical literature. Second, citation indexing is provided, which allows retrieval of newly published articles through the subject relationships established by an author's reference to prior articles. Covers from January 1974 to the present and is updated monthly. Access is computer on-line.

Cost

$1.30/minute plus
$.10/off-line print;
10% handling charge

Time

On-line, 24 hours
Off-line, 4 days

Restrictions

Searches performed for state agencies only

Contact

Texas Department of Water Resources Library
512/475-3781, 822-3781

SMITHSONIAN SCIENCE INFORMATION EXCHANGE (SSIE)

Description

Covers on-going and recently completed research in the life, physical and social sciences--both basic and applied research projects. Research in progress is included from over 1,300 funding organizations, such as federal, state, and local government; non-profit associations; colleges and universities; nonaffiliated investigators; and some non-U.S. organizations and private industry. Covers fiscal year 1974 to the present and is updated monthly. Access is computer on-line.

Cost

$1.97/minute plus
$.25/off-line print;
10% handling charge

Time

On-line, 24 hours
Off-line, 3 days

Restrictions

Searches performed only for state agencies

Contact

Texas Department of Water Resources Library
512/475-3781, 822-3781

SOCIETY OF AUTOMOTIVE ENGINEERS (SAE) ABSTRACTS

Description

Covers papers concerned with self-propelled vehicles and applicable to the aerospace, transportation, and automotive industries. Indexed with subject terms from the Thesaurus of Engineering and Scientific Terms published by the Engineering Joint Council. Covers January 1965 to present and is updated quarterly. Access is computer on-line.

Cost

$1.47/minute plus
$.15/off-line print;
10% handling charge

Time

On-line, 24 hours
Off-line, 3 days

Restrictions

Searches performed only for state agencies

Contact

Texas Department of
Water Resources Library
512/475-3781, 822-3781

AGING RESEARCH INFORMATION SYSTEM (ARIS)

Description

A collection of aging research abstracts collected from many different data bases and compiled into one. The information included is an identification number, title, author, year of publication, source of publication and an abstract. (We do not keep the entire studies or reports.) Information dates from 1965 to the present and is updated continuously. Access is computer on-line.

Cost

None

Time

2 weeks

Restrictions

None

Contact

Department of Human Resources Research Utilization Project
512/475-6516, 822-6516

AIM/ARM

Description

A specialized on-line index for locating materials on vocational and technical education as well as the related areas of manpower economics and development, employment, job training, and vocational guidance. Provides subject and author indexes to the abstracts of the following: instructional material developed by local school districts, state departments of education, curriculum development laboratories, and industrial organizations; research from U.S. Office of Education, Department of Labor, Office of Economic Opportunity, private foundations, and other organizations. Covers from September 1967 to the present and is updated bimonthly.

Cost

Single search, $25; Contract, $12-$20, others negotiated

Time

3-5 days

Restrictions

Public school people, contact, or through TEA Library

Contact

CITE Resource Center
512/476-6861, ext 248

DEPARTMENT OF HUMAN RESOURCES -- CLIENT INFORMATION

Description

BENDEX
BUY-IN SUPPLEMENTAL MEDICAL INSURANCE BENEFITS (SMIB)
CHILD ABUSE AND NEGLECT REPORTING INFORMATION SYSTEM (CANRIS)
EXPLANATION OF BENEFITS (EOB)
EYEGLASS/HEARING AID/EARLY PERIODIC SCREENING DETECTION AND TREATMENT (EPSDT)
FOSTER CARE
MEDICAL TRANSPORTATION
SOCIAL SERVICE

Cost

Contact agency

Time

Contact agency

Restrictions

Must be approved by Associate Commissioner for Coordination

Contact

State Department of Human Resources
512/475-6131, 822-6131

DEPARTMENT OF HUMAN RESOURCES -- PROVIDER INFORMATION

Description

DRUGS
FOSTER CARE
INSTITUTIONS
LICENSING
MEDICAL TRANSPORTATION
NURSING HOMES
SOCIAL SERVICE

Cost

Contact agency

Time

Contact agency

Restrictions

Must be approved by Associate Commissioner for Coordination

Contact

State Department of Human Resources
512/475-6131, 822-6131

FAMILY AND CHILD STATISTICS (FACS)

Description

Statistical data on conditions of and services to Texas children under six and their families. The data are available on each of the 254 Texas counties and can be aggregated by planning regions, etc. The data come from various sources including the U.S. Census Bureau, the Texas Department of Health, the Texas Department of Human Resources and some twenty other agencies. Data are available on income, employment, working mothers, child care, marriages, divorces, child abuse, etc. The primary type of report generated by the system is a county statistical profile. The system was developed in 1977 and will be updated annually. Access is computer on-line and batch.

Cost

None for reasonable requests

Time

1-7 days, depending on request

Restrictions

None

Contact

Department of Community Affairs, Early Childhood Development Division, 512/475-6118, 822-6118, 800-292-9642

FOOD STAMPS

Description

Basic statistical data on clients receiving food stamps. Information is part of the Statewide Programming for Social Services and dates from July 1977 to the present. Updating is monthly. Access is computer-batch.

Cost

None

Time

3-7 days

Restrictions

Must be approved by Associate Commissioner for Coordination

Contact

State Department of Human Resources, 512/475-6131, 822-6131

HANDICAPPED HOTLINE

Description

Agencies which offer services to the handicapped are listed by county and service area. Information includes service category, subject category individual services, handicapping conditions, support services, fees, client eligibility criteria, etc. Updating is annual (9-12 months) and access is computer on-line and batch.

Cost

None

Time

1 minute to 4 hours, depending upon request

Restrictions

Restricted for use by Regional Education Service Centers and Texas Education Agency

Contact

Texas Education Agency, Texas Learning Resource Center
512/475-1306, 822-1306, 800-252-9668

PUBLIC ASSISTANCE — AFDC

Description

Basic statistical data about clients receiving aid to Families with Dependent Children benefits. This information is part of Statewide Programming for Social Services and dates from July 1977 to the present. Updating is monthly. Access is computer-batch.

Cost

None

Time

3-7 days

Restrictions

Must be approved by Associate Commissioner for Coordination

Contact

State Department of Human Resources, 512/475-6131, 822-6131

PUBLIC ASSISTANCE--MEDICAL ASSISTANCE

Description

Basic statistical data on clients and/or cases receiving medical assistance. Information is part of the Statewide Programming for Social Services and dates from July 1977 to the present. Updating is monthly. Access is computer-batch.

Cost

None

Time

3-7 days

Restrictions

Must be approved by Associate Commissioner for Coordination

Contact

State Department of Human Resources
512/475-6131, 822-6131

SUPPLEMENTAL SECURITY INCOME (SSI)

Description

Statistical data on clients recieving Supplemental Security Income. Information is part of the Statewide Programming for Social Services and dates from July 1977 to the present. Updating is monthly. Access is computer-batch.

Cost

None

Time

3-7 days

Restrictions

Approval of Associate Commissioner for Coordination

Contact

State Department of Human Resources
512/475-6131, 822-6131

TEXAS HOUSING

Description

County profiles on housing need in Texas for 1975 determined by 1) an aggregate measure of the number of housing units required to adequately house population for 1970, 1975, 1980, and 1985, and 2) a measure of households in need of housing assistance, both those eligible for government aid and those not eligible. Also provided are demographic profiles of people living in substandard housing units in 1970 by county. A pictorial housing survey and the accompanying methodology is also available to assess housing conditions of local communities. Access is computer-batch and published reports are used when possible. The file is updated every 2 years.

Cost

None for reasonable requests

Time

3 to 4 days

Restrictions

None

Contact

Department of Community Affairs, Manpower Service Division
512/475-3383, 822-3383, 800-252-9642

WOMEN, INFANTS, AND CHILDREN (WIC) FOOD DELIVERY

Description

Contains detail food cards issued to WIC recipients for various foods (eggs, milk, juice, etc) one record for each voucher and project within voucher. Also available are amounts for all food cards issued each month. (Not all issued are redeemed by recipient). Information dates from 1975 for summary information and January 1977 for detail food cards. Updating is daily for detail food cards, monthly for cumulative. Access is computer-batch.

Cost

Approximately $125/hour

Time

1 week

Restrictions

Written approval of agency head

Contact

Texas Department of Health, Data Processing
512/458-7664, 824-0664

YOUTH SERVICES INFORMATION CLEARINGHOUSE

Description

Information about youth programs in each Texas county. Gives name of operator of the program, sources and amounts of funding, services offered, etc. Information covers the current year and is updated on a continuing basis. Access is computer on-line and manual.

Cost

None

Time

Varies

Restrictions

Governmental agencies and local organizations serving youth

Contact

Department of Community Affairs, Youth Services Division
512/475-6335, 822-6335,
800-252-9642

TEXAS STATE AGENCIES

Attorney General
Workers Compensation Division
314 Highland Mall Blvd., #350
Austin, Texas 78752

Board of Nurse Examiners
7600 Chevy Chase Drive, #502
Austin, Texas 78752

Board of Pardons and Paroles
711 Stephen F. Austin Bldg.
17th & Congress
Austin, Texas 78701

Board of Vocational Nurse Examiners
Commerce Park, H-131
5555 N. Lamar
Austin, Texas 78751

CITE Resource Center
200 E. 7th Street
Austin, Texas 78701

Comptroller of Public Accounts
Data Services
401 LBJ Bldg.
111 East 17th Street
Austin, Texas 78774

Coordinating Board Texas College and University System
1111 LBJ Bldg.
P.O. Box 12788
Austin, Texas 78711

Credit Union Department
Twin Towers Bldg.
1106 Clayton Lane, #206E
Austin, Texas 78723

Department of Highways and Public Transportation
Division of Automation, 38th & Jackson
D-19
11th & Brazos
Austin, Texas 78701

General Land Office
Data Processing Division
830 Stephen F. Austin Bldg.
17th & Congress
Austin, Texas 78701

Department of Human Resources
Resource Research Utilization Project
200 E. Riverside Drive
Austin, Texas 78704

Department of Human Resources
Associate Commissioner for Coordination
John H. Reagan Bldg.
14th & Congress
Austin, Texas 78701

Industrial Accident Board
LBJ Bldg., 10th Floor
P.O. Box 12757
Austin, Texas 78711

Office of Court Administration
1414 Colorado, #600
Austin, Texas 78701

Public Utility Commission
7800 Shoal Creek Blvd.
Austin, Texas 78757

Railroad Commission of Texas
910 Colorado
P.O. Box 12967
Austin, Texas 78711

Secretary of State
Computer Services Division
608 Sam Houstor Bldg.
13th & San Jacinto
Austin, Texas 78711

State Auditor's Office
Systems Division
409 Sam Houston Bldg.
13th & San Jacinto
P.O. Box 12067
Austin, Texas 78711

State Bar of Texas
Membership Division
Supreme Court Bldg.
14th & Congress
P.O. Box 12487
Austin, Texas 78711

State Board of Examiners of
Psychologists
108 W. 15th, #103
Austin, Texas 78701

State Board of Insurance
Staff Services Division
1110 San Jacinto
Austin, Texas 78786

State Board of Landscape Architects
320 Sam Houston Bldg.
13th & San Jacinto
Austin, Texas 78701

State Board of Registration
for Professional Engineers
200 Reagan Bldg.
14th & Congress
Austin, Texas 78701

State Board of Registration
for Public Surveyors
511 Sam Houston Bldg.
11th & San Jacinto
Austin, Texas 78701

Teacher Retirement System of Texas
1100 Trinity
Austin, Texas 78701

Texas Amusement Machine Commission
7600 Chevy Chase II
Austin, Texas 78752

Texas Board of Architectural Examiners
202 Richmond Bldg.
1411 West Avenue
Austin, Texas 78701

Texas Board of Licensure for Nursing
Home Administrators
7333 Highway 290 East
P.O. Box 9706
Austin, Texas 78766

Texas Board of Private Investigators
and Private Security Agencies
7600 Chevy Chase Drive, #500
Austin, Texas 78752

Texas Commission on Alcoholism
406 Sam Houston Bldg.
13th & San Jacinto
Austin, Texas 78701

Texas Commission on the Arts
and Humanities
1801 Lavaca
P.O. Box 13406
Austin, Texas 78711

Texas Cosmetology Commission
1111 Rio Grande
Austin, Texas 78701

Texas Department of Community
Affairs
210 Barton Springs
P.O. Box 12166
Austin, Texas 78711

Texas Department of Corrections
Data Processing Department
P.O. Box 99
Huntsville, Texas 77340

Texas Department of Health
Data Processing Division
1100 West 49th Street
Austin, Texas 78756

Texas Department of Mental
Health and Mental Retardation
Data Processing
909 West 45th
P.O. Box 12268
Austin, Texas 78711

Texas Department of Public Safety
License Issuance & Drivers'
Records Department
5805 N. Lamar
P.O. Box 4087
Austin, Texas 78765

Texas Department of Water
Resources Library
511 Stephen F. Austin Bldg.
P.O. Box 13087
Austin, Texas 78711

Texas Department of Water Resources
Data Systems
317 Stephen F. Austin Bldg.
P.O. Box 13087
Austin, Texas 78711

Texas Education Agency
Information Analysis Division
201 E. 11th Street
Austin, Texas 78701

Texas Employment Commission
15th & Congress
Austin, Texas 78778

Texas Energy Advisory Council
Forecasting and Policy Analysis Division
7703 N. Lamar
Austin, Texas 78752

Texas Industrial Commission
Energy Utilization Department
5th & Trinity
P.O. Box 12728
Austin, Texas 78711

Texas Legislative Council
Capitol Bldg., Room G-70
Austin, Texas 78711

Texas Merit System Council
507 Brown Building
707 Colorado
P.O. Box 1389
Austin, Texas 78767

Texas Natural Resources Information System
318 Stephen F. Austin Bldg.
P.O. Box 13087
Austin, Texas 78711

Texas Optometry Board
Commerce Park, H-101
5555 North Lamar
Austin, Texas 78751

Texas Parks and Wildlife Department
Data Processing Division
4200 Smith School Road
Austin, Texas 78744

Texas State Board of Dental Examiners
200 E. 7th, #718
Austin, Texas 78701

Texas State Board of Pharmacy
211 East 7th Street, #1121
Austin, Texas 78701

Texas State Board of Physical Therapy Examiners
5555 North Lamar, H-135
Austin, Texas 78751

Texas State Library
Public Services Department
1201 Brazos
P.O. Box 12927
Austin, Texas 78711

Texas Youth Council
Data Processing Division
8900 Shoal Creek Blvd.
P.O. Box 9999
Austin, Texas 78766

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UT

B. Letters and commentaries

F. Legislation and legal materials

G. Mailing lists

L. Shipping lists

M. Studies, surveys and workshops

UT:B

Utah State Library Commission

2150 South 2nd West – Suite 16, Salt Lake City, Utah 84115

RUSSELL L. DAVIS
Director

May 3, 1973

Meryl Wold
Documents Librarian
Missouri State Library
308 East High Street
Jefferson City, Missouri 65101

Dear Mr. Wold:

Your letter of April 19, 1973 was received and I will try to answer it for you.

I am sorry that we do not have any brochures or regulation by legislation or other means that explains our State depository system. There have been no manuals written nor any type of administration publications of the nature you requested.

However, we do put out a shipping list with our weekly shipment of State documents of which I have enclosed six copies. Please find also six copies Code 37-4-4 of the Utah Code which governs the distribution of State documents.

The greatest weakness in the depository library legislation is that it is difficult to enforce State Agencies to print annual reports and distribute them to the State Library as the law now reads.

Sincerely,

Alma G. Swann

(Mr.) Alma G. Swann
Government Reference Librarian

AGS/dw
Enc.

2449

2

Xerox 4 copies

AUG 76 4 UT:B1

Utah State Library Commission

2150 South 300 West – Suite 16, Salt Lake City, Utah 84115

RUSSELL L. DAVIS
Director

July 8, 1976

Ms. Brenda Olds, Secretary
ALA GODORT State Documents Task Force
Legislative Reference Library
Box 12488, Cap. Sta.
Austin, TX 78711

Dear Ms. Olds,

In answer to your request of June 11, 1976 for update material, please find update items enclosed.

Included are a list of depository libraries, we also send to you a Digest of Legislation of the bill passed, index to bill introduced in Utah Legislative Session 1976 and a print out of the status of every bill. You should find the checklist of Utah State Publications as well as a copy of the weekly shipping list. The workshop material is a copy of the program of our most recent workshop held.

In addition to all of these items we have a special for you. The State of Utah is at present putting all State Publications we can get a hold of on microfiche. This program is being jointly done by Utah State University, Utah State Archives and the Utah State Library Commission, I am including this index to that program. The index is an acculmative that is done quartly. This is a great stride forward, we hope it might help improve your program.

Sincerely,

UTAH STATE LIBRARY COMMISSION

Alma G. Swann

(Mr) Alma G. Swann
Documents Librarian

Enclosure

AGS: jbl

2450

UT:F

37-4-4. STATE LIBRARY COMMISSION — POWERS AND DUTIES. — The state library commission shall have the following powers and duties pertaining to the operation of a state library and state library services: . . . . . .

(11) Shall distribute one copy of each official publication of the state to each public school library, each college and university library, and each public library within the state, and to the library of Congress, and, in exchange for similar publications from other states and nations, to such libraries and public agencies outside the state as it shall deem to be in the public interest. It may distribute to such libraries and agencies a reasonable number of additional copies upon the basis of demonstrated need, as determined by the state library. The several officers and agencies of the state shall furnish and send to the state library sufficient copies of all their publications specified by the state library, and issued at state expense, except reports of the supreme court, to enable the state library to comply with the requirements hereof. The state library commission may omit from such distribution such official publications as it shall find and determine are of such limited public interest that such distribution will serve no reasonable public purpose.

2

UT:G
G-U

DEPOSITORY LIBRARIES

Division of Archives
State Capitol Building
Basement - Room 4
Salt Lake City, Utah 84114

Exchange Section
Clark Library
Brigham Young University
Provo, Utah 84601

Law Library
Brigham Young University
Provo, Utah 84601

The Center for Research Libraries
5721 Cottage Grove Avenue
Chicago, Illinois 60637

Utah Historical Society
603 East South Temple
Salt Lake City, Utah 84102

Library of Congress
Gift and Exchange Department
State Documents
10 First Street SE
Washington, D.C. 20540

Special Collections
Attn: Jeff Symonds
Utah State University
Logan, Utah 84321

Salt Lake City Public Library
Business, Science and Technology
209 East 5th South
Salt Lake City, Utah 84111

Jim Howells
Salt Lake County Library System
2197 East 7000 South
Salt Lake City, Utah 84121

Mrs. Inez Cooper
Special Collections
Southern Utah State College Library
Cedar City, Utah 84720

University of Utah Libraries
Serials Order Department
Salt Lake City, Utah 84112

Law Library
University of Utah
College of Law
Salt Lake City, Utah 84112

Utah State Library Commission
2150 South 300 West Suite 16
Salt Lake City, Utah 84115

Weber County Library
2464 Jefferson Avenue
Ogden, Utah 84401

Weber State College
Reference Department Library
3750 Harrison Boulevard
Ogden, Utah 84408

2452

Utah
UT:L

Utah State Library Commission

2150 South 2nd West – Suite 16, Salt Lake City, Utah 84115

RUSSELL L. DAVIS
Director

WEEKLY DEPOSITORY SHIPPING LIST
Utah Depository System

Shipping List No. 56 Date of Shipment April 24, 1973

No. of Items	Item
	Department of Development Services – Institute of Fine Arts
	Utah Arts Newsletter Volume I, No. 1 and 2 Jan.-Feb. and Mar.-Apr. 1
	State Board of Education
	Utah Public School Directory 1972-73
	Report to Utah State Board of Education on the Teacher Education Programs at Southern Utah State College
	Role, Mission and Function of the Utah State Board of Education
	School Food Services NEWS May 1973
	Summary and Evaluation; Education Professions Development Act, Part B-2 1971-1972
	Textbooks 1973 Supplement All Subject Areas
	Department of Natural Resources – Division of Oil and Gas Conservation
	Monthly Oil Gas Production Report Jan. 1973
	Monthly Oil and Gas Sales Report Dec. 1972
	Yearly Well Completion Report (Wells Completed or Abandoned Jan./Dec. '72
	University of Utah – Bureau of Economic and Business Research
	Utah Economic and Business Review Vol. 33, No. 3 March 1973
	Utah Alcoholism Foundation
	Newsletter Vol. 4 No. 4 April 1973

2453

UT:L1

Utah State Library Commission

2150 South 300 West – Suite 16, Salt Lake City, Utah 84115

RUSSELL L. DAVIS
Director

WEEKLY DEPOSITORY SHIPPING LIST
Utah Depository System

Shipping List 200 Date of Shipment June 22, 1976

Classification No.	Item	
D 1150.3: Law/974	Utah Industrial Promotion Division Utah! Law	Nov. 1974
F 500.5: Ros/975-77	Dept. of Finance Utah Official Roster	1975-1977
N 200.1: Inf/976	Dept. of Natural Resources - Provo-Jordan River Parkway Authority Information Summary Lower Jordan River Jordan River Basin Investigation, Utah	Jan 1976
N 400.2: Wil/976/6-21	Dept. of Natural Resources - Div of Wildlife Resources Wildlife Report	June 21, 1976
N 700.1: Not/976/6-15	Dept. of Natural Resources - Div of Wildlife REsources Notice of Intention to Drill, Abandon, and Convert June 9, 1976 thru' June 15, 1976	
R 200.12: Jud/974	Utah State Retirement Office 1974 Annual Report on the Utah Judges' Retirement System	
R 200.12: Pub/974	1974 Annual Report on the Utah State Retirement Systems-Public Division	
R 200.12: Saf/974	1974 Annual Report on the Utah Public Safety Retirement System	
R 200.12: Sch/974-75	1974-75 Annual Report on the Utah State Retirement System-School Division	
U 4063.2: Tou/5/2	Utah State University Tourism and Recreation Review - Utah	April 1976

2454

Uta UT:H

ULA, MARCH 31, 1976
UTAH GODORT WORKSHOP

HILTON HOTEL

7/76

MAKING THE MOST OF GOVERNMENT PUBLICATIONS

I. Federal and International

8:30-10:00 William J. Barrett, Deputy Assistant Public Printer (Superintendent of Documents) U.S. Government Printing Office

Slide/tape presentation. Questions. Discussion of Standards.

10:00-10:30 Break. Refreshments

10:30-12:00 Government Publications as Valuable Library Resources.

10:30-11:00 Selection and Acquisition of Federal and U.N. Publications.
J. Larry Murdock, BYU Lee Library
Ruth Turner, WSC Library

11:00-11:30 What's Available in Utah and Where.
Karlo Mustonen, USU Merrill Library
Alma Swann, State Library Commission

11:30-12:00 Maps as a Resource.
Barbara Cox, U. of U. Marriott Library
J. Larry Murdock, BYU Lee Library

12:00-1:30 Lunch Break

II. Confusion or Profusion? State and Local Publications

1:30-2:15 State and Local Publications in Utah. What are They? Do They Exist?
Ann Bestor, Salt Lake City Public Library
Inez Cooper, SUSC Library
Ruth Turner, WSC Library

2:15-3:00 Bibliographic Control of State and Municipal Publications in Utah
Robert Woolley, USU Merrill Library

3:00-3:30 Access and Availability of State Government Publications in Utah
Harold Jacobsen, State Archivist
Alma Swann, State Library Commission

All sessions will include time for questions. There will be displays of acquisition and selection tools, maps, fiche, sample publications, etc.; hand-outs of bibliographies and other material; and resource people available. Except for Mr. Barrett's discussion of the U.S.G.P.O. Standards, the workshop is oriented toward non-document librarians.

2455

VT

B. Letters and commentaries

H. Manuals

G. Mailing lists

2456

VT:B 3

STATE OF VERMONT

802·828·3261

Department of Libraries

111 STATE STREET

MONTPELIER, VERMONT 05602

January 9, 1974

Mr. V. Lloyd Jameson, Coordinator
Government Documents
Newspapers and Microtext
Boston Public Library
Boston, Massachusetts 02117

Dear Mr. Jameson:

Dr. John A. McCrossan, our new State Librarian, referred to me your letter of January 3rd, 1974 addressed to Ms. Nelson concerning the activities of the ALA State Documents Task Force.

I have enclosed the Vermont Statutes that apply. I might add that what we have called the "Vermont Documents Depository System" has its share of problems. For example, we have struggled with the definition of a Vermont State Document; an insufficient number of copies of Vermont State Documents have been available for distribution; depository arrangements have been informal; etc. On the latter point, we have discussed a plan that includes the concept of complete depository libraries versus selective depository libraries. To date no concrete action has been taken to rectify the insufficiencies of the system.

I have also enclosed the latest check list of available "Vermont State Publications". Addenda to this check list are included periodically in our State Library publication, Vermont Libraries (sample enclosed). A completely up-dated edition is published each year.

I have also included the "Library Guide to Law and Documents Unit". This may give you a general idea of how our collection is organized. Indeed, the check list and the Library Guide will provide you with some idea of the "classification scheme" used for Vermont State Documents. Obviously, it is not a very formal system.

Please let me know if we can be of any further assistance.

Sincerely,

Henry O. Marcy 4th

Henry O. Marcy 4th, Director
Bibliographic and Reference Division

HOM/ell
Enclosures

2457

VT:G

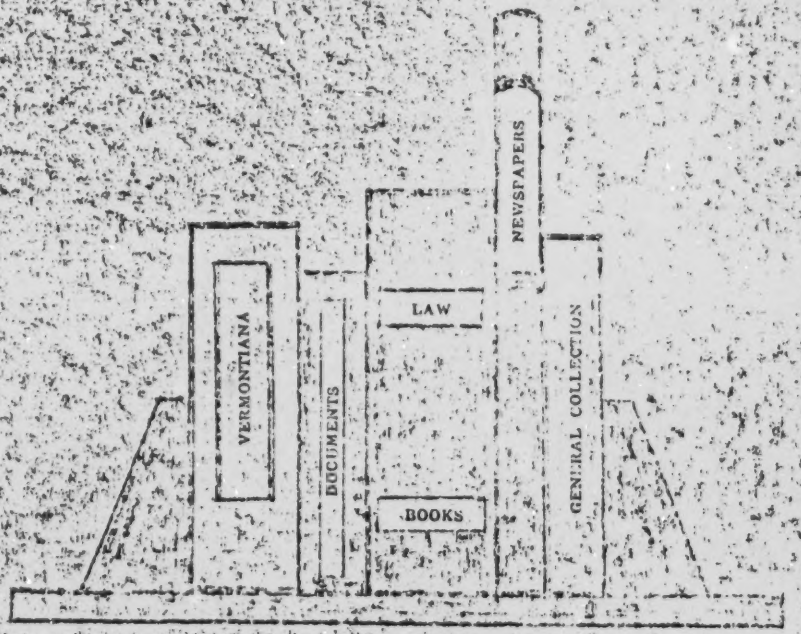
Vt. Department of Libraries
Law & Documents Unit
111 State Street
Montpelier, Vt. 05602

Mailing list:

Vermont state agencies
All state libraries
Vermont academic libraries
Vermont regional libraries
Dept. of Libraries board members
Dept. of Libraries staff
Misc. 76 libraries who have written in for the same.

COUNCIL OF STATE GOVERNMENTS
MAR 15 1974
INTERSTATE LOAN LIBRARY

LIBRARY GUIDE
to
LAW AND DOCUMENTS UNIT



Vermont Department of Libraries
Montpelier, Vermont
828-3268

1972

500 C DOL 4-72

VT:H 2/16

PREFACE

The library staff has prepared this handbook to acquaint you with the resources and services of the Law and Documents Unit of the Vermont Department of Libraries. If at any time you do not find what you are looking for, please feel free to ask questions. You will find the entire library staff friendly and ready to help you.

•

UNIT PERSONNEL

Mrs. Vivian Bryan — Law and Documents Librarian

Miss Lois Sargent

Mr. Edwin Keast

•

HOURS

Monday-Friday 8:00 A.M. - 4:30 P.M. At other times by appointment.
Holiday closings as announced by the State.

2461

BORROWING BOOKS

Be sure that a member of the staff is notified when you remove an item from the library. The library has a generous lending policy but reserves the right to restrict the circulation of reference books and rare items. The normal circulation period is two weeks, but an extension of that period can be arranged.

BOOK SELECTION AND PURCHASE

The law and documents librarian welcomes your suggestions for book purchases and will consider them in the light of budgetary restrictions.

INTERLIBRARY LOAN

If the library does not have the material you need, please notify the librarian and she will make every effort to borrow the material from another library.

CARD CATALOGS

The general card catalog is a dictionary arrangement with author, title, and subject cards in one alphabetical sequence. The law catalog is a divided author-subject catalog (no title entries).

2462

THE LAW COLLECTION

Basically the law collection consists of three broad categories:

(1) Statute law (legislative enactments).

The law library has the latest statutes or codes of the United States, all 50 states, the Dominion of Canada, the Canadian provinces and Great Britain. The library also receives the session laws for these areas, many going back to the earliest times. Unique to this library are the bound copies of the bills and resolutions considered by the Vermont legislature.

(2) Court made law (reports of court decisions).

In the area of court made law, the library has the reports of the United States Supreme Court, the United States Court of Appeals and the district courts, as well as reports of quasi-judicial agencies, e.g., the National Labor Relations Board. Decisions of the highest court of each state and some intermediate courts of appeal are also in the collection. Unique to this library are the briefs of the Vermont Supreme Court.

(3) Secondary legal reference works and materials.

Secondary legal material, such as the law dictionaries, encyclopedias, *Shepard's Citations* and the *Index to Legal Periodicals* are located in the law reference area. The library takes pride in its extensive collection of legal periodicals. Because of the need for constant updating, the loose leaf services are conveniently located on the main (3rd stack) floor. Law text books and treatises are on the 4th stack floor.

2463

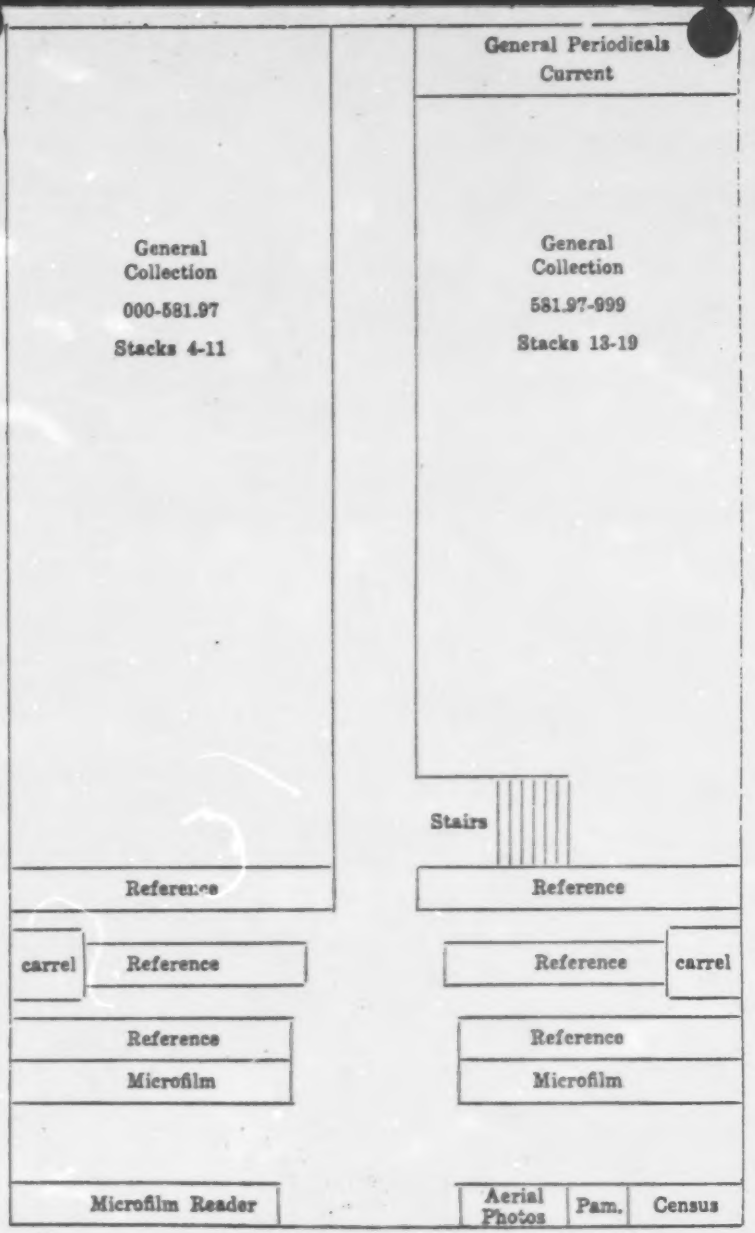
THE DOCUMENTS COLLECTION

The Vermont state documents, which form a major portion of the Vermontiana collection, are located on the main (3rd stack) floor for ready access. Documents from other states are housed on the 5th stack floor. The federal documents collection is on the 2nd stack floor, with the exception of those items considered law. This library is a selective federal depository library.

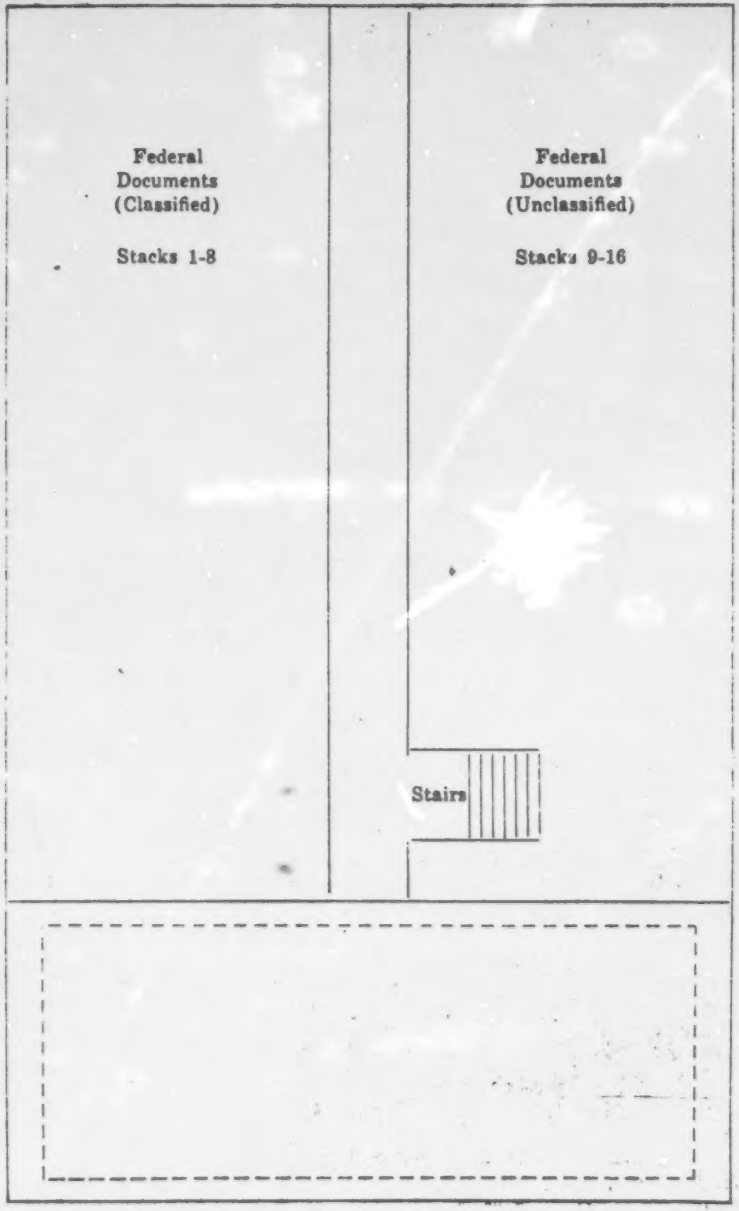
THE GENERAL COLLECTION

Although the Law and Documents Unit is more than a law library, it does not pretend to be a universal library covering all subjects. The library collects newspapers, books, pamphlets, maps and aerial photographs as well as materials about or by Vermonters. Special attention is given to subjects related to the legislature and to state government, such as political science, history, education, and biography.

The Department of Libraries has other general collections (such as the 250,000 volumes of the regional library network) and in this same building, specialized materials (such as the Bibliographic and Reference collection, Library Science collection, the Children's Book Exhibit Center, the film collection and materials for the handicapped).



FIRST FLOOR
FIRST STACK



SECOND STACK

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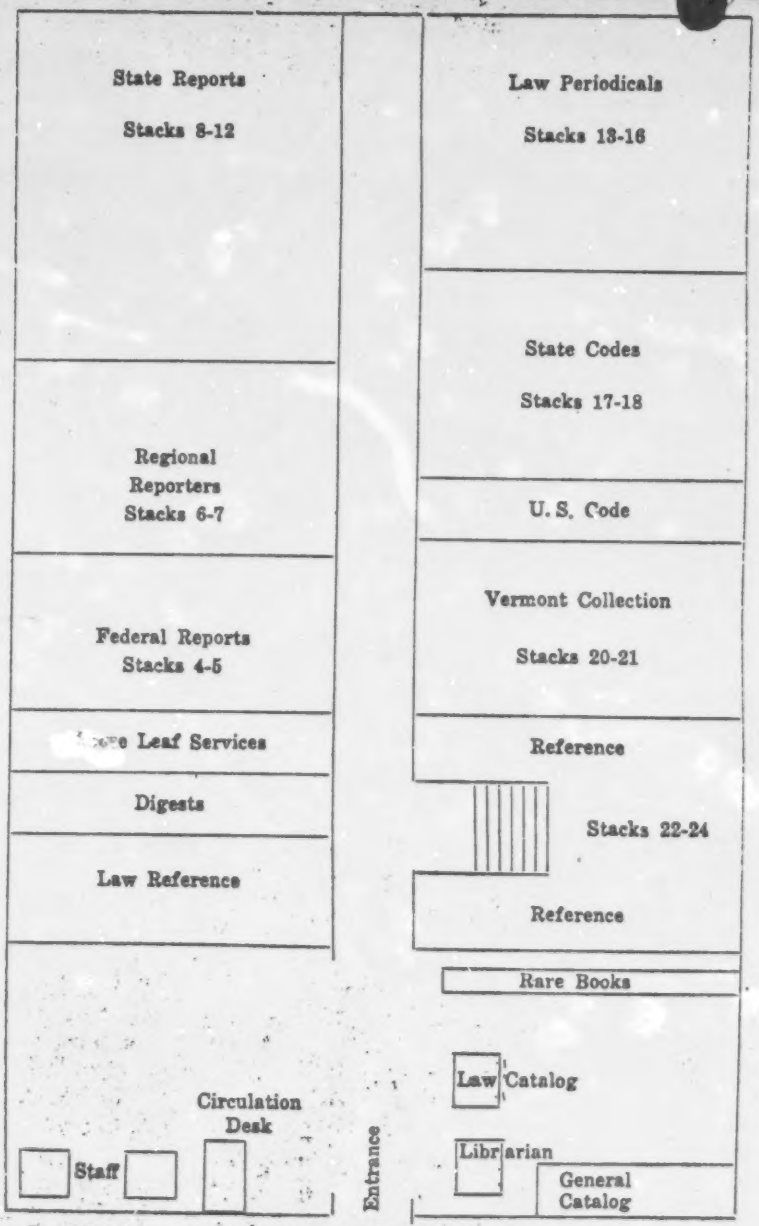

SECOND FLOOR
THIRD STACK

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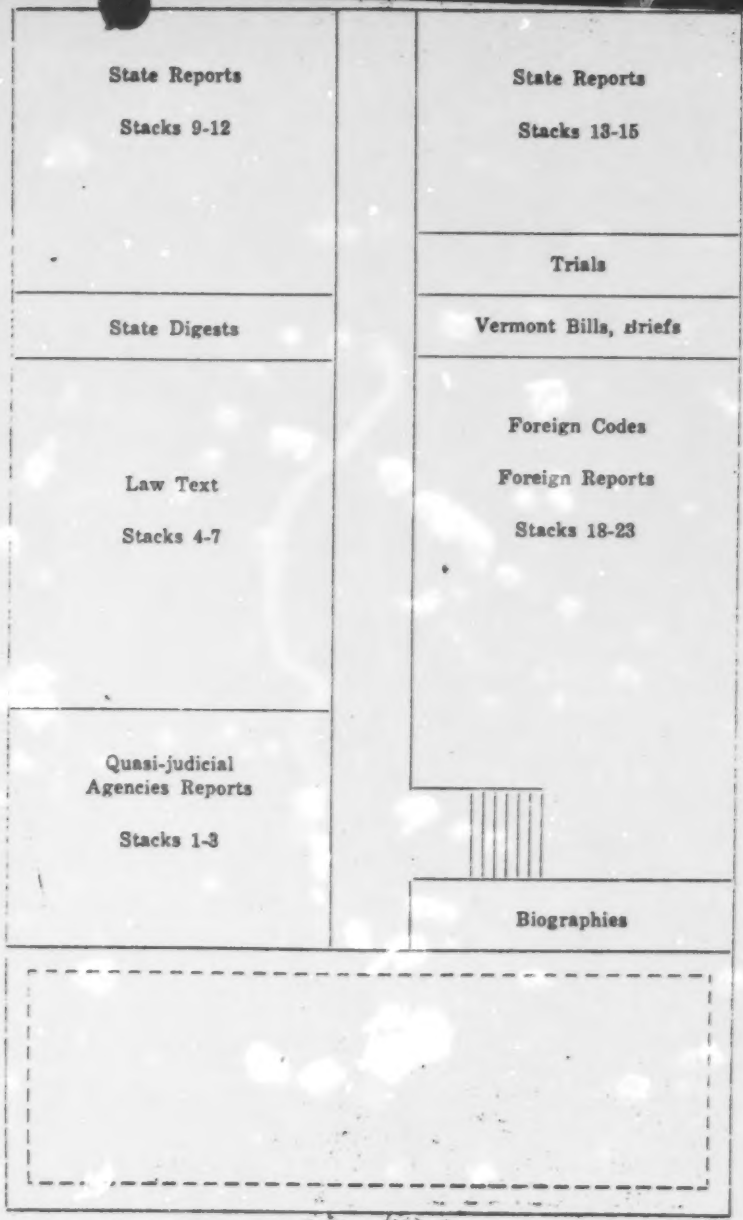
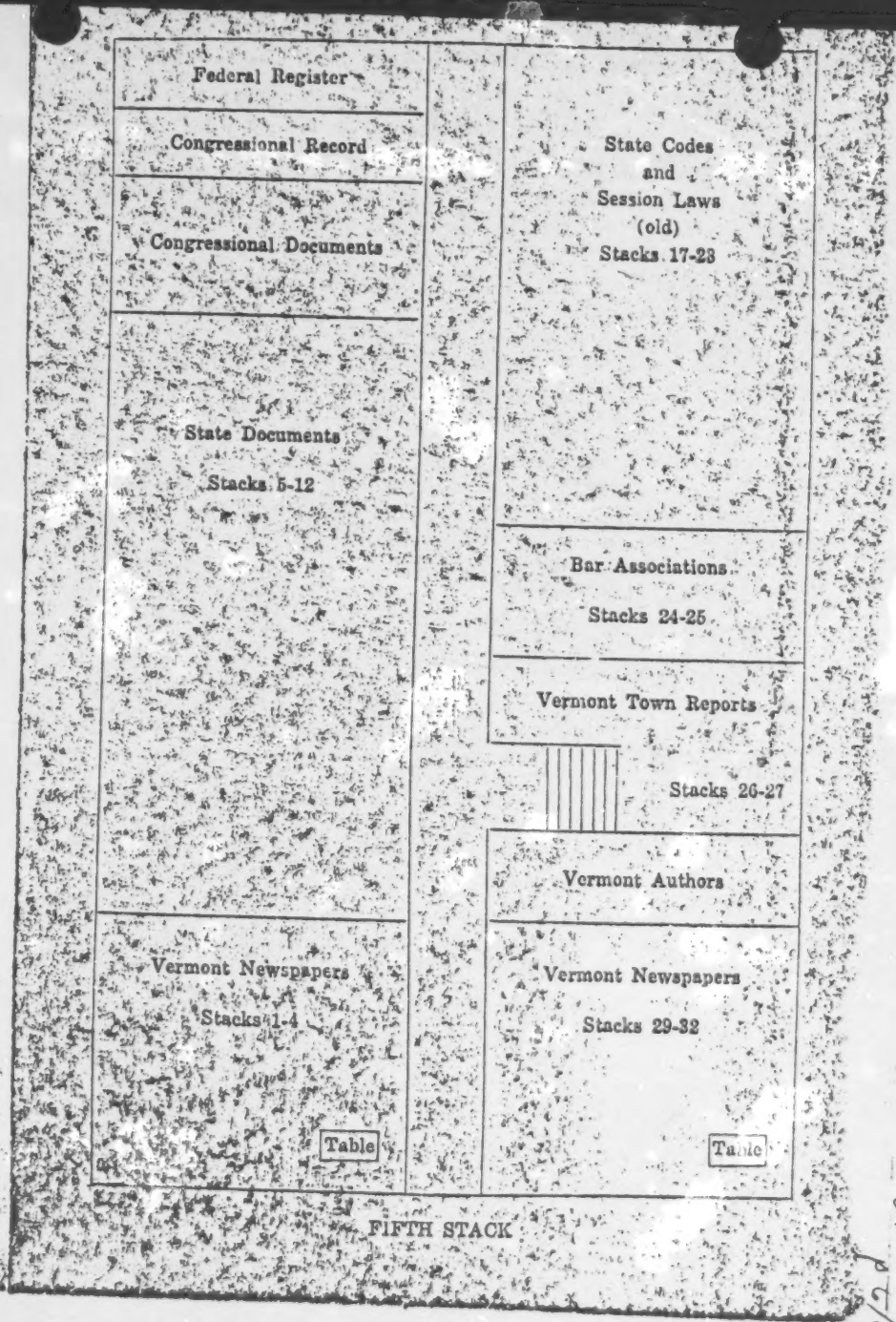

State Reports
Stacks 9-12
State Reports
Stacks 13-15
Trials
State Digests
Vermont Bills, Briefs
Law Text
Stacks 4-7
Foreign Codes
Foreign Reports
Stacks 18-23
Quasi-judicial
Agencies Reports
Stacks 1-3
Biographies
FOURTH STACK


Federal Register
Congressional Record
Congressional Documents
State Documents
Stacks 5-12
State Codes
and
Session Laws
(old)
Stacks 17-23
Bar Associations
Stacks 24-25
Vermont Town Reports
Stacks 26-27
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Vermont Newspapers
Stacks 1-4
Table
Vermont Newspapers
Stacks 29-32
Table
FIFTH STACK

VA

B. Letters and commentaries

F. Legislation and legal materials

2470

JUL 0 3 1973

Vc VA:B

COMMONWEALTH OF VIRGINIA

DONALD R. HAYNES
State Librarian
RAY O. HUMMEL, JR.
Assistant Librarian

VIRGINIA STATE LIBRARY
RICHMOND 23219

May 1, 1973

LIBRARY DIVISION
General Library Branch
Library Development Branch
ARCHIVES DIVISION
Archives Branch
Publications Branch
Local Records Branch
LIBRARY SERVICES DIVISION
Administrative Offices
Records Management Section
Photographic Laboratory

Mrs. Virginia Vocelli, Librarian
Government Documents and Newspaper Section
Connecticut State Library
231 Capitol Avenue
Hartford, Connecticut 06115

Dear Mrs. Vocelli:

Enclosed are five copies of the sections of the Code of Virginia dealing with the publication and distribution of Virginia documents.

There is no centralized storage or distribution of state documents in Virginia. Various types of documents are distributed in different numbers to different agencies, libraries, etc. Most documents are stored and distributed by the issuing agency.

The State Library tries to secure 20 copies of all documents and larger numbers of certain ones (such as the Acts, Annual Reports, House and Senate Journals and Documents, Supreme Court Reports.) We distribute exchange copies of these to four university libraries in the state, to the Library of Congress, and to other libraries outside the state.

I do not know of any rules, regulations, brochures, etc. issued to describe or explain the program.

Sincerely yours,

Ray O. Hummel, Jr.
Assistant State Librarian

ROH:jr
Enclosures

2471

F, Virg VA:F

PROPOSED RECOMMENDATIONS FOR A STATE DEPOSITORY SYSTEM

I. The State Library should be designated as the "Library Distribution Center". Each state agency shall, upon release, automatically furnish the State Library with 50-75 copies of all publications for distribution to the depository libraries. The State Library should have the authority to insure the receipt of state publications and, when necessary, to request additional publications in order to meet the needs of the depository system.

II. The State Library should be designated the official depository and shall maintain a complete collection of all Virginia public documents. It shall be the duty of the State Library to a) keep at least two copies of each Virginia state document as permanent reference copies b) send two copies of each state document to the Library of Congress c) deposit two copies with the University of Virginia d) send one copy to each depository library. Remaining copies may be distributed only for exchange purposes with other libraries and state agencies outside Virginia.

III. The State Library should be given the authority to establish eligibility requirements and to designate depository libraries within Virginia. The State Library may enter into depository contracts with various libraries including a) state supported institutions b) college and university libraries c) public libraries, etc.

IV. The law shall allow for both full and partial depositories. Selective depositories can choose documents from a set of catagories (classes) which the State Library shall have the authority to establish.

V. The State Library should have the authority to establish regulations to support and promote an orderly depository system, and the power to enforce the maintenance of depository standards and responsibilities.

VI. The State Library shall publish and distribute regularly to contracting depository libraries, other libraries, state agencies, etc., an official list of state publications with an annual cumulation. The official list should provide a complete record of each agency's publishing. The format and method of distribution shall be left to the discretion of the State Library, but checklists should be issued at least quarterly to insure bibliographic control.

VII. State agencies may maintain separate mailing lists, provided they meet any standards established by the State Library.

Definitions

1. "Print" includes all forms of printing and duplicating, regardless of format or purpose, with the exception of correspondence and interoffice memoranda.

2. "State publications" include all multiply-produced publications printed or purchased which may be legally released for public distribution by the State, the Legislature, constitutional officers, any state department, committee, or other state agency supported wholly or in part by state funds. The State Library shall have the authority to determine which documents meet the criteria set forth in this definition.

3. "State Agency" includes every state office, department, division, bureau, board, commission, and agency of the Commonwealth and, where applicable, all subdivisions of each.

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B. Letters and commentaries

F. Legislation and legal materials

M. Studies, surveys and workshops

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dr. frank b. brouille
chairman, state library commission
john veblen
vice-chairman, state library commission

washington state library

olympia, washington 98504

maryan e. reynolds
state librarian

May 1, 1973

Mrs. Margaret T. Lane
Recorder of Documents
State of Louisiana
Secretary of State
1515A Choctaw Drive
Baton Rouge, LA 70805

Dear Mrs. Lane:

I have xeroxed five copies of the legislation establishing our State Documents Distribution Center, and five copies of the rules and regulations established pursuant to this legislation. The Washington State Legislative Council made an intensive study and survey of other libraries before the recommended legislation was passed. The rules and regulations are very clear as to the actions of the depository libraries and as to the State Library's responsibility in the depository program. We publish one monthly list. This list consists of the publications received by the State Library. Some publications are sent to depository libraries. We do not always receive enough copies to distribute. Recently we have started sending catalog cards along with the monograph publications.

I am quite pleased with the State's depository library legislation. It provides enough clout so that we receive at least three of the publications for our library and more often than not the required amount for distribution to the depository libraries. During this period of short money a great many publications issued by State agencies have not been published in quantity.

We have had a yearly meeting of several of the larger libraries of both Federal and State depositories, and any complaints as to the State depository program or suggestions for improvments have been followed in so far as time, staff, and money allows.

I'm sorry to be so late in answering your letter. Our legislature just recessed April 14th and I'm at last uncovering the work that piled up on my desk during the session.

Sincerely yours,

Corinne B. Ackley

(Mrs) Corinne B. Ackley
Documents Administrator

CBA:bjb
Enclosures

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WASHINGTON

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REQUEST FOR PUBLICATIONS ON STATE DOCUMENTS PROGRAM

The Documents on Documents Committee of the State Documents Task Force, Government Documents Round Table, is collecting publications on state documents programs. The committee's goal is to make information on the administration of documents programs more easily and more widely available. Publications which are collected will be deposited at the Library of the Council of State Governments which will make these collections available on loan.

The committee would like to deposit five identical sets of publications in the C.S.G. Library. Will you please help in this endeavor by sending to me six copies of each of the following publications (the sixth copy will be kept here in my library as a control copy for our region). Please send copies of:

(1) Legislation establishing your state documents distribution or depository program. Sent

(2) Rules and regulations established pursuant to this legislation. Sent.

(3) Informational brochures prepared to secure passage of legislation, to explain the program to state agencies, and to publicize documents in the libraries in the state. Copies Not Available

(4) Manuals, either for the use of the administrator of the program (which might be an excerpt from your library staff manual) or manuals prepared for the depository libraries. None

(5) Selection lists, address labels, designation of depository library forms and other forms which depository libraries might receive. NONE

(6) Self-addressed labels, "thank yous" to state agencies, report forms for state agencies, etc. NONE

(7) Shipping lists (sample only), "basic" lists, disposal instruction lists, etc. Monthly - Washington State Publications Received By Washington State Library

(8) Questionnaires on state documents problems and their tabulation. None

(9) In addition, will you please prepare a brief commentary on your state's depository library legislation indicating strengths, weaknesses, proposed amendments, etc.

Please send the six copies of each of these types of publications or a note that your state does not publish certain of the items by May 1, to the Recorder of Documents, 1515A Choctaw Dr., Baton Rouge, La. 70805.

Your cooperation in forwarding this material will be appreciated and I trust that you will borrow it and use it after it has been deposited at the Council on State Governments Library. Announcement of the availability of the collections will be made in Documents to the People.

Wash. WA:F
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Chapter 304-16

DOCUMENTS DEPOSITORY LIBRARY SYSTEM

WAC

304-16-010 Rules & regulations.
304-16-020 Standards.

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WAC 304-16-010 RULES & REGULATIONS. (1) The Washington state library will publish a basic list of documents, said basic list to be revised and published biennially.

(2) Prepare a monthly supplement to the basic list. The supplement to contain irregular issues, changes in titles, cancellations, and new titles and editions. Agencies are to be listed under key word.

(3) Indicate in the monthly supplement if a publication has been sent to the depositories, availability, etc.

(4) Compile at least once a year an author, title and subject index to the monthly supplement.

(5) Mail two copies of the monthly list; one to serve as a permanent record for the receiving library, and the other to be returned to the state library as an order form when requesting documents.

(6) Ship documents at least once a week to all depository libraries.

(7) Include the Washington state library classification number as a suggested aid to other libraries in the organization of the documents.

(8) Negotiate with state departments as to number of copies needed for distribution to libraries prior to publication.

(a) All library inquiries, special requests, etc., concerning state documents for libraries will be channeled through the state library.

(b) There will be periodic revisions of number of copies needed by libraries. Each library should assume the responsibility for keeping the state library informed as to the number of copies needed.

(c) Libraries should send to the state library names of every department on whose mailing list they are currently listed.

(d) If disagreement develops on designation of a library as a depository, a committee of arbitration will be set up by the President of the Washington Library Association acting under instructions from the Washington Library Association Executive Board. Any staff member of any library involv , who is also on the Washington Library Association Board will be ineligible to participate in the deliberations preparatory to the arbitration and in the arbitration itself. [Order, §304-16-010, filed 10/24/68. Prior: Order, filed 10/19/65.]

WAC 304-16-020 STANDARDS. (1) There will be only one class of depository libraries in Washington. These will be total depositories. Any other library in the state may request specific documents and, if it is at all possible, the request will be filled.

(2) Any municipal, county, regional, or district library, any community college, state college or state university library, the library of any incorporated college or university, may be designated as a depository, provided it meets the conditions specified in the following section.

(3) Any library designated as a depository shall agree to the following conditions with the understanding that failure to comply with any one condition is sufficient ground for the state library to cancel the contract between the state library and the depository:

(a) Provide space to house the publications in an approved manner with adequate provisions for expansion. State

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publications do not need to be maintained in a separate collection unless the receiving library prefers to do so. Housing in a vertical file rather than on shelves is acceptable for appropriate pamphlet-type materials.

(b) Provide an orderly, systematic recording of receipt of the documents.

(c) Process and shelve all state publications within 30 days after receipt of the material.

(d) Provide a professionally trained librarian to render satisfactory service without charge to qualified patrons in the use of such publications. This librarian need not spend full time on state publications.

(e) Dispose of publications only with permission of the State Librarian.

(f) Accept and maintain all publications specified as "basic items."

(g) Library rules must assure that the documents are available for public use and circulation, unless for some unusual reason it becomes necessary to restrict use.

(4) There will be at least one depository for each of the 12 Regional districts. Additional depositories will be established as advisable to cover the needs of other libraries and educational institutions. [Order, §304-16-020, filed 10/24/68. Prior: Order, filed 10/19/65.]

10/76 Wash M WA:M

State of Washington
Legislative Budget Committee
July 12, 1976

SURVEY OF STATE

PUBLIC INFORMATION ACTIVITIES

(Preliminary Report)

This report is a working paper and is intended for discussion purposes only. Its contents are not necessarily endorsed by the Legislative Budget Committee and should not be interpreted as final Committee recommendations.

Office of Legislative Auditor
102 Insurance Building
Olympia, Washington 98504

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PUBLIC INFORMATION/PUBLIC RELATIONS STUDY

I. INTRODUCTION

Legislative Concerns

From time to time a number of legislators have expressed concern over the high volume of printed material they regularly receive from State agencies, local government entities and others starting with their election to the Legislature. More specifically, a member of the Legislative Budget Committee expressed his concern over the regular, unrequested receipt of: (1) news releases from State agencies usually duplicating news items appearing in the daily papers; (2) legislative "news" letters promoting (or opposing) bills undergoing legislative scrutiny; and (3) periodical publications from State agencies on glossy (expensive) paper with a liberal use of color and photographs. In some cases it was felt that the material represented a subtle (or not so subtle) effort by public entities to lobby the legislator recipient on a matter of concern to the public entity involved.

In response to this legislator's concern, a comprehensive staff study of State agency public information-public relations activities was authorized with the objective of determining:

1. How many people (public information personnel and others) are involved in State agency public information activities with particular emphasis on the number involved in preparation, publication and dissemination of publications to legislators and to the public;

2. The cost of State agency preparation, publication and dissemination of printed material used in total or in some part for public information purposes; and

3. The total cost of public information/public relations activities for executive State agencies.

It was anticipated that this data might suggest methods to reduce overall governmental costs as well as means to increasing the efficiency, economy and effectiveness of State public information activities.

Survey Approach

The survey forms, definitions and instructions were developed with the cooperation of the Washington State Information Council, various State agencies, representatives of the four-year colleges and universities, the State Board for Community College Education, and representatives of the several community colleges. Sets of the draft survey forms, etc. were

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also pre-tested by two State agencies, a four-year college and a community college. General meetings were also held to explain the survey purposes and the forms with representatives of the various State agencies; the four-year State schools and the community colleges.

In scope, the survey was limited to Executive Branch agencies subject to regular budgetary review. All judicial and legislative agencies, committees or councils were excluded. Also excluded were various executive agencies which do not undergo regular budgeting scrutiny such as commodity commissions, the School Directors' Association and the State Printer. Certain public information/public relations activities largely unique to institutions of higher education were also excluded, i.e., intercollegiate athletics; legislative liaison; fund solicitation; alumni relations*; and campus educational radio and television stations. This exclusion did not apply, however, to any publication developed by such activities which was given a general public mailing or sent to legislators as a group.

Definitions

Agency public information personnel found it impossible (as did the Legislative Budget Committee staff) to come up with simple, precise, easy to understand definition of public information/public relation activity which all could use in common. A working definition or concept was developed but it was necessary to explain the concept carefully and the various State agencies had many questions as to what to report and what not to report.

Under this working definition/concept, the agencies were requested to list all personnel involved either full-time or part-time in public information/public relations activities during fiscal 1975. (See Table 1, page 3, for a listing of activities considered to be public information/public relations for purposes of the survey.) Any secretarial, clerical, or other support personnel in the public information "office" were also to be included. A listing of other personnel involved in preparation or publication of either printed public information material or of audio-visual material used for public information purposes was also requested.

Detailed cost information was also requested and collected for each printed/published item mailed, handed out, or otherwise made available to legislators, specific clientele groups, or the public generally without a specific request for the item from the recipient. (Printed material used as "handouts" or provided on request by public information officers was also to be reported on.) Total cost information was requested, i.e., direct cost (printing, etc.), preparation costs (labor, etc.) and dissemination costs (mailing, etc.). Cost data was not collected on purely "internal" publications and agencies' allocated costs between public

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*This exclusion was later modified to include any portion of alumni public information/public relations activity financed from State general fund appropriations.

information and other purposes, as appropriate.

Another survey form gathered summary cost data for three fiscal years (1973, 1974 and 1975) on all public information/public relations activities. All such costs were to be included whether or not mentioned previously on earlier forms covering personnel, publications, or media costs.

TABLE ONE

Public information/public relations activities include but are not limited to:

Serving as spokesman for agency to news media and the general public;

Direct participation in information and public relations program covering external communications;

Serving as staff specialist or consultant to agency personnel in field of communications and public relations;

Performing administrative tasks in direct support of communication programs;

Analyzing extent of public understanding of agency programs and determining need for and type of information and educational programs required;

Evaluating effectiveness of information and public relations activities;

Advising agency executives regarding public interest and reaction to proposed programs and policies;

Organizing and conducting meetings, workshops, seminars and training sessions on public information and public relations for agency personnel;

Preparation of materials for publication or other dissemination and release to selected public or public in general;

Preparation and dissemination of news releases, articles, etc.;

Preparation, presentation and dissemination of various audio-visual (including television material) aimed at audiences outside of agency or institution;

Coordinating use of publications and other communicative materials produced by other departments or units of agency for public information/public relations purposes.

Problems

Due to the comprehensive nature of the survey, many agencies found the data difficult or time-consuming to develop. (Many complained their accounting and other records were inadequate to develop the necessary data.) While a majority of the agencies contacted made a conscientious effort to supply the data requested within a reasonable time, a significant number failed to provide some portion of the data requested, were late in filing or both. A number of filings were also found to contain mathematical errors or incorrect allocation of cost data, all of which took staff time to correct.

As of this writing, however, only a handful of agencies have either failed to file or have made an incomplete filing with a major omission, i.e., data missing for one or more fiscal years. Those State entities who have failed to file are: (1) State American Revolution Bicentennial Commission; (2) Governor's Indian Advisory Council, and (3) the Washington State Historical Society. With one exception, all major omissions in the original filings have been corrected and a major investment of Legislative Budget Committee staff time in auditing the agency filings has resulted in substantial improvements in the quality of the "raw" data originally submitted by some agencies.

II. SUMMARY OF PRINCIPAL FINDINGS

Based on the edited agency reports filed with the Legislative Auditor by the various State agencies surveyed, State agency spending on public information/public relations activities totaled $3,000,319 in FY 1973; $3,693,132 in FY 1974, and $3,866,779 in FY 1975 for a three-year average of $3,546,044. Approximately $2,510,016 of this amount came from general fund sources, $769,312 from other treasury funds and $266,716 from local funds (mostly at higher education institutions). These totals are detailed by appendix in Appendix One.

In terms of public information personnel, the study identified among the surveyed agencies ninety full-time public information jobs* (public information officers or other persons spending full-time or substantially full-time on public information duties), plus seven part-time public information officers. Agencies also reported forty-seven full-time "support" jobs (i.e., secretary, clerical, artists, photographer, etc.) spending over half-time in support of public information activities. The survey found other full-time persons working to some extent in public information activities (over ten percent but less than 50 percent of time) included sixty-five professionals and thirty-four jobs of a clerical, secretarial, etc. nature; another 144 persons were reported with either some minor fraction (less than ten percent) of their time spent on public information activities or as hourly, part-time or seasonal personnel with some peripheral or supporting public information role. These totals are broken down by agency in Appendix Two.

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*Of this number thirty-two reported that they had other assignments besides public information/public relations duties, however.

Detailed information was also reported on all publications used in whole or in some part for public information purposes. This material included news releases, newsletters, informational brochures, and other periodicals, magazines, annual, biennial and special reports (some required by law, some not), college catalogs, course announcements and a wide variety of material sometimes categorized as "recruiting" publications.

The agency reports filed with the Legislative Budget Committee staff indicated that during the three-year period survey of periodic (i.e., continuing/recurring publications) involved production of an annual average of 20,240,424 pieces at an estimated annual average cost of $2,284,983. As to various "one-time" publications produced during the three-year period surveyed, 2,115,308 pieces were produced at an estimated cost over the three years of $ 225,110. (Only a portion of these totals were used for public information purposes, however.) Additional detail on an agency-by-agency basis is set forth in Appendix Three.

A few State agencies reported additional public information expenditures for (1) audio visual materials (34 agencies and $128,353), and (2) newspaper/magazine advertising (23 agencies and $132,838). These totals are broken out by agency in Appendix Four.

III. MAJOR PUBLIC INFORMATION SPENDING (BY AGENCY)

In terms of overall public information costs, eight agencies reported annual average costs for the three years surveyed in excess of $100,000. The University of Washington reported public information costs of $354,150 for fiscal 1973, $429,054 for fiscal 1974, and $490,820 for fiscal 1975 for an annual average of $424,675. An estimated $360,574 came from general fund sources with $64,010 reported as coming from local funds.

Public information activities at the University are highly decentralized. In addition to a central information office (four public information professionals plus support personnel-annual average public information/public relations costs $173,310), a well staffed public information office is maintained by the College of Health Sciences with five professional positions (one part-time) plus secretarial support which reported costs of $60,612 for fiscal 1973, $135,739 for fiscal 1974, and $151,312 for fiscal 1975 (annual average $115,887 - general fund). Continuing Education (community relations) and the College of Engineering also reported annual average expenditures of $55,317 ($31,531 in local funds) and $35,520 (general fund), respectively.

The Department of Commerce and Economic Development reported public information costs of $294,146 for fiscal 1973, $373,723 for fiscal 1974, and $174,208 for fiscal 1975 for an annual average figure of $280,692. Staffing included two full-time professionals backed up by seven other persons working a minor portion of their time on public information activities.

These totals do not include certain other public information costs incurred by the Department for operation of Tourist Information centers and for providing seasonal guide service in the Legislative Building. Such costs during the three-year survey period were as follows:

OTHER PUBLIC INFORMATION COSTS

	Fiscal Year		
	1973	1974	1975
Tourist Information Centers	$29,815	$33,788	$36,323
Legislative Building Guides	6,620	9,478	9,560
TOTAL	$36,435	$43,266	$45,883

Although this Department has substantial spending on public information/public relations activities, their cost reduction efforts show up in a reduced figure for fiscal 1975 (Expo 74 caused up-turn in fiscal 1974). One publication, "Progress" was discontinued in FY 1974 as an economy measure and only nominal expenditures are reported for fiscal 1975 on audio-visual material.

The Department of Highways reported a professional public information staff of five persons plus five support jobs and expenditures of $139,829 (FY 73), $146,203 (FY 74), and $165,795 (FY 75) for an annual average of $167,276 (exclusive of the State ferry system). State ferry system costs averaged $106,853 for the three years surveyed. None of these costs are paid from general state revenues.

Information compiled by the Department of Social and Health Services shows annual costs of $146,561, $191,762 and $205,611, respectively, for the fiscal years 1973 through 1975, which averaged out to $181,311 per year (general fund). A staff of five professional persons is maintained plus one substantially full-time support position with five other persons to a significant extent (over 10 percent of time but less than 50 percent). Another fifteen persons were reported as involved to some minor extent in public information activities.

During the three years surveyed, public information costs for the Secretary of State averaged $143,405 per year (general fund). The Secretary of State maintains no professional public information staff as such and almost all of their costs are associated with public distribution of election material, particularly the Voter's Pamphlet.

The Department of Game reported three year average expenditures of $138,482 (game fund) and a professional staff of four persons plus four other persons in supportive roles (one substantially full-time).

At Washington State University, total costs of $111,966, $124,620 and $139,744 were reported for the three years surveyed for an annual average of $125,444 ($92,302 general fund and $33,142 from local funds). These figures excluded cooperative extension bulletins since the University reported they were distributed to the public only on specific request. A full-time staff of five professionals plus two full-time support positions was reported.

The report from the Office of Program Planning and Fiscal Management showed a substantial growth over the three-year period which appears to be linked in part to the initiation of the State Magazine. Other major expenditures involve publication of combined annual reports for State agencies and the Pocket Data Book. (Costs of preparation, publication and dissemination of the State budget document were excluded.)

A total expenditure of $53,310 was reported for fiscal 1973 which grew to $108,719 for fiscal 1974 and reached $149,398 in 1975. The annual average of the three-year span of the survey was $103,809 (general fund). Fiscal 1975 staffing for public information activities included two full-time professional positions plus two support positions devoting more than half-time to public information activities. Three other full-time positions devoted a significant minor fraction of their time to public information purposes.

IV. PERIODICAL PUBLICATIONS

A number of State agencies and higher education institutions publish periodicals (some of which may masquerade as annual reports). Other than the State Magazine, most would appear directed to either limited clientele group or represent only a single relatively narrow segment of State government (or both). The survey found a number of "slick" magazine type publications are published by State entities (usually higher education institutions). Limited circulation (short press runs), the generous use of color, slick paper, photographs, etc. probably all contributed to the relatively high per copy cost of some of these publications.

Although a number contained material of what would appear to be of value to professionals and technicians in specific fields, a uniform policy of free circulation to all parties of interest (and maybe to some who are not interested) appears to be followed.

Conversations with several agency public information officers indicate a number of these publications are not published out of the public information office in the respective agency and were felt to be of marginal utility in their professional opinion. This suggests that agency heads should institute a "sunset" approach with these periodicals which would call for their periodic evaluation by agency management, including input from the professional public information officer.

V. ANNUAL/BIENNIAL REPORTS

A portion of the unrequested material received by legislators is made up of the numerous annual, biennial, and special reports which a multitude of laws require State agencies to submit to the Governor, and usually the Legislature, and sometimes to others. The consolidated annual reports published by the Office of Program Planning and Fiscal Management appears to have significantly reduced the number of such reports from individual agencies. A requirement to submit a report to the Legislature oftimes means every member is sent a copy even though that may not have been the original intent. (Other agencies may send their annual report to the Governor to each individual legislator even if not required by law.) Other statutes now on the books mandate reports which are no longer necessary or require inclusion of data of doubtful or limited value.

The general statutes governing what is necessary to fulfill the requirement that an annual (or other periodic) report be submitted to the Governor appear to be in a state of confusing disarray. Three successive general statutes are on the books, each enacted with no or with insufficient reference to the prior law.

The older of the general laws on filing, printing and dissemination of State agency reports which the staff located during the survey was enacted in 1929. (Section 1 of Chapter 161, Laws of 1929, codified as RCW 43.01.030). This statute states that reports required of the various State agencies were to be typewritten with the original going to the Governor (or to the Legislature as the law might require), with a duplicate copy to the budget director. That officer was directed to determine (with approval of the Governor) which reports (or what portions of any report) were to be printed as public documents. The Governor was also required to determine the number of such reports to be printed for distribution.

In 1941, a new law was enacted (Section 2 of Chapter 150, Laws of 1941, codified as RCW 40.04.020) which requires the Public Printer to deliver to the State Librarian one hundred twenty-five copies of each State agency publication or report. The Public Printer was also directed to retain two hundred additional copies of all publications which were to be bound in sets and labeled "Washington Public Documents". (The State Librarian was charged with the distribution of these volumes.) All other State publications, i.e., those not printed by the Public Printer, were to be deposited in triplicate with the State Library.)

In 1963, still another statute was enacted* which set up a "State Publications Distribution Center" as a division of the State Library (and under the direction of the State Librarian). This law calls for at least three copies of each State publication to go to the State Library for "record and depository purposes". The State Library is also entitled to such additional copies as are needed to go to the various depository libraries for State publications around the State (and around the nation). The current practice is to require fifty copies of each publication.

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*Chapter 233, Laws of 1963, codified as Chapter 40.06 RCW

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VI. MISCELLANEOUS FINDINGS

One of the items complained about as an example of wasteful public information/public relations spending was the routine mailing to legislators of State agency news releases. The survey identified twenty-one State agencies routinely sending either their news release (or newsletters) to all legislators. These agencies appear to provide legislators with no opportunity to stay off these mailing lists by any routine pruning of these mailing lists to legislators interested in receiving the information. As to some other periodical publications, some agencies for some publications are asking recipients to advise them if they do not wish to receive the publication.

During the course of the survey, the staff reviewed listings of classified personnel with public information/public relations duties periodically with both the Department of Personnel and the Higher Education Personnel Board. A number of long-term vacancies appeared in these listings representing positions for which neither funds (or FTEs) are provided in current budgets. It would appear to be desirable for the agencies concerned to purge these positions from the personnel agency records.

As an example of rather marginal spending on public information/public relations was the practice at least one (but possibly three or more) higher education institutions sending out Christmas cards at public expense.*

VII. 1966 PUBLIC INFORMATION COST SURVEY

The most recent comprehensive statewide survey of public information costs prior to the 1975 Legislative Budget Committee survey was conducted for the fiscal year 1966 by the staff of the State Auditor. In his 1967 report to the Legislature**, that officer reported he had recently undertaken "... a survey of 'public relations costs' of all state agencies." Ninety-eight inquiries were sent out and the report tabulated responses from eighty-six agencies. The principal thrust of the questionnaire was two-fold: (1) employee costs and (2) public relations publications.

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* This matter was discussed with representatives of the several four-year institutions. They agreed to support a recommendation that the practice of preparing, printing and mailing of an institutional Christmas card at public expense be discontinued.

** Thirty-Ninth Biennial Report of the State Auditor to the Governor and State Legislature, Fortieth Regular Session, 1967, State Printing Plant, Olympia, Washington, pp 48-49.

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This 1966 survey revealed a great many State employees were engaged on a "now and then" basis in public relations work and only sixty-one employees were reported whose principal duties involved "public relations". Costs reported at that time came to an annual grand total of $548,653.

It is difficult to compare these results to the current survey since it is not known if similar definitions were used in the earlier survey. The community colleges were also (presumably) excluded in 1966 but are included in the 1975 survey data.

VIII. THE PUBLIC INFORMATION FUNCTION

As part of the 1966 survey by the State Auditor, that officer advised the agencies that:

> *While it may appear that the prospect of censure will be attached to this request, none is intended, none will be so used. We recognize that functions of this nature serve a very worthwhile public service; ...*

In conducting the 1975 public information cost survey, the Legislative Budget Committee staff also encountered expressions of concern that some censure or other punitive action would be the result of the survey. The Committee staff has consistently advised the concerned agency personnel that the Legislative Budget Committee staff mission was a fact-finding/data collection mission, and that legislative responses would likely be based on what factual data the survey might develop.

The staff was generally impressed with the professional caliber of the public information professionals encountered during the course of the survey. Many indicated they concurred with the objective of maximizing economy, efficiency and effectiveness in State government operations.

To illustrate the standards to which the professional public information officers aspire, one veteran employee described the public information officer's role as follows:

> *In simplest terms, public information consists of maintaining a two-way flow of communication between the agency and the various publics it serves as well as agency employees. The function of communicating to the agency's publics is well known; less well understood is the importance of providing for feedback to the agency from its various publics.*
>
> *The public information officer is responsible for helping maintain this two-way communication flow particularly to the extent that it can be more efficiently conducted with mass media. In so doing, the information officer performs these important roles:*

As Counselor -- the PIO advises management to avoid activities which would be at cross purposes with public interests, and recommends activities that serve public needs. Where management may tend to think in terms of what is best for the agency, the PIO must think in terms of what is good for both the agency and the public.

As a member of the management team -- the PIO participates in formulating agency goals and objectives which are in the best interests of the agency's publics and employees, and provides the communication support necessary to achievement of agency goals and objectives.

As a professional communicator -- the PIO understands publication and communication processes and news media requirements and is able to recommend and implement efficient programs for effective communication with various publics and with agency employees in order to avoid to the maximum extent possible costly breakdowns in communication.

As a spokesman for the agency -- the PIO must maintain credibility with news media -- credibility which can only be earned through a consistent reputation for telling the whole story and avoiding the temptation to cover up "bad" news.

. . . .

The public information officer is a professional with a background of education and experience in communication and human relations. Employment qualifications, screening, testing and interviewing procedures developed by the state's personnel boards in cooperation with organizations of professional information officers, such as the state information council, help assure that agency public information officers perform at high levels of competence and integrity.

IX. CONCLUSIONS

The 1975 Legislative Budget Committee survey of public information/public relations activity suggest that while the number of personnel involved (and the expense) have increased since 1966, such costs remain a minor fraction of overall State costs. This does not mean that no opportunities exist for cost reductions, however.

As an example, the survey revealed that one or more higher education entities* were (or are) sending out Christmas cards at public expense.

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* One institution filed a cost report, another admitted their data totals contained such costs, and a community college reported a "Christmas card" under duties of public information coordinator.

There appears to be a substantial staff consensus that such items are a personal rather than a public expense. Other questionable (and expensive) practices of certain State agencies include: (1) the routine mailing of news releases to all legislators, (2) use of expensive materials or techniques (high grade paper, etc.) on periodical publications used for informational purposes only, and (3) the routine mailing of newsletters, brochures, reports, etc. to legislators who have not requested such material and may have neither the time nor the interest to read it. At least a few "slick copy" annual reports or similar periodicals seem to serve largely as a publicly-funded vehicle in which to publish technical reports of interest largely to other persons in the same technical field. One such publication with a press run of 1,200 copies (48 pages) cost about $4.50 each to prepare, publish and distribute in 1975.

With the recent and continuing increases in postage costs, it appears almost axiomatic that mailing lists should be pruned regularly (i.e., at least every two years) to assure that the addressees are still interested in receiving the material.

It would also appear that most of the long-term vacant positions for public information/public relations personnel which are unfunded in the current budget (and not covered by authorized FTE) should be abolished.

Agency periodical publications (i.e., the State Magazine and other agency periodical publications) other than those required by law should be subject to the "sunset principle". This refers to a periodic review (as part of the biennial budget cycle or at least every four to six years) by the agency head (with the professional advice and counsel of the agency public information staff, fiscal personnel and program persons) to determine if the program objectives which the publication is intended to further are being achieved at reasonable cost. If the benefits do not exceed the costs, the publication should be terminated.

It would also appear logical to charge a reasonable subscription fee for periodicals such as the State Magazine to cover some portion of the expenses even if casual single copies continue to be free to the general public. (The State Magazine costs about $1 each to prepare, publish and disseminate on a press run of 30,000 copies four times a year.)

In the case of annual (or biennial) reports to the Governor (and to the Legislature in many instances), the mandatory inclusion of certain information, i.e., receipts and expenditures, may be adequately covered in other reports going to the Governor and to the Legislature. From a managerial standpoint, the publication of combined annual reports would appear to be more effective than for each agency to publish its own. The Office of Program Planning and Fiscal Management has already accomplished a great deal in this area. Rather than continue the multitude of specific statutes calling for annual or biennial reports to the

Governor, Legislature, etc., however, it would appear desirable to repeal them and to provide the Governor (presumably acting through the Office of Program Planning and Fiscal Management) with any additional authority he might need to require the periodic submission (at least annually) of the data he may need for managerial purposes, for reporting to the public and for preparing such special or routine reports as may be requested or directed by the Legislature.

It would also appear desirable to coordinate the three existing general statutes containing overlapping and possibly conflicting (or contradictory) language dealing with State agency reports and publications.

Other specific statutes requiring the publication of excessive or unnecessary detail should be amended to delete such requirements. Other reports no longer needed but still required by law could be dropped (and the statute repealed).

X. TENTATIVE RECOMMENDATIONS

1. Each State agency should cease the routine distribution to legislators of news releases and similar informational material (other than reports to the Legislature or legislators which are required by law) which the individual legislator has not requested (or expressed some interest in). Each legislator should be given the option, however, of staying on the list for such routine distributions.

2. Each State agency should routinely prune mailing lists at least biennially.

3. Unneeded or long-term vacant public information positions which are currently unbudgeted and unfunded should be abolished.

4. The preparation, publication or distribution of Christmas cards by State agencies at public expense should be discontinued.

5. The feasibility of charging a fee for publications such as the State Magazine (and similar periodicals and one-time or recurring publications not required by law) should be considered by each publishing agency. A reasonable fee would appear to be especially warranted for subscriptions to periodicals or for bulk requests even if single copies are free to the general public.

6. Each periodic (or recurring) State publication which is not required by law (other than management reports to the Governor, Legislature, etc.) should be subject to the "sunset principle", i.e., a periodic evaluation by the agency head (drawing on the professional advice and counsel of the agency public information staff, fiscal staff and program staff) to assure that the public benefits derived from the publication exceed the public expense involved.

7. Repeal existing specific "single agency" mandating annual or biennial reports to the Governor (and to the Legislature*). Clarify existing statutes to allow the Governor to designate: (1) information or data to be submitted for managerial purposes, for reporting to public and for preparing special and routine reports as may be requested or directed by the Legislature, and (2) clarify authority of Governor (with counsel of the Director of the Office of Program Planning and Fiscal Management and the State Librarian) to determine specifically or by general rule or regulation the number of any report or other publication to be published for distribution. The Legislature should also be allowed to independently determine the number of copies, if any, of any report or publication needed to meet the requirements of its members, committees and staffs.

8. Existing statutes mandating publications of other unnecessary annual, biennial or special reports or the inclusion therein of data if no or limited value should be amended or repealed as most appropriate.

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* Independently elected officials, agencies not under executive budget submission, and other State entities outside the Executive Branch would generally be permitted to continue such reports as they may now make to the Legislature, Governor, or to the public.

APPENDIX ONE

PUBLIC INFORMATION/PUBLIC RELATIONS COSTS
TOTALS by AGENCY

Agency	Fiscal Year 1973	1974	1975	Annual Average	Fund Split: State General Fund	Other State Treasury Funds	Local Funds	Comments
Elected Officials								
Office of the Governor	$35,056	$40,136	$46,805	$40,666	$40,666	-0-	-0-	
Lieutenant Governor	Zero expenditures reported							
Secretary of State	97,601	225,163	107,452	143,405	143,405			
State Treasurer	16,991	8,813	19,521	15,108	-0-	$15,108		
State Auditor	11,780	12,962	15,715	13,486	13,486			
Attorney General	23,547	23,941	26,472	24,653	24,653			
Insurance Commissioner	5,307	43,722	22,447	23,825	23,825			
Supt. of Pub. Instruction	36,806	43,821	49,016	42,881	42,881			
*Comm. of Public Lands	54,575	68,523	97,968	73,689	21,807	51,882		
Subtotal-Elected Officials	$281,663	$466,081	$385,396	$377,713	$310,723	$66,990		
Gen. Govern. - Maj. Exec. Agencies								
Office of Program Planning and Fiscal Management	53,310	108,719	149,398	103,809	103,809			
Dept. of Personnel	-0-	-0-	89	30	30			
Data Processing Authority	-0-	2,292	194	1,243	1,243			
Dept. of Revenue	22,699	23,208	26,066	23,990	23,990			
Board of Tax Appeals	Zero expenditures reported							
Dept. of Gen. Administration	-0-	-0-	3,902	1,301	41	1,260		
Gen. Govern. - Minority Agencies								
Governor's Indian Advisory Council	-0-	10,000	10,000	10,000	10,000			(No report filed - estimates by LBC staff)
Asia-American Affairs Co Comm.	17,219	15,981	15,359	16,186	16,186			
Wa. State Women's Council	**	2,976	8,545	5,761	5,761			
Mexican-American Affairs Comm.	30,000	40,000	50,886	40,295	27,276			13,019-F (Fiscal 73 &74 data-LBC staff)

* Non-add - also in Natural Resources Section.
** Expenditures included in budget for Governor's Office.

APPENDIX ONE

PUBLIC INFORMATION/PUBLIC RELATIONS COSTS
TOTALS by AGENCY

Agency	Fiscal Year 1973	1974	1975	Annual Average	Fund Split: State General Fund	Other State Treasury Funds	Local Funds	Comments
General Government								
Other Executive Agencies								
Public Disclosure Comm.	$ 949	$2,918	$ 6,259	$ 3,375	$ 3,375			
Pub. Employee's Retirement Sys.	2,227	2,177	1,704	2,036	143	$ 1,893		
State Finance	-0-	-0-	-0-	-0-	-0-			
Municipal Research Council	-0-	-0-	-0-	-0-	-0-			
Uniform Legislation Comm.	238	-0-	390	209	209			
Board of Accountancy	25	25	25	25	25			
Athletic Commission	203	203	203	203	203			
Cemetery Board	-0-	-0-	-0-	-0-	-0-			
Horse Racing Commission	3,973	5,196	3,969	4,380			$4,380	
Liquor Control Board	8,906	8,906	12,312	10,041		10,041		
Board of Pharmacy	Zero expenditures reported							
Util. & Transportation Comm.	Zero expenditures reported							
Bd. for Volunteer Fireman	Zero expenditures reported							
Dept. of Emergency Services		-0-	1,260	420		420		
Military Department	Reported all public information activity as financed by federal funds held outside of State Treasury by federal officers.							
Subtotal General Govt.	$139,749	$222,601	$290,561	$223,304	$192,291	$26,633	$4,380	

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APPENDIX ONE

PUBLIC INFORMATION/PUBLIC RELATIONS COSTS
TOTALS by AGENCY

Agency	Fiscal Year 1973	1974	1975	Annual Average	Fund Split: State General Fund	Other State Treasury Funds	Local Funds	Comments
Human Resources								
Dept. of Social & Health Services	$146,561	$191,762	$205,611	$181,311	$181,311	$ -0-		
Planning & Community Affairs Agency	15,579	27,303	30,756	24,546	19,352	5,194-F		
Human Rights Commission	6,712	7,278	7,288	7,092	7,092			
Bd. of Indus. Insur. Appeals	1,071	-0-	-0-	357		357		
Criminal Justice Training Comm.	Zero expenditures reported							
Dept. of Labor & Indus.	26,288	31,516	27,925	28,576		28,576		
Bd. of Prison Terms & Paroles	Zero expenditures reported							
Hospital Commission	-0-	535	7,720	4,128	4,128			
Dept. of Employment Security	26,937	28,270	29,709	28,305		28,305-F		
Supt. of Public Instruction	See Section on elected officials							
Subtotal - Human Resource Agencies	$223,148	$286,664	$309,009	$274,315	$211,883	$62,432	-0-	
Natural Resources/Recreation								
Dept. of Ecology:								
General	63,320	56,107	59,818	59,748	59,748			
Litter Control Program	13,020	17,865	58,170	29,685		29,685		
TOTAL	$76,340	$73,972	$117,988	$89,433	$59,748	$29,685		

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PUBLIC INFORMATION/PUBLIC RELATIONS COSTS
TOTALS by AGENCY

Agency	Fiscal Year 1973	1974	1975	Annual Average	Fund Split: State General Fund	Other State Treasury Funds	Local Funds	Comments
Natural Resources/Recreation (cont.)								
State Parks & Recreation Comm.	$27,602	$44,688	$37,074	$35,291	$35,291			
Interagency Committee for Outdoor Recreation	6,768	4,362	4,742	5,290		$5,290		
Dept. of Commerce & Economic Development	294,146	373,723	174,208	280,692	280,692			
Dept. of Fisheries	54,961	66,702	78,342	66,668	66,668			
Dept. of Game	127,815	137,761	149,870	138,482		138,482		
Dept. of Natural Resources	54,575	68,523	97,968	73,689	21,807	51,882		
Dept. of Agriculture	54,578	57,628	59,748	57,651	53,379	4,024	$248	
Oceanographic Comm. of Wa.	16,200	14,100	14,300	14,900	14,900			
Columbia River Gorge Comm.	Zero expenditures reported							
Pollution Control Hearings Bd.	-0-	-0-	161	161	161			
Thermal Power Plant Site Eval.	"Insignificant"		9,133	9,133	9,133			
Shoreline Hearings Board	Included under Pollution Control Hearings Board							
Council on Evironmental Pol.	-0-	-0-	21,299	21,299	21,299			
Forest Practice Appeals Bd.	Zero expenditures reported							
Subtotal - Nat. Res. Group	$712,985	$841,459	$764,833	$792,689	$563,078	$229,363	$ 248	
Transportation								
Aeronautics Commission	4,175	16,934	8,097	9,735		9,735		
Board of Pilotage Commission	Zero expenditures reported							
State Patrol	16,176	17,744	16,568	16,829		16,829		
Traffic Safety Commission	17,260	22,248	26,501	22,003		22,003		
Dept. of Motor Vehicles	17,539	17,329	22,629	19,165	2,121	17,044		

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PUBLIC INFORMATION/PUBLIC RELATIONS COSTS
TOTALS by AGENCY

Agency	Fiscal Year 1973	1974	1975	Annual Average	Fund Split: State General Fund	Other State Treasury Funds	Local Funds	Comments
Transportation (cont.)								
Dept. of Highways:								
General	$189,829	$146,203	$165,795	$167,276	$ -0-	$167,276		
Ferry System	89,490	114,540	116,528	106,853	-0-	106,853		
TOTAL	279,319	260,743	282,323	274,129	274,129	274,129		
County Road Administration Bd.	5,963	6,410	7,008	6,459		6,459		
Urban Arterial Board	Zero expenditures reported							
Subtotal Trans. Group	$340,432	$341,408	$363,126	$348,320	$ 2,121	$346,199	-0-	
Education - Other								
St. Bd. for Community Col. Ed.	15,927	17,967	14,902	16,266	11,334	4,932		
Council for Post Sec. Ed.	558	1,109	53,013	18,227	18,227			
*Coor. Council for Occup. Ed.	18,961	24,093	27,268	22,774	2,272	20,502		
Teacher's Retirement System	Zero expenditures reported							
Higher Ed. Personnel Bd.	Zero expenditures reported							
State Library	24,734	25,009	15,480	21,741	15,436	6,305-F		
Wa. St. Arts Commission	2,265	4,144	7,332	4,580	4,580			
American Rev. Bicent. Comm.	1,000	9,000	7,000	5,667		5,667-F		(No report filed-estimates by LBC)
Wa. State Historical Society	15,000	20,000	20,000	18,333	18,333			(No report filed-estimates by LBC)
Eastern Wa. Hist. Society	14,597	20,749	21,327	18,891	17,346		1,545	
State Capitol Hist. Assn.	15,337	17,190	19,044	17,190	16,949		241	
Subtotal - Other Education	$108,379	$139,261	$185,366	$143,669	$104,477	$ 37,406	$1,786	

* Changed to Commission on Vocational Education

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APPENDIX ONE

PUBLIC INFORMATION/PUBLIC RELATIONS COSTS
TOTALS by AGENCY

Agency	Fiscal Year 1973	1974	1975	Annual Average	Fund Split: State General Fund	Other State Treasury Funds	Local Funds	Comments
Higher Education "Four Year" Schools								
University of Washington:								
Information Services	$179,460	$163,570	$176,900	$173,310	$173,310			
Continuing Education	3,400	3,381	4,000	3,594	1,582		$2,012	
Office of Student Pub.			Exempt					
College of Engineering	32,420	35,330	38,810	35,520	35,520			
Alumni Association	5,750	7,411	7,859	7,007	7,007			
Health Sciences	60,612	135,739	151,312	115,887	115,887			
Short Courses/Conferences, Office of	21,122	27,955	42,599	30,558			30,558	
Lectures & Concerts	3,282	3,382	3,780	3,482	3,482			
Community Relations in Continuing Education	48,104	52,286	65,560	55,317	23,786		31,531	
Subtotal	$354,150	$429,054	$490,820	$424,675	$360,574		$64,101	
Washington State University	111,966	124,622	139,744	125,444	92,302		33,142	
Eastern Wa. State College	60,729	69,579	71,538	67,282	53,844		13,438	
Central Wa. St. College	22,423	34,155	43,155	33,244	21,429		11,815	
The Evergreen State College	69,808	89,897	107,473	89,059	83,983		5,076	
Western Wa. State College	50,144	62,805	70,092	61,014	46,923		14,091	
Subtotal - Four Yr. Col./ Universities	$669,220	$810,112	$922,822	$800,718	$659,055	-0-	$141,663	
Community Colleges								
District No. 5								
Edmonds Campus	12,540	13,296	14,529	13,455	13,455			
Everett Campus	20,343	35,092	39,528	31,654	31,654			
District #5 TOTAL	$32,883	$48,388	$54,057	$45,109	$45,109			

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PUBLIC INFORMATION/PUBLIC RELATIONS COSTS
TOTALS by AGENCY

Agency	Fiscal Year 1973	1974	1975	Annual Average	Fund Split: State General Fund	Other State Treasury Funds	Local Funds	Comments
Community Colleges (cont.)								
Whatcom Community College	$15,061	$16,622	$17,756	$16,480	$13,259		$3,221	
Bellevue Community Col.	31,847	37,633	41,477	36,986	36,986			
Big Bend Community Col.	8,735	9,910	17,616	12,087	5,382		6,705	
Community Col.-Dist. No. 12:								
Centralia Campus	19,444	20,249	23,373	21,022	21,022			
Olympia Campus	13,485	14,241	15,631	14,452	14,230		222	
District #12 TOTAL	$32,929	$34,490	$39,004	$35,474	$35,252		$ 222	
Clark College - Dist. 14	35,987	35,537	41,068	37,530	32,614		4,916	
Ft. Steilacoom Comm. Col.	27,087	26,534	29,286	27,635	11,928		15,707	
Columbia Basin College	11,433	14,900	16,607	14,314	14,314			
Grays Harbor College	17,998	19,183	19,890	19,023	19,023			
Green River Comm. Col.	18,375	13,841	30,073	20,763	20,763			
Highline College	29,502	31,819	26,260	29,194	24,815		4,379	
Lower Columbia College	7,377	9,915	14,543	10,611	6,692		3,919	
Olympic College	27,550	28,807	29,603	28,653	28,653			
Peninsula College	4,754	9,797	9,995	8,182	8,182			
Seattle Community College:								
Central Office	3,646	852	663	1,720	1,720			
North Campus	12,431	14,783	25,685	17,633	17,633			
Central Campus	28,398	18,323	15,276	20,665	20,665			
South Campus	13,477	21,860	24,725	20,021	20,021			
Seattle District TOTAL	$57,952	$55,818	$66,349	$60,039	$60,039			
Shoreline Community Col.	24,019	10,073	7,178	13,757	9,768		3,989	
Skagit Valley College	22,138	26,468	27,999	25,535	15,004		10,531	
Community Col. - Dist. No. 17	44,133	63,350	68,120	58,534	47,082		11,452	

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PUBLIC INFORMATION/PUBLIC RELATIONS COSTS
TOTALS by AGENCY

Agency	Fiscal Year 1973	1974	1975	Annual Average	Fund Split: State General Fund	Other State Treasury Funds	Local Funds	Comments
Community Colleges (cont.)								
Tacoma Community College	$28,286	$36,263	$37,640	$34,063			$33,774	
Walla Walla Comm. College	4,205	5,026	5,213	4,815	4,815			
Wenatchee Community College	21,746	22,617	20,568	21,644	17,214		4,430	
Yakima Valley College	20,746	28,555	25,364	24,888	9,494		15,394	
Subtotal Community Col.	$524,743	$585,546	$645,666	$585,316	$466,388	$289	$118,639	
GRAND TOTALS	$3,000,319	$3,693,132	$3,866,779	$3,546,044	$2,510,016	$769,312	$266,716	

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APPENDIX TWO

PUBLIC INFORMATION PERSONNEL DETAIL

Number by Agency

Agency Name	Public Information Personnel				Support Personnel*	Other Personnel		All Other
	Full-Time		Part-Time			Over 10%	Less Than 50%	
	PI/PR (Over 90%)	Other Duties	PI/PR Only	Other Duties	Full-Time Jobs	Public Profes.	Information Sec-Cler	Less than 10% Part-Time Seasonal, etc.
ELECTED OFFICIALS:								
Office of the Governor	2				1			
Secretary of State						1		
State Treasurer						1	1	2
State Auditor						1		
Attorney General						3		
Insurance Commissioner						1		
Superintendent of Pub. Instruc.	2				1			1
Department of Nat. Resources	4				1			
SUB-TOTAL	8				3	7	1	3
GENERAL GOVERNMENT (Major Agencies)								
Office of Program Planning and Fiscal Mgt.	2				2	1	2	3
Dept. of Revenue	1	1						
Dept. of General Administration								1
SUB-TOTAL	3	1			2	1	2	4

*At least 50% of time spent on public information activity

APPENDIX TWO

PUBLIC INFORMATION PERSONNEL DETAIL
Number by Agency

Agency Name	Public Information Personnel				Support Personnel*	Other Personnel		All Other
	Full-Time		Part-Time			Over 10% Public Profes.	Less Than 50% Information Sec-Cler	Less than 10% Part-Time Seasonal, etc.
	PI/PR (Over 90%)	Other Duties	PI/PR Only	Other Duties	Full-Time Jobs			
GENERAL GOVERNMENT (Minority Agencies)								
Governor's Indian Advisory Council						2		
Asian-American Affairs Commission						1	1	
Wash. State Women's Council						1	1	
Mexican-American Affairs Commission						2	1	
SUB-TOTAL						6	3	
GENERAL GOVERNMENT-Other								
Public Disclosure Commission						2		
Athletic Commission							1	
Horse Racing Commission						1		
Liquor Control Board		1			1			
Dept. of Emergency Services			1			1		
Military Department		1	1	2				
SUB-TOTAL		2	2	2	1	4	1	

*At least 50% of time spent on public information activity

APPENDIX TWO

PUBLIC INFORMATION PERSONNEL DETAIL
Number by Agency

Agency Name	Public Information Personnel				Support Personnel*	Other Personnel		All Other
	Full-Time		Part-Time			Over 10%	Less Than 50%	
	PI/PR (Over 90%)	Other Duties	PI/PR Only	Other Duties	Full-Time Jobs	Public Profes.	Information Sec-Cler	Less than 10% Part-Time Seasonal, etc.
DEPARTMENT OF SOCIAL AND HEALTH SERVICES:								
(1) Office of Public Affairs	4				1			
(2) All Other	1					4	1	15
SUB-TOTAL	5				1	4	1	15
HUMAN RESOURCES - Other								
Planning and Community Affairs Agency		1			2			
Human Rights Commission						1		
Dept. of Labor and Industries	1					3	1	
Hospital Commission						3		
Employment Security Department	1				1			
SUB-TOTAL	2	1			3	7	1	

*At least 50% of time spent on public information activity

APPENDIX TWO

PUBLIC INFORMATION PERSONNEL DETAIL
Number by Agency

Agency Name	Public Information Personnel				Support Personnel*	Other Personnel		All Other
	Full-Time		Part-Time					
	PI/PR (Over 90%)	Other Duties	PI/PR Only	Other Duties	Full-Time Jobs	Over 10% Public Profes.	Less Than 50% Information Sec-Cler	Less than 10% Part-Time Seasonal, etc.
NATURAL RESOURCES (Major Agencies)								
Dept. of Ecology:								
(1) General	2				1			
(2) Litter Control						1		6
SUB-TOTAL	2				1	1		6
State Parks and Recreation Commission	1				1		2	2
Interagency Committee for Outdoor Recreation								9
Dept. of Commerce and Economic Development	2					1		6
Dept. of Fisheries		3			1			
Dept. of Game	4				1	1		2
Dept. of Natural Resources	4				1			
Dept. of Agriculture		1						
SUB-TOTAL	13	4			5	3	2	25

*At least 50% of time spent on public information activity

APPENDIX TWO

PUBLIC INFORMATION PERSONNEL DETAIL
Number by Agency

Agency Name	Public Information Personnel				Support Personnel*	Other Personnel		All Other
	Full-Time		Part-Time			Over 10% Public Profes.	Less Than 50% Information Sec-Cler	Less than 10% Part-Time Seasonal, etc.
	PI/PR (Over 90%)	Other Duties	PI/PR Only	Other Duties	Full-Time Jobs			
NATURAL RESOURCES (Small Agencies)								
Oceanographic Comm.						1		1
Thermal Power Plant Site Evaluation Commission						3	2	
Council on Environmental Policy						2	1	
SUB-TOTAL						6	3	1
TRANSPORTATION AGENCIES								
Aeronautics Commission							1	5
State Patrol		1					2	
Traffic Safety Commission		1						
Dept. of Motor Vehicles	1							
Dept. of Highways: (1) General	5				5			
(2) Ferry system						1		
County Road Administration Board								
SUB-TOTAL	6	2			5	1	3	2 7

*At least 50% of time spent on public information activity

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APPENDIX TWO

PUBLIC INFORMATION PERSONNEL DETAIL
Number by Agency

Agency Name	Public Information Personnel				Support Personnel*	Other Personnel		All Other
	Full-Time		Part-Time					
	PI/PR (Over 90%)	Other Duties	PI/PR Only	Other Duties	Full-Time Jobs	Over 10% Public Profes.	Less Than 50% Information Sec-Cler	Less than 10% Part-Time Seasonal, etc.
EDUCATION - Other								
Council on Post-secondary Educ.						1	1	
State Board for Community College Educ.		1					1	
Coordinating Council for Occupational Education (Commission for Vocational Education)	1				2			
State Library		1						
State Arts Commission		1					1	
Washington State Historical Society						1	1	
Eastern Washington State Historical Soc.						3		3
State Capitol Historical Association						3		3
SUB-TOTAL	1	3			2	8	4	6

*At least 50% of time spent on public information activity

APPENDIX TWO

PUBLIC INFORMATION PERSONNEL DETAIL

Number by Agency

Agency Name	Public Information Personnel				Support Personnel*	Other Personnel		All Other
	Full-Time		Part-Time			Over 10%	Less Than 50%	
	PI/PR (Over 90%)	Other Duties	PI/PR Only	Other Duties	Full-Time Jobs	Public Profes.	Information Sec-Cler	Less than 10% Part-Time Seasonal, etc.
HIGHER EDUCATION (Four-Year Colleges and Universities)								
Univ. of Washington:								
Information services	2	2			3			1
Continuing Education - evening and extension credit								3
College of Engineering	1		1					
Alumni Assoc.		1						
Health Sciences	2	2		1				1
Office of:								
Short Courses/ Programs						5		3
Lectures and Concerts							1	
Continuing Education -- Community Relations		1			3			7
SUB-TOTAL (Univ. of Wash.)	5	6	1	1	6	5	1	15

*At least 50% of time spent on public information activity

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APPENDIX TWO

PUBLIC INFORMATION PERSONNEL DETAIL
Number by Agency

Agency Name	Public Information Personnel				Support Personnel*	Other Personnel		All Other
	Full-Time		Part-Time			Over 10%	Less Than 50%	
	PI/PR (Over 90%)	Other Duties	PI/PR Only	Other Duties	Full-Time Jobs	Public Profes.	Information Sec-Cler	Less than 10% Part-Time Seasonal, etc.
(Brought Fwd.)	5	6	1	1	6	5	1	15
HIGHER EDUCATION								
Wash. State University:	3	2			2			
Eastern Wash. State College:								
General	1				1			
College Relations		1			2	1		
College Editor		1			2			
Other (Miscl.)						1		17
SUB-TOTAL (Eastern WA. State College)	1	2			5	2		17
Central Wash. State College	2				4			
The Evergreen State College	2				1			
Western Wash. State College	3				2			1
SUB-TOTALS (Four-year colleges and universities)	16	10	1	1	20	7	1	33

*At least 50% of time spent on public information activity

APPENDIX TWO

PUBLIC INFORMATION PERSONNEL DETAIL
Number by Agency

Agency Name	Public Information Personnel				Support Personnel*	Other Personnel		All Other
	Full-Time		Part-Time			Over 10%	Less Than 50%	
	PI/PR (Over 90%)	Other Duties	PI/PR Only	Other Duties	Full-Time Jobs	Public Profes.	Information Sec-Cler	Less than 10% Part-Time Seasonal, etc.
COMMUNITY COLLEGES:								
Edmonds Comm. Coll.	1				1		1	
Everett Comm. Coll.	1					1		
Whatcom Comm. Coll.	1							
Bellevue Comm. Coll.		2					1	
Big Bend Comm. Coll.			1					1
Centralia Comm. Coll.						1	1	3
Olympic Technical C.C.						1	1	
Clark College	1				1			
Ft. Steilacoom C.C.						1	1	8
Columbia Basin C.C.		1					1	
Grays Harbor C.C.						1		7
Green River C.C.							1	11
Highline Comm. Coll.		1			1		2	2
Lower Columbia C.C.		1						2
Olympic College						2	2	
Peninsula Comm. Coll.				1				

*At least 50% of time spent on public information activity

APPENDIX TWO

PUBLIC INFORMATION PERSONNEL DETAIL
Number by Agency

Agency Name	Public Information Personnel				Support Personnel*	Other Personnel		All Other
	Full-Time		Part-Time					
	PI/PR (Over 90%)	Other Duties	PI/PR Only	Other Duties	Full-Time Jobs	Over 10% Public Profes.	Less Than 50% Information Sec-Cler	Less than 10% Part-Time Seasonal, etc.
(COMMUNITY COLLEGES - continued)								
Community College District No. 6 (Seattle):								
Central Office								2
North Seattle Comm. Coll.		1			1			2
Seattle Central C.C.	1							1
South Seattle C.C.						2	1	
Skagit Valley College		1						
Community College District No. 17 (Spokane and Spokane Falls)	2				1		1	
Tacoma Comm. Coll.	1				1			
Walla Walla Comm. Coll.								8
Wenatchee Valley C.C.		1						1
Yakima Valley Comm. Coll.						1		1
SUB-TOTAL	8	8	1	1	6	10	13	49
GRAND TOTALS	90		7		47	99		144

*At least 50% of time spent on public information activity

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APPENDIX THREE
PUBLICATIONS COSTS BY AGENCY

AGENCY #	AGENCY	ANNUAL AVERAGE # of COPIES	TOTAL ANNUAL AVERAGE COST	# COPIES ONE TIME PUBLICATIONS	TOTAL COST OF ONE TIME PUBLICATIONS	COSTS ALLOCATED BY STATUTORY AUTHORITY: MANDATED PUBLICATIONS	OPTIONAL	OTHER	FUND SOURCES: GENERAL FUND	OTHER STATE FUNDS	LOCAL FUNDS
	STATE ELECTED OFFICIALS										
075	Governor	500	231			231			231		
080	Lieutenant Governor	Reported no Expenditures for Publications									
085	Secretary of State	1,453,500	147,381			146,512		869	147,381		
090	State Treasurer	28,550	13,880			13,880				13,880	
095	State Auditor	3,412	14,079			14,079			14,079		
100	Attorney General	67,393	4,008				480	3,528	4,008		
160	Insurance Commissioner	404,410	17,900			3,015	8,631	6,254	17,900		
350	Supt. of Public Instruction	1,224,683	88,104					88,104	88,104		
490	Commissioner of Public Lands	157,352	36,958				18,831	18,127	10,146	26,812	
	SUBTOTAL	3,339,800	$322,541			$177,717	$ 27,942	$ 116,882	$281,849	$40,692	
	GENERAL GOVERNMENT										
105	OPP & FM	112,041	160,577			48,021	3,976	108,580	160,577		
111	Department of Personnel			100	88			88	88		
114	Data Processing Authority	Reported No Expenditures for Publications									
140	Department of Revenue	135,349	27,032			2,992	124	23,916	27,032		
				965,550	21,228	7,171		14,057	21,228		
142	Board of Tax Appeals			250	4,215	4,215			4,215		
150	General Administration	3,800	3,922					3,922	3,922		
086	Governor's Indian Advisory Council	No Report Submitted									
087	Asian American Affairs Commission	1,008	1,467	3,000	569		318	1,467 251	1,467 569		
088	Wa. State Women's Council	6,725	2,034					2,034	2,034		
118	Mexican-American Affairs Commis.	650	810				101	709	810		
082	Public Disclosure Commission	2,550	1,544	75	481	984	560 481		1,544 481		

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APPENDIX THREE

PUBLICATIONS COSTS BY AGENCY

AGENCY #	AGENCY	ANNUAL AVERAGE # of COPIES	TOTAL ANNUAL AVERAGE COST	# COPIES ONE TIME PUBLICATIONS	TOTAL COST OF ONE TIME PUBLICATIONS	COSTS ALLOCATED BY STATUTORY AUTHORITY: MANDATED PUBLICATIONS	OPTIONAL	OTHER	FUND SOURCES: GENERAL FUND	OTHER STATE FUNDS	LOCAL FUNDS
	GENERAL GOVERNMENT (Continued)										
122	Pub.Employee's Retirement Sys.	51,467	2,036					2,036	146	1,890	
125	State Finance Committee	Reported No Expenditures for Publications									
144	Municipal Research Council	Reported No Expenditures for Publications									
145	Uniform Legislation Committee	400	195			195			195		
165	Board of Accountancy	100	25				25		25		
175	Athletic Commission	600	30				30		30		
180	Cemetery Board	Reported No Expenditures for Publications									
185	Horse Racing Commission	550	698			698				698	
195	Liquor Control Board	20,152	9,320			9,320			9,320		
200	Board of Pharmacy	Reported No Expenditures for Publications									
215	Utilities & Transportation	Reported No Expenditures for Publications									
220	Board for Volunteer Fireman	Reported No Expenditures for Publications									
230	Emergency Services										
245	Military Department	Reported No Expenditure of State Funds for Publications		2,500	1,373			1,373	1,373		
	SUBTOTAL Cont. Publications	335,392	$209,690			$62,210	$4,816	$142,664	$207,102	$2,588	
	SUBTOTAL One Time Publications			971,475	$27,954	$11,386	$ 799	$ 15,769	$27,954		

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APPENDIX THREE
PUBLICATIONS COSTS BY AGENCY

AGENCY #	AGENCY	ANNUAL AVERAGE # of COPIES	TOTAL ANNUAL AVERAGE COST	# COPIES ONE TIME PUBLICATIONS	TOTAL COST OF ONE TIME PUBLICATIONS	COSTS ALLOCATED BY STATUTORY AUTHORITY: MANDATED PUBLICATIONS	STATUTORY AUTHORITY: OPTIONAL	STATUTORY AUTHORITY: OTHER	FUND SOURCES: GENERAL FUND	FUND SOURCES: OTHER STATE FUNDS	FUND SOURCES: LOCAL FUNDS
	HUMAN RESOURCES										
300	Dept. of Social & Health Services	574,183	89,686	73,850	5,650	2,868	23,224	63,594 5,650	87,887 5,650		1,799
108	Planning and Community Affairs Agency	4,066	11,730	67,548	27,335	11,307 11,027	423 16,308		11,730 27,335		
120	Human Rights Commission	2,200	684				684		684		
190	Board of Indus. Insurance Appeals	333	357					357	357		
227	Criminal Justice Training Commission	Reported No Expenditures for Publications									
235	Dept. of Labor & Industries	364,061	27,156				6,103	21,053		27,156	
250	Bd. of Prison Terms & Paroles	Reported No Expenditures for Publications									
320	State Hospital Commission	2,900	7,677			577	7,100		7,677		
540	Dept. of Employment Security	154,030	2,609				2,609			2,609	
	SUBTOTAL Cont. Publications	1,101,773	$139,.99			$14,752	$40,143	$ 85,004	$108,335	$29,765	$1,799
	SUBTOTAL One Time Publications			141,398	$32,985	$11,027	$16,308	$ 5,650	$ 32,985		
	NATURAL RESOURCES										
461	Department of Ecology	47,200	5,242	800	890		5,242	890	5,242 890		
465	Parks & Recreation Commission	154,633	19,809				19,809		19,809		
467	Interagency Committee for Outdoor Recreation	7,403	1,754	5,000	966	573	1,181	966		1,754 966	
470	Dept. of Commerce & Economic Development	956,506	119,047	159,833	12,180		119,047	12,180	119,047 12,180		
480	Department of Fisheries	433,592	24,463			10,601	9,468	4,394	24,463		
485	Department of Game	233,313	27,649	220,000	12,497		4,670	22,979 12,497		27,649 12,497	
495	Department of Agriculture	509,278	82,223	2,516	2,371	2,314	79,909 2,371		75,690 2,179	5,542 192	991
359	Oceanographic Commissison	29,758	12,029				12,029		12,029		
460	Columbia River Gorge Commission	Reported No Expenditures for Publications									
462	Pollution Control Hearings Brd.										
464	Shorelines Hearing Board	216	161				161		161		

APPENDIX THREE
PUBLICATIONS COSTS BY AGENCY

AGENCY #	AGENCY	ANNUAL AVERAGE # of COPIES	TOTAL ANNUAL AVERAGE COST	# COPIES ONE TIME PUBLICATIONS	TOTAL COST OF ONE TIME PUBLICATIONS	COSTS ALLOCATED BY STATUTORY AUTHORITY: MANDATED PUBLICATIONS	OPTIONAL	OTHER	COSTS ALLOCATED BY FUND SOURCES: GENERAL FUND	OTHER STATE FUNDS	LOCAL FUNDS
463	Energy Fac.Site Eval.Council	1,700	1,749				1,749		1,749		
469	Environmental Policy, Council on			4,860	9,728	9,637	91		9,728		
493	Forest Practices Appeals Brd.	Reported No Expenditures for Publications									
	SUBTOTAL Cont.Publications	2,373,599	$294,126			$13,488	$253,265	$27,373	$258,190	$34,945	$991
	SUBTOTAL One Time Publications			393,009	$38,632	$ 9,637	$ 2,462	$26,533	$ 24,977	$13,655	
	TRANSPORTATION										
170	Aeronautics Commission	16,747	10,686				499	10,187		10,686	
				4,000	5,220			5,220		5,220	
205	Board of Pilotage	Reported No Expenditures for Publications									
225	State Patrol	678,619	13,248			4,313	1,414	7,521		13,248	
228	Traffic Safety Commission	63,582	7,952				1,620	6,332		7,952	
240	Dept. of Motor Vehicles	405,338	55,983				55,983			55,983	
405-1	Dept. of Highways	537,483	63,494			998	16,930	45,566		63,494	
				5,000	1,518			1,518		1,518	
405-2	Washington Ferry System	2,580,000	50,050				18,000	32,050		50,050	
406	County Road Admin. Board	584	7,857			3,303		4,554	4,554	3,303	
407	Urban Arterial Board	Reported No Expenditures for Publications									
	SUBTOTAL Cont. Publications	4,282,353	$209,270			$8,614	$94,446	$106,210	$4,554	$204,716	
	SUBTOTAL One Time Publications			9,000	$6,738			$ 6,738		$ 6,738	
	HIGHER EDUCATION (4 year schools)										
360	University of Washington	1,123,525	242,166			19,490	12,723	209,953	106,673		135,493
365	Washington State University	898,878	170,091				57,369	112,722	114,509		55,582
				3,950	2,236			2,236	1,724		512
370	Eastern Wash. State College	403,047	60,931			847	31,931	28,153	60,931		
				1,500	2,414			2,414	2,414		
375	Central Wash. State College	377,505	40,830				8,217	32,613	25,405		15,425
				117,750	8,862			8,862	5,482		3,380

APPENDIX THREE
PUBLICATIONS COSTS BY AGENCY

AGENCY #	AGENCY	ANNUAL AVERAGE # of COPIES	TOTAL ANNUAL AVERAGE COST	# COPIES ONE TIME PUBLICATIONS	TOTAL COST OF ONE TIME PUBLICATIONS	COSTS ALLOCATED BY STATUTORY AUTHORITY: MANDATED PUBLICATIONS	STATUTORY AUTHORITY: OPTIONAL	STATUTORY AUTHORITY: OTHER	FUND SOURCES: GENERAL FUND	FUND SOURCES: OTHER STATE FUNDS	FUND SOURCES: LOCAL FUNDS
	HIGHER EDUCATION (Continued)										
376	The Evergreen State College	140,396*	62,426*				13,690	48,736	62,231		195
				4,000	2,973			2,973	2,973		
380	Western Wash. State College	84,157	13,358				3,141	10,217	4,600		8,758
				57,800	6,804			6,804	1,430		5,374
	**SUBTOTAL Cont. Publications	3,027,508	$589,802			$20,337	$127,071	$442,394	$374,349		$215,453
	**SUBTOTAL One Time Publications			185,000	$23,289			$ 23,289	$ 14,023		$ 9,266
	COMMUNITY COLLEGES										
	Community College Dist. #5										
605 -1	Edmonds Community College	97,833	15,727				15,513	214	15,727		
				86,750	6,966		6,614	352	6,966		
605 -2	Everett Community College	389,461	33,404				32,733	671			33,404
				156,900	7,265		6,989	276			7,765
	Community College Dist. #5 SUBTOTAL Cont. Publications	487,294	$49,131				$48,246	$ 885	$15,727		$33,404
	Community College Dist. #5 SUBTOTAL One Time Publications			243,650	$14,231		$13,603	$ 628	$ 6,966		$ 7,265
621	Whatcom Community College	163,526	14,583				14,483	100	12,838		1,745
				21,900	784		669	115	727		57
627	Bellevue Community College	263,180	41,200			1,353	39,848		41,200		
629	Big Bend Community College	121,751	17,818				17,818				17,818

* Includes cost of college catalog: 18,000 copies per year, annual average cost $24,000 - not reported by other four year schools due to reporting criteria of survey

** Totals do not include data for alumni publications or student newspapers

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APPENDIX THREE
PUBLICATIONS COSTS BY AGENCY

AGENCY #	AGENCY	ANNUAL AVERAGE # of COPIES	TOTAL ANNUAL AVERAGE COST	# COPIES ONE TIME PUBLICATIONS	TOTAL COST OF ONE TIME PUBLICATIONS	STATUTORY AUTHORITY			COSTS ALLOCATED BY FUND SOURCES		
						MANDATED PUBLICATIONS	OPTIONAL	OTHER	GENERAL FUND	OTHER STATE FUNDS	LOCAL FUNDS
	COMMUNITY COLLEGES (Continued)										
	Community College Dist. #12										
632-1	Centralia College	81,033	13,016				12,633	383	13,016		
				1,750	3,328		1,068	2,260	2,198		1,130
632-2	Oly. Technical Comm. College	91,934	12,749				12,749		12,749		
	Community College Dist. #12										
	SUBTOTAL Cont. Publications	172,967	$25,765				$25,382	$ 383	$ 25,765		
	SUBTOTAL One Time Publications			1,750	$3,328		$ 1,068	$ 2,260	$ 2,198		$1,130
635	Clark College	328,737	38,731				37,312	1,419	20,777		17,954
637	Ft. Steilacoom Comm. College	333,262	29,256			524	27,288	1,444	23,012		6,244
				5,780	647			647			647
639	Columbia Basin Comm. College	86,699	4,723				4,723		4,723		
648	Grays Harbor Comm. College	27,367	16,499				16,499		16,499		
649	Green River Comm. College	640,526	24,666				24,666				24,666
652	Highline Community College	405,058	33,399				33,226	173	32,963		436
				3,000	380		380		380		
657	Lower Columbia Comm. College	17,781	3,192				2,896	296			3,192
662	Olympic Community College	442,833	16,094				16,094		16,094		
665	Peninsula Community College	76,590	12,261				8,585	3,676	12,261		
	Community College Dist. #6										
670-1	District Office	1,703	592			519	73		592		
670-2	North Seattle Comm. College	210,226	13,736				13,736		13,736		
				46,698	2,576		2,576		2,576		
670-3	Seattle Central Comm.College	391,134	13,856				13,856		13,856		
				10,000	8,018		8,018		8,018		
670-4	South Seattle Comm.College	280,333	20,805				20,805		20,805		
	Community College Dist. #6										
	SUBTOTAL Cont. Publications	883,396	$ 48,989			$519	$ 48,470		$48,989		
	SUBTOTAL One Time Publications			56,698	$10,594		$ 10,594		$10,594		

APPENDIX THREE
PUBLICATIONS COSTS BY AGENCY

AGENCY #	AGENCY	ANNUAL AVERAGE # of COPIES	TOTAL ANNUAL AVERAGE COST	# COPIES ONE TIME PUBLICATIONS	TOTAL COST OF ONE TIME PUBLICATIONS	COSTS ALLOCATED BY STATUTORY AUTHORITY: MANDATED PUBLICATIONS	OPTIONAL	OTHER	FUND SOURCES: GENERAL FUND	OTHER STATE FUNDS	LOCAL FUNDS
	COMMUNITY COLLEGES(Continued)										
672	Shoreline Community College	179,334	14,114				14,114		5,021		9,093
674	Skagit Valley Comm. College	151,067	20,819				20,717	102	2,741		18,078
	Community College Dist. #17										
676-1	Spokane Community College										
676-2	Spokane Falls Comm. College										
	Community College Dist. #17 SUBTOTAL Cont. Publications	611,308	29,612				29,560	50	29,610		
678	Tacoma Comm. College	197,645	22,348				22,348				22,348
683	Walla Walla Comm. College	54,192	5,001				4,730	271	5,001		
				12,600	739		739		739		
686	Wenatchee Valley Comm.Coll.	129,676	11,997				11,997		3,034		8,963
691	Yakima Valley Comm. College	374,000	18,015			1,907	16,082	26			18,015
				2,950	555		555				555
	Community Colleges *SUBTOTAL Cont. Publications	5,536,881	$468,601			$4,302	$ 455,524	$8,775	$286,645		$ 181,956
	SUBTOTAL One Time Publications			348,328	$31,258		$ 27,608	$3,650	$ 21,604		$ 9,654

APPENDIX THREE
PUBLICATIONS COSTS BY AGENCY

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	EDUCATION (Other)										
352	State Board for Community College Education	73,006	12,894			2,473	7,072	3,349	12,894		
				51,598	20,639			20,639	15,546		5,093
343	Council for Postsecondary Education	4,067	10,330				10,330		10,330		
				4,150	41,169	7,034	34,135		41,169		
354	Commission for Vocational Education	49,983	11,576			3,357	1,054	7,165	11,576		
356	Teachers Retirement System	Reported No Expenditures for Publications									
383	Higher Education Personnel Board	Reported No Expenditures for Publications									
385	State Library	81,014	11,237					11,237	11,237		
				8,350	1,513			1,513	1,513		
387	Wash. State Arts Commission	10,730	3,204			125	3,079		3,204		
393	American Bicentennial Comm.	No Report Submitted									
390	Wash. State Historical Soc.	No Report Submitted									
395	Eastern Washington State Historical Society	10,966	879			52		829			879
				3,000	933			933			933
400	State Capitol Historical Association	13,352	934			63		871	699		235
	Education SUBTOTAL Cont. Publications	243,118	$51,054			$6,070	$21,535	$23,449	$49,940		$1,114
	SUBTOTAL One Time Publications			67,098	$64,254	$7,034	$34,135	$23,085	$58,228		$ 6,026
	GRAND TOTAL Cont. Publications	20,240,424	$2,284,983			$307,490	$ 1,024,742	$952,751	$1,570,964	$312,706	$ 401,313
	One Time Publications			2,115,308	$225,110	$ 39,084	$ 81,312	$104,714	$ 179,771	$ 20,393	$ 24,946

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APPENDIX FOUR

AGENCY EXPENDITURES
for
AUDIO-VISUAL MATERIALS AND
NEWSPAPER AND MAGAZINE LISTINGS

Agency Name	Audio-Visual Materials	Newspaper & Magazine Listings
Off. of St. Insur. Commissioner	$ 5,771	$
Attorney General	665	
Planning and Community Aff. Agency	5,850	
Wa. St. Data Proces. Authority	699	
Dept. of Labor & Industries	133	
Dept. of Social and Health Sers.	1,365	
State Bd. for Com. College Educ.	191	
University of Washington	380	1,132
Washington State University	631	827
Eastern Wa. State College		2,765
Central Wa. State College	216	3,199
The Evergreen State College	1,226	1,139
Western Washington State College	542	1,071
Oceanographic Commission of Wa.	107	
Eastern Wa. State Historical Society	191	
Department of Highways	1,968	
State Parks & Recreation Commission	2,822	
Dept. of Commerce & Economic Develop.	52,934	81,278
Dept. of Fisheries	6,076	
Dept. of Ecology	5,300	
Dept. of Game	8,400	9,300
Dept. of Natural Resources	18,425	
Edmonds Community College	71	666
Everett Community College	1,559	2,524
Whatcom Community College		358
Big Bend Community College		450
Centralia Community College	217	127
Clark Community College	576	
Fort Steilacoom Community College	1,094	2,823
Columbia Basin Community College	607	739
Green River Community College	189	234
Highline Community College		797
Lower Columbia Community College	86	3,126
Olympic Community College	5,000	8,338
Seattle Central Community College		1,010
Skagit Valley Community College	307	
Community College District #17	4,153	
Tacoma Community College		8,469
Walla Walla Community College	563	1,982
Wenatchee Valley Community College	39	484
TOTAL	$128,353	$132,838

Mr Wash WA:MI

Documents & Serials Roundtables June 15·16·1977

entral Washington State College Ellensburg, Washington

Program

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June 15 - 16, 1977

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840 Malcolm Road
Burlingame, CA 94010

F.W. Faxon Co.
15 Southwest Park
Westwood, MA 02090

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Seattle, WA 98103

Information Handling Services
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15 Inverness Way East
Englewood, CO 80110

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Greenwich, CT 06830

Microform Review, Inc.
520 Riverside Avenue
P.O. Box 405 - Saugatuck Station
Wesport, CT 06880

Pergamon Press, Inc.
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Readex Microprint Corporation
101 Fifth Avenue
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417 Maitland Avenue
Teaneck, NJ 07666

U.S. Census Bureau
U.S. Department of Commerce
Suitland, MD 20233

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Ann Arbor, MI 48106

2547

7th Annual Documents Workshop
June 15, 1977, 9:00 am to 4:00 pm
Central Washington State College, Kamola Hall

THEME:
Bibliographic Control of Federal and State Documents

CHAIRPERSON:
Ruth Hartman, Head Documents Librarian, Central Washington State College, Ellensburg, WA 98926

8:00 - 9:30 am	Registration, Kamola Hall
9:00 am	Coffee and Doughnuts
9:30 - 9:45 am	**Welcome:** Dr. Richard Waddle, Dean of Library Services, Central Washington State College Introduction of **Ann Bregent** by **Ruth Hartman** Introduction of speakers by **Ann Bregent**, Documents Librarian, Washington State Library, Olympia, Washington
9:45 - 10:30 am	**Speaker:** Mr. Gil Baldwin, Representative from Superintendent of Documents, Government Printing Office, Washington, D.C. **Topic: "Government Printing Office Use of OCLC and the Monthly Catalog."** Questions and Answers:
10:30 am	Morning Break
10:45 am	**Speaker:** Mr. David Remington, Chief Cataloging Distribution Services, Library of Congress **Topic: "LC–GPO Cooperation in Documents Cataloging."** Questions and Answers:
12:00 - 1:30	Lunch
1:30 pm	Introduction of speaker by **Ruth Hartman** **Speaker:** Mr. Herb Cohen, Representing Information Handling Services, Englewood, Colorado **Topic: "State Documents Checklist."** Questions and Answers:
2:00 pm	**Speaker:** Ann Bregent **Topic: "Distribution of State Documents."** Questions and Answers:
2:30 pm	Panel discussion on "Publicizing the Use of Documents." Moderated by **Malcolm Alexander**, Coordinator of Public Services, Central Washington State College **Panel Members:** **Mary Fahnestalk**, Social Science Librarian, Washington State University **Nancy Nickerson**, Assistant Documents/Maps Librarian, Central Washington State College **William H. Scott**, Documents Librarian, Western Washington State College **Jay W. Rea**, Documents Librarian, Eastern Washington State College
3:00 pm	Other Problems? and "Time for Sharing"
4:00 pm	Tours of CWSC Library
4:30 pm	Departure for Dinner, River Float and Cookout, or whatever.

2nd Annual Serials Workshop
June 16, 1977, 9:00 am to 4:00 pm
Central Washington State College, Kamola Hall

THEME:
Serials Acquisition/De-acquisition at the Time of Recessio

CHAIRPERSON:
Makiko Doi, Serials Librarian, Central Washington State College, Ellensburg, WA 98926

8:00 - 9:30 am	Registration, Kamola Hall
9:00 - 9:30 am	Coffee and doughnuts
9:30 - 9:45	**Welcome:** Dr. Richard Waddle, Dean of Library Services, Central Washington State College Introduction of main speakers by Mr. **Peter Gellatly**, Head, Serials Division, University of Washington
9:45 - 10:30	**Speaker:** Mr. Gene Bismuti, Chief of Information Services, Washington State Library, Olympia, Washington **Topic: "The Establishment of the Washington State Cooperative Storage Center and its Implication on the Acquisition of Serials."** Questions and Answers:
10:30 am	Morning Break
11:00 - 11:45	**Speaker:** Mr. Peter Stevens, Head Acquisitions Librarian, University of Washington **Topic: "Serials Budgeting in a Time of Recession."** Questions and Answers:
12:00 - 1:30	Lunch
1:30 pm	**Speaker:** Mr. Frank Clasquin, Executive Vice-President, F. W. Faxon Company, Westwood, Massachusettes **Topic: "Agency Resources in Serials: Collection Development, Serials Record, and Reader Services."** Questions and Answers:
2:45 pm	Afternoon Break
3:00 pm	Panel Discussion on how to stretch serials budget Moderated by **Robert Jones**, Coordinator of Technical Services, Central Washington State College Panel Members: Mr. William Barr, Head Acquisitions Librarian, Eastern Washington State College Ms. Mary Lou McGalliard, Assistant Director, Yakima Valley Regional Library Ms. Kathy Kuhns, Reference Librarian, Western Washington State College Ms. Donna Hanson, Science Serials Librarian, Washington State University Library
4:30 pm	Conclusion. Have a safe trip home!

These workshops are funded by the Washington Library Association Continuing Education Commitee, Washington State Library, and Central Washington State College Friends of the Library.

WV

B. Letters and commentaries

2543

W. Va. WV:B

STATE OF WEST VIRGINIA
Department of Archives and History
CHARLESTON
25305

LIBRARY
348-2278

MUSEUM
348-2276

NOTES CONCERNING STATE DOCUMENTS DISTRIBUTION

1. The Act of 1905 establishing the Department of Archives and History provided for the distribution of state reports to be exchanged with other states. This appears in the Code of 1923 as Section 4.

2. The next provision for distribution of state documents appears in the Acts of the Legislature 1953, Chapter 63. The Department is to send 2 copies of all reports,etc. to state institutions of higher learning.

3. The above distribution program was in effect until March 1972 when Senate Bill 207 amended the code dealing with this Department and the wording changed so that it is more permissive than mandatory. It might be noted that this bill was passed by the Legislature without any consultation with anyone in the Department of Archives and History and has left us unsure and any prospect of a larger or more progressive distribution and depository program uncertain.

   We have continued to distribute to the colleges and universities the documents sent to us for that purpose. Until a Director is appointed for this Department, nothing further will be done.

4. The check-list is made up from the documents sent to this Department. Other publications are issued, but unless we receive it or learn of it, it will not appear on the check-list.

5. Any points (1) to (9) of the letter of April 11,1973 requesting this packet of material not included in the packet can be considered non-existent as far as this Department is concerned.

December,1974

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WI

A. Bibliographies

B. Letters and commentaries

F. Legislation and legal materials

G. Mailing lists

H. Manuals

I. Procedural guidelines

J. Promotional materials

2551

Wisc WI:A 1

Wisconsin. Free Library Commission. Checklist of the journals and public documents of Wisconsin. Madison, Democrat print. co., state printer, 1903. vii, 179 p. Z 1223.5W5

Bradley, Issac Samuel, 1853-1912. Wisconsin State publications. [Madison] 1902. p 265-285. Z 1223.5W5B72
Reprinted from Bowker's State publications, pt. 2, p. 265-285.

Wisconsin. Bureau of Purchases. State publications available for distribution. 1941-1957. Madison. 5 v. in 1. Z 1223.5W6
Title varies: List of State publications available for distribution, 1941-1951 .

Wisconsin. Dept. of Administration. Inventory of documents. 1960-1960/61. [Madison] 2 v. Z 1223.5W6
First report covers Jan/Jun. 1960.

Wisconsin. State Historical Society. Wisconsin public documents, a checklist. v. [1] Feb. 1917- Madison. v. in Z 1223.5W6W65
Title varies: Feb. 1917-Jan. 1945, Checklist of Wisconsin public documents.

Jackson, Ruth Lillian (Whitlock). Author headings for the official publications of the State of Wisconsin. Chicago, American Library Association, 1954. 211 p.

2552

WI:B 13 1/2

THE STATE HISTORICAL SOCIETY OF WISCONSIN
816 STATE STREET / MADISON, WISCONSIN 53706 / JAMES MORTON SMITH, DIRECTOR

The Library

January 11, 1973

Margaret Lane
Recorder of Documents
1515A Choctaw Drive
Baton Rouge, LA, 70805

Dear Mrs. Lane:

I have mailed you in separate envelope the laws on State documents publications, xeroxed from Wisconsin statutes, 1969, and the 1971 changes designed to cut back printing and distribution costs of documents for the State itself.

I think our depository program within the State is realistic. The Division for Library Services determines which public and academic libraries within the State other than the Historical Society Library should receive deposetory copies. Presently 55 Wisconsin libraries are depository. The three copies which we receive are eventually added to by all the discards from State agencies. And according to the Statutes (35.86) we are permitted to engage in exchange agreements with other libraries out-of-state, but our exchange program is very limited. Administration of the State program is not centralized. We prepare the Checklist (under John Peters' editorship), and the Division of Library Services with the help of each agency distributes the actual copies on the basis of what is listed in the Checklist to the various depository libraries within the State. Outside of the State distribution is from Document Sales in the Dept. of Administration to the libraries designated by the State Historical Society. Under 35.86 this is to 5 to 22 libraries and they receive only 1 of the Bluebook, Statutes, Laws, Opinions

of the Attorney General, Report of the Public Service Commission, and the Legislative Journals. We receive on deposit material from several states e.g. California, Texas, Pennsylvania, New York, etc. Occassionally we make lists and exchange with or give to other States in an effort to weed out our stored material of Wisconsin duplicates. We also accumulate duplications from our Legislative Reference Bureau from other states.

I doubt that 50 copies to deposit could be managed by most states or by Wisconsin. I think better listings, more complete retrospectively as well as currently and in acceptable format, exchange lists distributed widely of available material to be given or exchanged, Checklists, cataloging and indexing of existing collections, all these bibliographic activities would be useful. It is not so helpful just to have the material if it is not described and listed. Perhaps ALA could publish or sponser a bibliography of each states published documents for the American Bi-Centennial or a Bibliography of State bibliographies, or a genealogical listing of each state's agencies somewhat in the format of the list of Wisconsin classes which I enclosed in the separate envelope.

I enclose a bibliography of the bibliographies of Wisconsin state documents in our Reference collection.

I will not get to the Washington Convention until the State Task Force meeting Monday (Jan. 29) at 2 p.m. My student helper plans to attend earlier meetings of interest to us both. But I will see you at the Monday meeting.

Sincerely,
Alice Alderman
Alice Alderman
Documents Cataloger

Wisconsin. WI:B1 3/

Dear Librarian:

The Documents on Documents Committee of the State Documents Task Force, Government Documents Round Table, is collecting publications on state documents programs. The committee's goal is to make information on the administration of documents programs more easily and more widely available. Publications which are collected will be deposited at the Library of the Council of State Governments which will make these collections available on loan.

The committee would like to deposit five identical sets of publications in the C.S.G. Library. Will you please help in this endeavor by sending to me six copies of each of the following publications (the sixth copy will be kept here in my library as a control copy for our region). Please send copies of:

✓(1) Legislation establishing your state documents distribution or depository program.

0(2) Rules and regulations established pursuant to this legislation.

0(3) Informational brochures prepared to secure passage of legislation, to explain the program to state agencies, and to publicize documents in the libraries in the state.

0(4) Manuals, either for the use of the administrator of the program (which might be an excerpt from your library staff manual) and manuals prepared for the depository libraries.

✓(5) Selection lists, address labels, designation of depository library forms and other forms which depository libraries might receive.

0(6) Self-addressed labels, "thank yous" to state agencies, report forms for state agencies, etc.

0(7) Shipping lists (sample only), "basic" lists, disposal instruction lists, etc.

0(8) Questionnaires on state documents problems and their tabulation.

0(9) In addition, will you please prepare a brief commentary on your state's depository library legislation indicating strengths, weaknesses, proposed amendments, etc.

Please send the six copies of each of these types of publications or a note that your state does not publish certain of the items to me by April 15 at the following address: State Historical Society Library, 816 State Street, Madison, Wisconsin, 53706

Your cooperation in forwarding this material will be appreciated and I trust that you will borrow it and use it after it has been deposited at the Council on State Governments Library. Announcement of the availability of the collections will be made in Documents to the People.

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WI:B2

State of Wisconsin \ DEPARTMENT OF PUBLIC INSTRUCTION

Barbara Thompson, Ph.D.
State Superintendent

Dwight M. Stevens, Ph.D.
Deputy State Superintendent

DIVISION FOR LIBRARY SERVICES
W. Lyle Eberhart, Assistant Superintendent
126 Langdon Street
Madison, Wisconsin 53702

October 13, 1975

Barbara Nelson
Council of State Governments
Iron Works Pike
Lexington, Kentucky 40505

Dear Ms. Nelson:

Enclosed are some of our recent publications concerning the Wisconsin state documents program.

Wisconsin Document Depository Manual
Do you know what your Government is doing?
Organizing Wisconsin Public Documents -- ; Ruth Hartman for bibles & Class, & Cataloging

Our Advisory Committee on the State Depository Program is in the process of writing new legislation for the program which will be forwarded to you upon completion.

Sincerely,

Kathy Schneider

Kathy Schneider, Documents Librarian
Reference and Loan Library

KS:ejh

Bureau of
Public and Cooperative Library Services
3030 Darbo Drive
Madison, Wisconsin 53714

Bureau of
School Library Media Programs
126 Langdon Street
Madison, Wisconsin 53702

Bureau of
Reference and Loan Services
3030 Darbo Drive
P.O. Box 1437
Madison, Wisconsin 53701
(TWX 910-286-2768)

2556

State of Wisconsin \ DEPARTMENT OF PUBLIC INSTRUCTION

Barbara Thompson, Ph.D.
State Superintendent

Dwight M. Stevens, Ph.D.
Deputy State Superintendent

DIVISION FOR LIBRARY SERVICES
W. Lyle Eberhart, Assistant Superintendent
126 Langdon Street
Madison, Wisconsin 53702

May 23, 1977

Brenda Olds
Legislative Reference Library
P.O. Box 12488 Capitol Station
Austin, Texas 78711

Dear Brenda:

Thanks for the letter. I have been meaning to contact you ever since John Dinsmore gave me your name and just never got around to doing it.

The depository people have been very active in Wisconsin in the last three years. Our advisory committee has completed preparing new legislation for the program and are now waiting anxiously for the Legislative Reference Bureau to draft it (we've been waiting for six months!)We do have a sponsor but everything seems to be at a standstill until the budget is passed. We don't anticipate any serious roadblocks once it is introduced, except maybe regarding the funds being requested.

I have enclosed copies of the proposal, an analysis of the proposal, and our depository manual which sites current laws identifying the program. I will keep you posted on our progress.

Unfortunately there will be little representation from Wisconsin at ALA. I'm afraid the program just doesn't look all that thrilling and out-of-state travel is severely restricted. It is because of this restriction that I have not become involved with GODORT. However, I do try to keep up with its activities and some day would like to join. In the meantime please keep in touch.

Thanks again for writing.

Sincerely,

Kathy Schneider

Kathy Schneider, Documents Librarian
Bureau of Reference and Loan Services

KS:ejh

Encls.

Bureau of
Public and Cooperative Library Services
3030 Darbo Drive
Madison, Wisconsin 53714

Bureau of
School Library Media Programs
126 Langdon Street
Madison, Wisconsin 53702

Bureau of
Reference and Loan Services
3030 Darbo Drive
P.O. Box 1437
Madison, Wisconsin 53701
(TWX 910-286-2768)

Wis, WI:F

CHAPTER 000

PUBLIC DOCUMENT DISTRIBUTION AND SALES

Overall Statement of Intent

1. To insure statewide awareness and accessibility of all Wisconsin public documents.

2. To encourage state agencies to reduce printing expenditures through the use of a centralized distribution program to designated depository libraries and the elimination of excessive free distribution of publications.

3. To describe a state document depository library system, to define the privileges and responsibilities of each library so designated, and, to limit the number of depository designations.

4. To define and delineate precisely what constitutes a public document.

5. To identify the basic responsibilities and provide for accountability of the producers of public documents in terms of distribution.

6. To establish a public document advisory council.

7. To draw together sections of existing chapters 16, 35, 43, and 44 which pertain to document definition, distribution, and, sales, into a single chapter entitled "Public Document Distribution and Sales."

Section-by-Section Analysis

Section 1 These sections are transferred, with minor editing changes, to the new chapter 000 on "Public Document Distribution and Sales."

Section 2 Restates duties of Department of Administration involving distribution through cross reference from chapter 16 to new chapter.

Section 3 Modifies the title of chapter 35 to reflect its new exclusiveness to "Public Printing" resulting from removal and reassignment of all provisions relative to public documents to the new chapter.

Section 4 Relocates existing provisions as to distribution of the Blue Book to the new chapter. (see Section 34 also).

Section 5 Corrects statute language to parallel provisions of s. 15.04(4) which requires biennial reports rather than the annual reports of earlier years.

Section 6 Provides statutory authorization paralleling current practice and s. 15.04(4). Clarifies the manner of distribution of the biennial reports. Transfers certain of these provisions from present s. 35.27.

Section 7 Transfers these provisions to s. 35.26(4).

Section 8 Provides appropriate cross reference to the new chapter in place of current listing.

Section 9 Deletes s. 35.29(2), (3), and (5); this provision restricted the number of copies to be printed of certain publications as well as the free distribution of such copies. This often caused much conflict and confusion regarding the distribution of free copies of publications to depositories.

Section 10 Revises s. 35.39(4) to reflect the changes made in section 9.

Section 11 Transfers these distribution provisions to the new chapter with certain editing changes.

Section 12 Transfers these to the new chapter.

Section 13 Repealed to be consistent with repeal of 35.29, and, to avoid conflict in terminology and distribution requirements.

Section 14 Transfers these provisions to the new chapter.

Section 15 Repeals these provisions to be restated in new chapter.

Section 16 Repeals obsolete language and reassigns provisions to new chapter.

Section 17 Reassigns applicable portions of this section to the new chapter.

Section 18 Transfers these provisions to the new chapter.

Section 19 Repeals obsolete language regarding exchange programs and inconsistent language concerning public document definition.

Section 20 Transfers these provisions to the new chapter along with appropriate editing changes.

Section 21 Transfers a portion of 35.93(1) to the new chapter.

Section 22 Amends 35.93(4) to eliminate provision for free copies of notice section of administrative register except for register subscribers.

Section 23 Transfers these provisions to the new chapter with minor editing to assure consistency.

Section 24 Transfers these provisions to the new chapter.

Section 25 Amends 35.93(9) to eliminate provision for free copies of index and table of contents except for subscribers to the code.

Section 26 Modifies the responsibilities of the Department of Public Instruction in cross reference to the new chapter.

Section 27 Modifies the responsibilities of the State Historical Society in cross reference to the new chapter.

Section 28 This introductory section spells out legislative intent regarding public document program; i.e. depository libraries, sales, and, distribution.

Section 29 Eliminates present statutory inconsistencies by providing a standardized definition of public document and identifying specific categories of documents.

Section 30 Establishes limited free distribution to eliminate excessive financial burden on the publishers of public documents produced exclusively for sale or on a cost recovery basis.

Section 31 Defines and limits "depository library" and, provides authority for depository designations.

Section 32 Describes department responsibility for document distribution and authorizes each department to establish its own method for compliance;
Identifies a single sales location for "official publications" and, describes the procedure for depository distribution of such publications;
Identifies depositories and the number of copies each is entitled to receive;
Establishes a procedure for cooperative sales of general public appeal items at the mutual agreement of the Department of Administration Document Sales Office and the issuing agency;
Transfers to this new chapter current statutory distribution requirements for public documents; sections transfer from existing chapters 35.82; 35.88; 35.89; 35.85; 35.85(1); 35.85(3); 35.85(4); 35.85(5); 35.85(8); 35.85(11); and 35.85(11m).

Section 33-34 Provides for limited free distribution of "official publications" by the Department of Administration. Transfers current 35.84(2) to this new chapter and adds "depository libraries" to this table.

Section 35 Provides for limited free exchange of public documents. Transfers 35.86 to this new chapter.

Section 36 Restates chapter 35.90 and 35.91(1) which pertain to inventory and cost recording of public documents, and, the disposal or redistribution of surplus documents.

Section 37 Transfers these provisions to the new chapter from 35.87, distribution and sale of legislative documents.

Section 38 Eliminates duplication in distribution of "official publications."

Section 39 Provides for a statutory advisory council to improve and standardize the scope, purpose, and procedures of the document distribution program initiated by the ad hoc committee appointed by the Superintendent of Public Instruction. The council is comprised of appropriate representation from state agencies, libraries, and, the public.

Section 40 Identifies individual department involvement and responsibilities, specifically those of the Division for Library Services, the State Historical Society, and, the Department of Administration.

Section 41 Budget request for program operation.

An ACT to amend and revise Wisconsin statutes relating to the procurement, sales, distribution, retention, and disposition of public documents; to establish responsibilities thereto; to minimize the quantity of public printing by providing for statewide accessibility through a depository library system; and to establish a public document depository library advisory council.

The people of the state of Wisconsin, represented in Senate and Assembly do enact as follows:

SECTION 1. 16.79(1), (2) (a) and (2) (b) are repealed and recreated as 000.12 (1) (b), (c), and (d).

SECTION 2. 16.79 is created to read:
16.79 PUBLIC DOCUMENT DISTRIBUTION. The department, through its Document Sales office shall administer the public document distribution program as established by s. 000.12 (1).

SECTION 3. Chapter 35 title is repealed and recreated to read:
PUBLIC PRINTING

SECTION 4. 35.24 (2) (a) and (2) (b) (introduction, 1 and 2) are repealed and recreated as 000.6 (2) and (3).

SECTION 5. 35.26 (title) and (preceding sub-title) are changed from "Official Reports; Class 3" to "Biennial Reports, Class 3."

SECTION 6. 35.26 (4) (a) and (b) are created as follows:
35.26 (4) (a) Limitation of editions of biennial reports. Within 60 calendar days after receiving printer's copy therefore, the department shall print and deliver editions of biennial reports and of any report required by law to be made to the governor or to the legislature if not otherwise limited. The maximum number of copies and pages shall be established by the department for any report.

(b) Sufficient copies as are required for distribution pursuant to 000.6 (4), column H shall be provided immediately and directly to Document Sales.

SECTION 7. 35.27 is repealed and recreated as s. 35.26 (4).

SECTION 8. 35.29 (1) cross references are revised to read: "Chapter 000" in place of s. 16.79 (2) (a); 35.84; 35.91.

SECTION 9. 35.29 (2), (3), and (5) are repealed.

SECTION 10. 35.29 (4) is repealed and recreated to read:
(4) The cost of printing of this class shall be charged to the requisitioning agency.

SECTION 11. 35.81 and 35.82 and 35.84 are repealed and recreated as 000.5 (4), (5) and 000.6.

SECTION 12. 35.85 (Introduction). (1) and (3) are repealed and recreated as 000.5 (8) (Introduction), (a) and (b).

SECTION 13. 35.85 (2) (a) and (b) are repealed.

SECTION 14. 35.85 (3), (4) and (5) and renumbered as 000.5 (8) (b), (c), (d).

SECTION 15. 35.85 (6), (7) and (9), (12), (13) are repealed.

SECTION 16. 35.85 (8), (11) are renumbered as 000.5 (8) (f) and (h).

SECTION 17. 35.85 (11m) is repealed and recreated as 000.5 (8) (i).

SECTION 18. 35.86 (1), (2) and (3) are repealed and recreated as 000.7 (1), (2), (3) and (4).

SECTION 19. 35.86 (4), (5) and (6) are repealed.

SECTION 20. 35.87, 35.88, 35.89, 35.90, 35.91 (1) and 35.91 (3) are repealed and recreated as 000.9 (1); 000.5 (6), 000.5 (7), 000.8 (2), 000.8 (1) and 000.9 (5).

SECTION 21. 35.93 (1) is amended by removal of this phrase from the fourth sentence:

and may purchase and sell at cost suitable binders for the code or parts thereof,

and recreation of this provision in s. 000.9 (4) (a).

SECTION 22. 35.93 (4) is amended by deletion of the final sentence.

SECTION 23. 35.93 (6) is repealed and recreated as 000.6 (5).

SECTION 24. 35.93 (7) and (8) are repealed and recreated as 000.9 (4) (b) and (c).

SECTION 25. 35.93 (9) is amended by deletion of the final sentence.

SECTION 26. 43.05 (7) is repealed and recreated to read:
(7) Administer the public document depository library program as established in s. 000.12 (2).

SECTION 27. 44.06 (5) is repealed and recreated as 44.065.

44.065 PUBLIC DOCUMENTS LIST. The society shall prepare and publish a list of public documents in accordance with s. 000.12 (3).

SECTION 28. 000.1 is created to read:

Chapter 000

PUBLIC DOCUMENT DISTRIBUTION AND SALES

000.1 INTENT. (1) It is the policy of this state to make readily available all public documents by distribution of those documents to designated depository libraries throughout the state.

(a) Designated libraries, as cited in 000.4, shall assume responsibility of making such documents readily available for use and of rendering assistance in their use to library patrons. Said libraries shall agree to comply with rules of operation as are prescribed for the management of this program.

(2) It is the further policy of this state that whenever possible all public documents of general public appeal which are to be sold shall be made available through one documents sales office in the department of administration.

(a) All official publications, as described in s. 000.2 (1) (a), shall be distributed and sold exclusively by the document sales office in the department of administration, unless specifically exempted by law or by document sales.

(b) This section does not prohibit a department from distribution and sales of its own state publications, but if any publication is offered for sale, the document sales office may cooperatively handle sales of any item of general appeal.

SECTION 29. 000.2 is created to read:

000.2 DEFINITIONS. As used in this chapter, these meanings are:

(1) "Public document" includes all multiply-reproduced publications, regardless of format or process, issued by any state department for public information, guidance, regulation or general distribution. Included are all publications which are supported wholly or in part by any funds which are appropriated by law, no matter from what source those funds are generated.

(a) "Official publications" are those published items which are specifically required by law to be published including, but not limited by this enumeration, Wisconsin Statutes, Session Laws, Blue Book, Supreme Court Reports, volumes of Public Service Commission Decisions, Opinions of the Attorney General, departmental biennial reports, Wisconsin Annotations, Governor's messages, budgets, Administrative Code, Legislative Directory, Legislative Bulletin of Proceedings, Journals, bills and acts.

(b) "State publications" include every published item of every department which not specifically required by law to be published and includes all books, journals, booklets, pamphlets, circulars, folders, bulletins, except those cited in 000.2 (1) (a) and (c).

(c) Exempted from inclusion as public documents are directives for internal administration, procurement and operational bulletins, intra and inter-departmental publications, forms, memoranda, correspondence, dated promotional materials and classroom materials.

(2) Publication is defined as all forms of graphic communication, including, without limitation because of enumeration, printed or otherwise reproduced materials and microforms. It does not include films, filmstrips, slides, photographs, whiteprints, sound recordings and other similar audiovisual materials, or privileged information restricted by contract with governing authority.

(3) "Department" includes all constitutional offices, departments and independent agencies, and including all societies, associations and all other offices of state government for which appropriations are made by law, no matter what source of funding.

(4) "Division" means the division for library services in the department of public instruction.

SECTION 30. 000.3 is created to read:

000.3 EXEMPTIONS. Exempted from standard depository distribution are those public documents produced exclusively for public sale by the University of Wisconsin Press and the State Historical Society Press. The depository libraries at the State Historical Society, the Legislative Reference Bureau and the Division shall receive one copy of each such document free of charge. The University Press and the Society Press shall provide for direct and immediate delivery of the items.

(1) Agencies producing publications having statutory requirements for cost recovery may limit their depository distribution of those publications to the State Historical Society, the Legislative Reference Bureau, and the regional depositories.

SECTION 31. 000.4 is created to read:

000.4 DEPOSITORY LIBRARY DESIGNATIONS.

(1) A public document depository library is a library designated by law to receive, preserve, and provide access to public documents of the state in accordance with procedure established by law and rule.

(a) Statutory Depository Libraries:

1. State Historical Society.

2. Legislative Reference Bureau.

(b) Contractual Depository Libraries: The division shall determine which libraries can suitably care for and advantageously use copies of public documents and shall contract with such libraries to serve as public document depositories in accordance with published rules.

1. Regional Depository Libraries: These libraries shall receive and maintain all available public documents as required by rule. There shall be a maximum of ten (10) regional depositories.

2. Selective Depository Libraries: These libraries shall receive and maintain only those public documents selected by the library as described by rule. There shall be a maximum of fifty (50) selective depositories.

(c) Out-of-state Depository Libraries: There shall be provided to the division two copies of each public document for forwarding one each to the Library of Congress and the Center for Research Libraries.

SECTION 32. 000.5 is created to read:

000.5 PUBLIC DOCUMENT DISTRIBUTION. (1) Each department head shall designate a person or persons to oversee document distribution requirements. That person or persons shall be responsible for reviewing documents prior to publication to determine whether they meet the criteria of a public document as established by s. 000.2.

(a) Each department shall furnish to the division a report of the procedures established by the department for complying with the distribution requirements as stated in this chapter. This report shall include the name of the person or persons designated in 000.5 (1) and shall be submitted at the beginning of each fiscal year.

(b) If a publication meets the criteria, the person or persons designated in 000.5 (1) shall provide for the immediate and direct shipment to the division of the required free copies as follows:

1. The State Historical Society, three copies;
2. The Legislative Reference Bureau, three copies;
3. The Division for Library Services, for the Depository Library program, copies as are required;
4. Library of Congress, one copy;
5. Center for Research Libraries, one copy.

(2) All official publications as listed in 000.6 (4) shall be distributed and sold exclusively through the document sales office in the department of administration.

(a) Document sales shall coordinate collection and forwarding to the division sufficient copies of such official publications for distribution to depository libraries pursuant to this chapter.

(b) Ordering departments may request such copies of their own official publications, as listed in 000.6 (4), as may be required for their own use. All such official publications shall be charged to the ordering department, including mandatory free distribution copies unless otherwise prescribed by law.

(c) Document sales shall determine sales price of such official publications which shall so far as practical include all costs of publication plus actual costs of handling and shipping, unless otherwise prescribed by law.

(3) All state publications may be distributed without charge by the ordering department. However, if a state publication is to be sold, it may be marketed concurrently through its own offices and through document sales. Publications acceptable for joint sales shall be determined by mutual agreement of the ordering department and document sales. The sales price shall be determined by mutual agreement and shall be uniform.

(a) Each party who finds itself grieved by lack of agreement may appeal to the Public Documents Advisory Council.

(4) Authority for distribution; accounting. All official publications listed in 000.6 (4) shall be distributed to the persons in the manner directed by law, be receipted for by the distributees, and be accounted for by the Department of Administration.

(5) Distribution within state, how made. All distributions of official publications to state officers, to other public officers, to municipalities, schools and institutions shall be made by the most economical and expeditious means available and all charges incurred thereby are payable by the state. Distributions directed in this chapter upon the applications of designated distributees shall not be made without such applications which, except when personal, must be made in writing and filed.

(6) All volumes of Wisconsin session laws, statutes, annotations and supreme court reports distributed to any state or other public officer, except members and officers of the legislature and officers of the United States, shall have stamped or written thereon the name of his office, together with the words "State Property" and shall be kept for the use of such office.

(7) Each county clerk shall transmit to the Department of Administration a list the officers in the county entitled to official publications to be distributed by the county clerk.

(8) Other distribution: In addition to the distribution of official publications made by the department of administration in s. 000.5 (5), the following distributions shall be made as indicated:

(a) The chief clerk of each house of the legislature shall, upon request to the department of administration, be supplied for use during the session with the bound journals of any previous session of the legislature. The department of administration may sell such copies of the bound journals not required for the above distribution or for distribution otherwise prescribed by law, and may sell older editions at reduced prices. All prices shall be fixed by the department.

(b) Each town, village and city shall purchase from the department of administration for the municipal justices such number of copies of the statutes as are needed within its boundaries.

(c) The department of administration shall provide the judge of any circuit court with copies of such volumes of the supreme court reports as were never previously furnished him or his predecessors in office.

(d) The department of administration may order such further distribution of the statutes, annotations and session laws as may be needed for official use by any justice of the supreme court or by any state agency.

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(e) The chief clerks of the legislature are responsible for the direct delivery of all legislative documents, as described in 000.9 (1), to depository libraries upon application by the division.

(f) All briefs and other materials printed for the supreme court shall be delivered to the clerk of that court for distribution.

(g) The chief clerks of the legislature shall promptly send to each county clerk, to the Milwaukee County law library, and upon application, to each state university, college and public library in this state, copies of all legislative documents together with proper filing appliances for all sessions. Each county clerk shall keep these documents open to public inspection in his office.

(h) One copy of each of the public documents received under s. 000.5 (1) (b) by the legislative reference bureau shall be retained in the bureau's noncirculating reference collection of Wisconsin public documents for such period as the bureau deems reasonable.

(i) This section shall not be so construed as to exclude from free distribution the staff reports and other research publications of the legislative council and the legislative reference bureau; legislative bills, resolutions and joint resolutions; and bulletins, catalogs, announcements, and other administrative materials published by the university of Wisconsin system.

(j) This section does not apply to free distribution of state publications between state agencies.

SECTION 33. 000.6 (Introduction) and (1) are created to read:

000.6 OFFICIAL PUBLICATION DISTRIBUTION, FREE. The department of administration shall make free distribution as indicated, of official publications as defined in 000.2 (1) (a). All distribution costs incurred are payable by the requisitioning agency. Distribution is automatic unless one of the following letter symbols is used:

R--official written requisition.
A--application, written or oral.
E--copies to each person or institution in the group.
NE--not exceeding.
UN--unless otherwise provided.

(1) Blue Books for distribution. The department of administration shall contact each member of the legislature. Each senator may request not to exceed 400 copies. Each representative to the assembly may request not to exceed 250 copies.

SECTION 34. 000.6 (2), (3) and (4) are created to read:

(2) For the distribution of Blue Books in allotments of 200 copies or more, the same ratio of hard cover copies to paper bound copies shall apply.

(3) For all other Blue Books to be distributed under:

(a) Hard cover copies shall be used to fill the allotments under s. 000.6 (4) lines 7-C, 10-C, 12-C, 13-C, 21-C, 22-C, 27-C, 29-C, 35-C, 36-C, 37-C, 38-C, 39-C, 41-C, 42-C, 45-C, 46-C, 47-C, 50-C, 51-C and 69-C to 76-C.

(b) Soft cover copies shall be used to fill the allotments under s. 000.6 (4) lines 11-C, 19-C, 23-C, 24-C, 26-C, 30-C, 52-C, 54-C, 60-C, 66-C and 77-C.

(4) See Figure 000.6 (4) following

NOTE: (Correct cross references in columns C, G & H of the distribution table.)

NOTE: Not included in this draft are the four pages of chart of free distribution now numbered s. 35.84 (2). This should be renumbered as 000.6 (4) and retitled as:

Table for Free Distribution of Official Publications

NOTE: In the table (old 35.84(2)), make these modifications:

(a) Line 42, remove quantities in columns E, F and H.

(b) Add new line 42-A (or renumber as preferred):

"Regional Depository Libraries" and add to each of every column "1E-UN"

(c) Add new line 42-B (or renumber):

"Selective Depository Libraries" and add to these columns, as follows:

Add "1E-UN" to columns A, C and L.

To these columns, as follows:

Add "1E-UN-A" to columns B, D, E, F, G, H, I and J.

(d) Add new line 42-C (or renumber):

"Center for Research Libraries" and add to every column "1E"

(e) Line 49 (Library of Congress) add "1" to C through L, inclusive.

(5) The free distribution provided in this subsection for the administrative code is in lieu of any free distribution which may be prescribed elsewhere. The department shall distribute copies of the code (including the table of contents, index and necessary binders) and issues of the register without charge therefore as follows:

(a) To county law libraries maintained pursuant to s. 256.40, one copy each;

(b) To the Milwaukee County law library, two copies;

(c) To the University of Wisconsin and Marquette university law libraries, and the historical society, one copy each;

(d) To the state library and legislative reference bureau, two copies each;

(e) To public depository libraries designated pursuant to this chapter, one copy each;

(f) To the department of Justice, seven copies;

(g) To members of the legislature, one copy to each member who makes a request therefor;

(h) To state agencies other than those enumerated in this section, one copy to each agency which makes a request therefor.

(6) In addition to the administrative code distribution required by this section, the department of administration shall distribute one copy of the complete table of contents and index free to each subscriber to the register.

SECTION 35. 000.7 is created to read:

000.7 OFFICIAL PUBLICATION DISTRIBUTION, EXCHANGES. Intergovernmental exchange programs for official publications as listed in 000.6 (4) are authorized as follows:

(1) The director of the historical society may procure the exchange of official publications produced by federal, state, county, local and other agencies as may be desirable to maintain or enlarge its historical, literary and statistical collections, and may make such distributions of official publications with or without exchange, as may accord with interstate or international comity. The state law librarian shall procure so many of such exchanges as are authorized by law, and the departments of health and social services, banking, administration, public instruction, legislative reference bureau and the legislative council may procure by exchange such publications from other states and countries as may be needed for use in their respective offices.

(2) Any other state agency wishing to initiate a formal exchange program in accordance with this section may do so by submitting a formal application to the department of administration and by otherwise complying with this section.

(3) Exchange lists, containing the number of official publications distributed in exchange shall be filed with the department of administration by the respective departments so authorized to procure exchanges or make distributions, and the publications specified therein shall be forwarded by the department of administration.

(4) The department of administration shall authorize no distribution to be made in exchange until exchange lists have been received by it in compliance with this section.

SECTION 36. 000.8 is created to read:

000.8 OFFICIAL PUBLICATION DISTRIBUTION, RESERVES.

(1) The department of administration shall maintain an inventory and cost record of each official publication which it is required to reserve for future distribution according to law.

(2) Every department designee according to 000.5 (1) shall annually review all official publications of their office and shall declare as surplus those documents that are obsolete. Those surplus and obsoleted public documents shall be reported to document sales

for disposal, recycling or redistribution. Surplus official publications processed in this manner are exempted from the provision of s. 16.74.

SECTION 37. 000.9 is created to read:

000.9 OFFICIAL PUBLICATION DISTRIBUTION, SALES.

(1) Sales of legislative documents: The department may sell for mail delivery copies of all bills, joint resolutions, amendments, acts, journals, bulletins of proceedings and hearing bulletins printed for the legislature for all sessions held during any biennium beginning January 1 of odd years together with filing appliances, or any part of such service, but such price shall not exceed $35 for the complete service and $8 for the enrolled bills with proper chapter numbers inserted. The department shall certify to the chief clerks of the two houses the name of each person purchasing such services, naming the type of materials purchased, and the chief clerks shall mail such materials to such persons during the session for which purchased. The department shall pay all moneys so received into the general fund within one week of receipt of same.

(2) Document sales may sell at a price to be determined by it, to any person any official publication out of any surplus on hand beyond the reservation required.

(3) The latest edition of the Wisconsin statutes shall be sold at a price (calculated to the nearest dollar) to be fixed by document sales, based on cost plus 75% of the revisor's expenditures under s. 20.765 (3) (a) during the preceding biennium. Document sales may sell older editions of the Wisconsin statutes and older copies of the Wisconsin annotations at reduced prices to be fixed by it.

(4) Administrative Code.

(a) Document sales may purchase and sell at cost, suitable binders for the code or parts thereof.

(b) Document sales may sell the administrative code, or the register at a price to be determined by it. It may establish the price of the register or parts thereof on an annual basis. Each agency may order as many copies of its part of the code or of its part in any issue of the register as it desires for its own use of for distribution and shall pay therefor.

(c) A subscriber is not entitled to a refund of any part of any advance payment for the register. Document sales shall notify each subscriber when a further payment is due.

(5) Blue Book. Soft cover copies of the Blue Book shall be sold at $1 per copy. If available, hard cover copies of the Blue Book may be sold at $2 per copy.

SECTION 38. 000.10 is created to read:

000.10 OFFICIAL PUBLICATION DISTRIBUTION, SPECIAL. When provision is made in the statutes for specific distribution of any official publication, it is exempted from general distribution requirements. Included are, without limitation because of enumeration, Administrative Code, Bennial Reports, legislative service and all official publications listed in 000.6 (4).

SECTION 39. 000.11 is created to read:

000.11 PUBLIC DOCUMENT ADVISORY COUNCIL. There is established a Public Document Advisory Council in accordance with s. 15.09. The council shall:

(1) Advise and make recommendations to appropriate departments, as defined in s. 000.12, regarding needs and effectiveness of the public document distribution and sales program.

(2) Advise and make recommendations on problems and review reports presented by depositories, the public, the departments and the division.

(3) Advise and make recommendations on rules, prior to adoption, as are promulgated by the division and document sales.

(4) Be comprised of one representative from each of the following interest groups: State Historical Society, Legislative Reference Bureau, Document Sales, State Printing Section, Wisconsin Library Association, regional depository libraries, selective depository libraries, the University of Wisconsin System and one other major state department to be determined by the division. Appointments shall be by recommendation from the various interest groups to the division who shall make appropriate nominations to the Governor. Appointments shall be for three-year terms and shall be so staggered as to assure continuity. Initial appointments shall be for 1, 2 and 3-year periods commencing July 1.

(5) Be assigned to the division for liaison purposes. The coordinator of the depository program within the division shall be a voting member of the council. The division shall provide a recording secretary and shall publish for the council an annual report pursuant to s. 15.09 (7). Copies of the report shall be submitted to appropriate legislative committees, to the governor, and to each council member.

SECTION 40. 000.12 is created to read:

000.12 PUBLIC DOCUMENTS, RESPONSIBILITIES. The several responsibilities of the public document distribution and sales program are established as follows:

(1) The department of administration shall:

(a) Establish within the department a document sales office wherein shall be handled the distribution and sales responsibilities prescribed in this chapter.

(b) Purchase so many copies of the latest digest of the Wisconsin Supreme Court reports, and such volumes of said reports, as may be required to complete such sets of said reports as may be called for to supply new courts and new counties; and also such volumes of said reports as may be required by the state librarian to make the exchanges provided for by law with other states and territories.

(c) Distribute in pamphlet form such laws as may be required to meet the public demand, including the constitution and additional copies of election laws; also blank nomination papers and other election blanks and supplies, not otherwise provided for, for use of candidates, committees, and by city and county clerks. Such laws, blanks and supplies shall be sold by said department of administration at cost, plus 15% and necessary postage or other transportation charges.

(d) Confer with the elections board and the attorney general as to what law pamphlets, blanks and other election supplies shall be so printed, or purchased, and offered for sale.

(e) Make such rules as are necessary to administer this sub-section.

(f) Provide current and appropriate information to the Historical Society as to available official publications.

(2) The division for library services shall:

(a) Administer the public document depository library program as established by this chapter.

(b) Designate a librarian as coordinator of the depository program.

(c) Prescribe and publish, under chapter 227, such rules as it deems necessary to properly manage this program so as to provide assured availability of every public document to the citizens of the state in a standard broadly based and universally available manner.

(d) Ascertain which libraries in this state can suitably care for and advantageously use copies of the public documents printed at state expense and designate such libraries as depositories of public documents. The division shall furnish lists of such depositories to the department of administration, to govern distribution of official publications.

(e) Prepare and publish a list of publications distributed by it, clearly defining each and its publishing office. Copies of this list shall be provided to each depository library.

(f) Forward upon receipt copies of annual reports described in 000.5 (1) (a) to the documents advisory council for their review and recommendations.

(3) The State Historical Society shall:

(a) Prepare and publish monthly and cumulate at least annually a list of public documents. Every department shall cooperate with the society in assembly of the information to be published.

(b) Include in the list meaningful information as to title, publishing department, date of publications, number of pages, charge (if any), reference as to availability at designated depository libraries, and such other pertinent data as it deems to be appropriate.

(c) Distribute the list of public documents without charge to all depository libraries, legislators, state officers, and other interested persons or organizations.

(4) Every department shall:

(a) Whenever possible, restrict general distribution of state publications in accordance with this chapter and make every effort to annually purge mailing lists of individuals receiving publications. Emphasis shall be placed upon availability of state publications at depository libraries.

(b) Limit distribution of state publications to legislators who request a specific publication or category of publications. No general distribution of state publications shall be made to legislators except in accordance with this section.

(c) Direct the immediate delivery of all public documents to document sales or the vision in such quantity as required for depository distribution.

SECTION 41. Where appropriate in the text and tables in chapter 20, provide for the following staff and funding modifications for the 1977-1979 biennium.

(1) DPI, Division for Library Services $44,950

(a) Increased staff 1.5 positions $44,050

Librarian II (currently a filled, federally funded (LSCA I) position)
current base $1,081/mo.
1977-78 + 6 $13,750 $2,750 fringe
1978-79 + 6 $14,575 $2,915 fringe

1/2 Library Assistant
current base 1/2 $640/mo.
1977-78 + 6 $4,070 $814 fringe
1978-79 + 6 $4,314 $861 fringe

(b) Increased operational cost
postage and packaging materials $900
1977-78 $400
1978-79 $500

(2) DOA, Document Sales: $30,000

(a) Increased staff 1.5 positions
clerical $24,000 (GPR)

(b) Increased operational costs $6,000 (PRO)

(3) State Historical Society: $4,200

(a) Increased staff .5 positions
one part-time student assistant $1,200 (GPR)

(b) Increased operational costs $3,000 (GPR)

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State of Wisconsin DEPARTMENT OF PUBLIC INSTRUCTION DIVISION FOR LIBRARY SERVIC

REFERENCE AND LOAN LIBRARY

WISCONSIN DOCUMENT DEPOSITORY LIBRARIES

September 1973

Reference and Loan Library
Division for Library Services
Madison 53714

Legislative Reference Bureau
Madison 53702

Academic Libraries

University of Wisconsin-Green Bay*
Green Bay 54302

William D. McIntyre Library*
University of Wisconsin-Eau Claire
Eau Claire 54701

Serials Dept. Library*
University of Wisconsin-Milwaukee
Milwaukee 53211

University of Wisconsin-Parkside
Kenosha 53140

Jim Dan Hill Library*
University of Wisconsin-Superior
Superior 54880

Harold L. Andersen Library*
University of Wisconsin-Whitewater
Whitewater 53190

Wisconsin State University-Platteville
Platteville 53818

Robert L. Pierce Library
University of Wisconsin-Stout
Menomonie 54751

Chalmer Davee Library*
University of Wisconsin-River Falls
River Falls 54022

University of Wisconsin-Stevens Point
Stevens Point 54481

Murphy Library*
University of Wisconsin-La Crosse
La Crosse 54601

Forrest R. Polk Library*
University of Wisconsin-Oshkosh
Oshkosh 54901

Lawrence University*
Appleton 54911

Nicolet College
Lake Julia Campus
Rhinelander 53916

U.W. Center--Baraboo-Sauk County
Baraboo 53913

U.W. Center--Rock County
Janesville 53545

U.W. Center--Marathon County
Wausau 54401

U.W. Center--Marshfield-Wood County
Marshfield 54449

U.W. Center--Richland Center-Richland County
Richland Center 53581

U.W. Center--Waukesha County
Waukesha 53186

U.W. Center--Washington County
West Bend 53095

U.W. Center--Sheboygan County
Sheboygan 53082

Public Libraries

Milwaukee Public Library*
Milwaukee 53233

Wausau Public Library
Wausau 54401

Multi-County Library System
Ashland 54806

La Crosse Public Library*
La Crosse 54601

Manitowoc Public Library
Manitowoc 54220

Fond du Lac Public Library*
Fond du Lac 54935

Oshkosh Public Library
Oshkosh 54901

Sheboygan Public Library
Sheboygan 53081

Racine Public Library*
Racine 53400

Madison Public Library*
Madison 53703

Brown County Library
Green Bay 54300

Appleton Public Library
Appleton 54910

G. M. Simmons Library
Kenosha 53140

Janesville Public Library
Janesville 53545

Dodge County Library
Beaver Dam 53916

Chippewa Falls Public Library
Chippewa Falls 54729

Cudahy Public Library
Cudahy 53110

Kaukauna Public Library
Kaukauna 54130

Marshfield Public Library
Marshfield 54449

Neenah Public Library
Neenah 54956

New Berlin Public Library
New Berlin 53151

Oconomowoc Public Library
Oconomowoc 53066

Portage Free Library
Portage 53901

South Milwaukee Public Library
South Milwaukee 53172

Superior Public Library*
Superior 54880

Joseph Mann Library
Two Rivers 54241

Waukesha Public Library*
Waukesha 53186

Wauwatosa Public Library
Wauwatosa 53213

West Allis Public Library
West Allis 53214

McMillan Memorial Library
Wisconsin Rapids 54494

* Also a Federal Documents Depository Library

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MANUAL for WISCONSIN DOCUMENT DEPOSITORIES

Guidelines for standards
and procedures of the Wisconsin
Document Depository Program

WISCONSIN DIVISION for LIBRARY SERVICES
Reference and Loan Library
Box 1437 Madison 53701

John Kopischke
Director

Kathy Schneider
Documents Librarian

January 1975

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MANUAL FOR WISCONSIN DOCUMENT DEPOSITORIES

This Manual has been prepared to help identify the basic standards and procedures for the Wisconsin Document Depository Program. It was drawn up by Division for Library Services staff working with a committee of documents librarians. At this point in the development of the Depository System, the Manual must serve as the working agreement, the mutually agreed upon principles on which the depositories will operate. It is a preliminary outline which will require continuing refinement and revision.

I. Purpose of the Document Depository Program

Since 1903, Wisconsin Statutes have directed that depositories of public documents be maintained in various libraries throughout the state. The purpose, obviously, is to make Wisconsin public documents easily accessible to people everywhere in the state. To achieve this end, libraries which are designated as depositories of Wisconsin documents are expected to:

1. Maintain organized collections of current documents.

2. Provide convenient public access to document materials.

3. Facilitate interlibrary loan methods which will insure efficient retrieval of documents not held in local collections.

4. Promote the examination and use of Wisconsin documents by the general public.

Designation as a document depository carries a specific responsibility to the state and a commitment to the goals of the depository program. It should never be looked upon as a mere acquisition technique.

II. Legal Basis of Document Depository Libraries.

The current depository system is based generally on various paragraphs of the 1971 Statutes, dealing with both general depositories and with special depositories.

Chapter 43.05(7). General Duties of Division [for Library Services]. The Division shall:

(7) Ascertain which libraries in this state can suitably care for and advantageously use copies of the public documents printed at the expense of this state, including printing under ss. 35.28 and 35.29. The division shall designate such libraries as depositories of state documents and shall furnish lists of such depositories to the department of administration, to govern the distribution under s. 35.85 (2) (b). All libraries designated as depositories for federal documents shall automatically be designated as depositories for state documents. Such lists shall show, for each depository library, the number of copies of each printed state document it is to receive

Chapter 35.85(2)(b). Other distribution. The Department [of Administration] shall make the following distribution of public printing...:

(b) Of every governor's message to the legislature and of every public document or circular printed at the expense of this state including, without limitation because of enumeration, the operating reports of the several departments and agencies of state government and reports publishing the results of studies by state departments and agencies, to every depository library under s. 43.05 (7) the number of copies designated by the state superintendent of public instruction.

Chapter 35.85(6): (6) The state superintendent of public instruction shall receive for his own use one copy of each document distributed under sub. (2) (b) and shall file with the department lists of public documents to be distributed to libraries designated as depositories of public documents under s. 43.05 (7).

Chapter 35.85(7): (7) There shall be delivered to the historical society 3 copies of every document reproduced at the expense of the state. The chief clerks of the legislature are responsible for the delivery of all legislative documents, and the department for all other public documents. Distribution shall also be made to the legislative reference bureau in accordance with sub. (11m).

Chapter 44.06:

44.06 Depository of public documents. (1) The historical society shall be the official public documents depository for this state. Three copies of all printed, mimeographed, or otherwise reproduced state publications, reports, releases and other matter published at the expense of the state shall be sent to the historical society by the department of administration in accordance with s. 35.85 (7). In those instances where a given publication is not distributed by the department of administration, 3 copies shall be sent to the historical society by the department, commission or agency of origin.

(2) The director of the historical society shall file with the department of administration, and may revise, lists of state, county, municipal, federal, or other agencies to which state public printing should be distributed in accordance with interstate or international comity, with or without exchange, as provided in s. 35.86, in order to maintain or enlarge the reference collections of the society and the state. The documents so specified shall be shipped to the addressees directly from the office of the department of administration, carriage charges payable by the state.

(3) The historical society shall keep available to other state agencies and to citizens of Wisconsin and other states its public document collections under such proper and reasonable regulations as may be deemed advisable.

(4) The historical society may loan such documents, except those of rare nature, to other state agencies for official use or on interlibrary loan to other reference libraries under such rules and regulations and for such period as may appear desirable.

(5) The historical society shall prepare a periodic checklist of public documents issued by the state, including all reports, circulars, bulletins and releases issued by the various state departments, boards, commissions and agencies and shall publish this list in such form and with such notes as to show the scope and purpose of such publication.

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Chapter 35.85(11m):

> (11m) The proper officers of the respective houses of the legislature, the department of administration or the department or agency of origin, as the case may be, shall promptly deliver to the legislative reference bureau, as printed or otherwise reproduced, 3 copies of each message, report, bulletin, circular or other public document of whatever character excluding forms, printed or otherwise reproduced in sufficient quantity at the expense of the state. One copy of each document received by the legislative reference bureau under this subsection shall be retained in the bureau's noncirculating reference collection of Wisconsin state documents for such period as the bureau deems reasonable.

III. Structure of the Document Depository System.

A. Depositories of state documents.

Libraries designated as depositories under Chapter 43.05(7) are referred to as Depositories of state documents. Status as a depository of state documents continues on an annual basis unless revoked or cancelled by the Division for Library Services. The annual term coincides with the State fiscal year.

B. Regional Depositories.

From the Depositories of state documents which existed in 1974, the Division for Library Services has designated ten libraries to serve as Regional Depositories. Regional Depositories serve as document resource centers for all depositories in their respective regions, maintaining to the fullest extent possible, complete collections of current Wisconsin documents. Status as a Regional Depository continues on an annual basis and is subject to review by the Division for Library Services and the Document Depository Advisory Council.

C. Special Depositories.

The State Historical Society and the Legislative Reference Bureau are designated for special document responsibility by the Statutes.

Their extensive collections and services are an essential element in the program to make documents accessible to the people of the state. Their status as depositories, however, is separate from the provisions of this Manual.

IV. Guidelines for Operations.

A. General Provisions.

1. Document distribution. By Statute, public documents are to be distributed directly from the issuing agency to each depository. In practice, many public documents are retrieved or collected by the Division for Library Services for subsequent dispatch to individual depositories. Since the Division for Library Services is thus directly involved with distribution problems, depository libraries should address inquiries and requests for publications to the Division for Library Services for appropriate action.

Generally, there will be only one copy of a given public document distributed to a depository library. Regional depositories may receive two when sufficient copies are available. Libraries requiring additional copies of any depository item will negotiate directly with the document sales office or issuing agency for procurement of the additional copies. Depositories may expect to pay whatever fees or charges are made for the added copies.

2. Document organization. There is no mandatory system of classification or arrangement of Wisconsin document materials, but every effort should be made to insure that a depository can identify and conveniently locate its document materials. The documents cataloging and classification system used by the State Historical Society may serve as a useful model for depositories. The system is described in Organizing Wisconsin Public Documents, published by the Division for Library Services in 1974 and available to all libraries.

3. Interlibrary loan procedure. Depositories should provide access to all Wisconsin public documents, not merely those held in the individual depository collection. Document interloan is thus an integral depository function.

Depositories should route document interloan requests through their regular interloan network, or directly to the regional depository for their area. Regional depositories should route requests through their regular interloan network or directly to the Reference and Loan Library.

Interloan requests should include full bibliographic information with verification. Document Shipment Lists, Monthly Checklist and Wisconsin Public Documents can be used as verification tools. Citation of the particular list, checklist or catalog should be included.

B. Responsibilities of Depositories of State Documents.

1. Document materials should be arranged so as to be easily accessible to all users of the library.

All document materials should be available for use in the library, and circulation encouraged to the fullest extent practical and consistent with library policy.

2. Depositories have the option of receiving all available documents or selecting by series from a selection list. The selection list will be revised annually by the Division for Library Services and updated by Depository Memorandums. Depositories will review the selection list annually to insure that selections received meet the library's particular needs. Changes in selections may be requested at any time.

3. Depositories will retain all depository items for a minimum of one year. Superceded items may be discarded immediately. New depository materials deemed inappropriate or unnecessary should be returned immediately to the Division for Library Services. Documents which are no longer required in the collection are eligible for discard, but should be offered to the Regional Library before they are disposed of.

4. Depositories should have one staff member designated as responsible for document depository service, and every effort made to familiarize all staff members with the depository collection.

C. Responsibilities of Regional Depositories.

1. Regional libraries will provide reference service and interlibrary loan of state documents to all libraries in their respective regions, and make every effort to ensure that state documents are available to the general public. When possible, depositories will receive two copies of each depository item.

2. Regional depositories will accept and retain all state documents received through the depository program. All depository items, with the exception of those superseded, will be retained for at least ten years. Documents which are no longer deemed useful after ten years are eligible for discard. A list of such items should be submitted to the Division for Library Services for clearance before documents are disposed of.

3. Regional depositories will have a librarian who is responsible for supervising document depository service. Every effort should be made for all staff members to be familiar with the organization and procedure for handling state publications.

4. Regional depositories must maintain a record of their holdings. Records must be kept in such a manner as to facilitate easy access of depository items by the general user.

D. Termination of Depository Status.

Any designated Depository of State Documents or Regional Depository may request to relinquish its depository status at any time. Such requests will be directed to the Administrator of the Division for Library Services. Depository status may be revoked by the Division

for Library Services for failure to comply with depository standards or for consistent disregard of notices and instructions.

When a library vacates its depository responsibility, its accumulated collection of depository documents will be disbursed at the discretion of the Division for Library Services, which may transfer the collection to an alternate depository library, or to a Regional or Special Depository.

V. Depository Program Development.

All depository libraries share a responsibility for the total effectiveness of the depository system. They are encouraged to sustain open communication with one another, and to disseminate information, ideas and problems that may bring about common improvement to the whole state system.

This manual serves as the agreement between the Division for Library Services and the document depository libraries to provide services as here described. Acceptance of depository status presumes agreement to these terms.

When a Document Depository Advisory Council is formed, it will negotiate whatever revision or amendments are necessary to facilitate the document depository program.

Adopted by Wisconsin Document Depository Libraries, December 1974 and made effective January 1, 1975.

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WISCONSIN STATE DOCUMENTS DEPOSITORY LIBRARIES

The following libraries have been designated by the Division for Library Services, Department of Public Instruction, as depositories of Wisconsin State documents according to Statutory provision 43.05(7), 1971 Wisconsin Statutes.

Appleton Public Library
Appleton 54910

Lawrence University
Appleton 54911

Vaughn Public Library
Ashland 54806

Baraboo-Sauk County Center
Baraboo 53913

Williams Free Library
Beaver Dam 53916

Beloit College Libraries
Beloit 53512

Chippewa Falls Public Library
Chippewa Falls 54729

★ UW - Eau Claire
Eau Claire 54701

★ Fond du Lac Public Library
Fond du Lac 54935

Brown County Library
Green Bay 54300

★ UW - Green Bay
Green Bay 54302

Janesville Public Library
Janesville 53545

UW Center - Rock County
Janesville 53545

Kaukauna Public Library
Kaukauna 54130

Gilbert M. Simmons Library
Kenosha 53140

UW - Parkside
Kenosha 53140

★ La Crosse Public Library
La Crosse 54601

UW - La Crosse
La Crosse 54601

★ Reference and Loan Library
Madison 53714

Madison Public Library
Madison 53703

Manitowoc Public Library
Manitowoc 54220

Marshfield Free Library
Marshfield 54449

UW - Marshfield-Wood County Campus
Marshfield 54449

UW - Stout
Menomonie 54751

★ Milwaukee Public Library
Milwaukee 53233

UW - Milwaukee
Milwaukee 53211

Neenah Public Library
Neenah 54956

New Berlin Public Library
New Berlin 53151

Oshkosh Public Library
Oshkosh 54901

UW - Oshkosh
Oshkosh 54901

★ UW - Platteville
Platteville 53818

Portage Free Library
Portage 53901

★ Racine Public Library
Racine 53400

Nicolet College and Technical Institute
Rhinelander 54501

UW Center - Richland Center
Richland Center 53581

UW - River Falls
River Falls 54022

UW Center - Sheboygan
Sheboygan 53082

Mead Public Library
Sheboygan 53081

South Milwaukee Public Library
South Milwaukee 53172

★ UW - Stevens Point
Stevens Point 54481

★ Superior Public Library
Superior 54880

UW - Superior
Superior 54880

Joseph Mann Library
Two Rivers 54241

Waukesha County Campus
Waukesha 53186

Waukesha Public Library
Waukesha 53186

Wausau Public Library
Wausau 54401

Wauwatosa Public Library
Wauwatosa 53213

UW Center - Washington County
West Bend 53095

UW - Whitewater
Whitewater 53190

McMillan Memorial Library
Wisconsin Rapids 54494

*Regional Document Depositories

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REGIONAL DEPOSITORIES OF WISCONSIN PUBLIC DOCUMENTS

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ADDENDUM

September 1975

The Advisory Committee for the State Document Depository Program was approved by the State Superintendent and the appointments made on May 30, 1975. Responsibilities charged to the Committee are as follows:

A. Evaluation.
   1. Review existing depository designation and determine effectiveness.
   2. Review appeals and complaints presented by individual depositories and make recommendations.
   3. Review recommendations of Division for Library Services staff regarding depository library activity.

B. Implementation.
   1. Recommend criteria for depository designation.
   2. Recommend working definition of "public document."
   3. Identify common problems experienced by depository libraries.
   4. Recommend a statewide public relations program to promote the concept of public access to public documents.

C. Planning.
   1. Recommend broad-range goals of the depository system.
   2. Recommend state budget policy for the document distribution program.
   3. Recommend revised legislation to facilitate the document depository system.
   4. Consort with other states to secure federal government support for all public document programs.

The Committee meets once a month. To date, attention has been devoted to creating a definition of "public document" and an explanation of the depository program to be incorporated into the Wisconsin Statutes.

Three subcommittees have been formed to study other areas of major concern: Criteria for Depository Designation, Public Awareness of the Documents Program, and Bibliographic Control of State Publications.

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Committee membership is composed of ten representatives:

Ms. Christine Britten
Regional Depository
Fond du Lac Public Library

Mr. Ward Cowles
Department of Administration

Mr. Harry Fisker
Department of Administration

Ms. Leslie Foster
Regional Depository
William D. McIntyre Library
UW-Eau Claire

Ms. Loretta Madson
Depository Library
Manitowoc Public Library

Ms. Dorothy Naughton
Waukesha Public Library
(representing the Wisconsin
Library Association)

Mr. John Peters
State Historical Society Library

Ms. Amy Peterson
Depository Library
Harold L. Andersen Library
UW-Whitewater

Ms. Kathy Schneider
Division for Library Services

Ms. Carol Schultz
Legislative Reference Bureau

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STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION
BUREAU OF PURCHASES AND SERVICES
STATE PRINTING SECTION

B-238 Wilson Street State Office Building
1 West Wilson Street
Madison, Wisconsin 53702

STATE PRINTING OPERATIONAL BULLETIN WI:I 3-12

Date: April 15, 1972

1. SUBJECT:

IMPLEMENTATION OF S.35.29(3)

as created by chapter 125, Laws of 1971

2. PERIOD: Continuous, effective immediately.

3. USAGE: Mandatory, all agencies.

4. DISTRIBUTION:

Staff Manuals
Each Department Head
Each Printing Liaison Officer, 2 each; one copy for insertion in Graphic Communication Guide.

5. PURPOSE: To establish policy and procedures to implement s.35.29 (3), Wis. Stats.:

> 35.29 (3) The distribution of printing for which an agency does not set a charge shall be limited to 200 copies when the cost of production per copy exceeds 49 cents. The printing requisition may specify additional copies which shall be procured and sold by the department of administration as specified in s. 35.91. All copies which have not been sold after 6 months shall be returned to the requisitioning agency which shall be billed for such copies at the selling cost.

6. POLICY: This statutory requirement reflects legislative intent for restraint in public printing by initiating agency management consideration of:

A. Considerations

(1) Whether the printed piece has sufficient impact and/or appeal to generate public sale, i.e. content consistent with the concept that the reader should pay for value received.

(Continued on Page 2)

FOR FURTHER INFORMATION: Don E. Paul, State Printing Section, Planning and Management Coordinator (266-3844)
Harry Fisker, Documents Distribution and Sales, (266-1719)

AUTHORIZATION: *Ward M. Cowles, Chief*
State Printing

(800)

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(2) Whether the printed piece could be produced at a unit cost of 49 cents or less by judicious editing or redesign.

(3) What, if it is determined a willing market exists for a charge publication, is the best quantitative estimate of that market to preclude overprinting.

(4) And what is the best way to merchandise the publication recognizing the policy shift from a pattern of general free distribution to the expectation of a paying readership.

B. Reporting

Implicit in these agency management decisions must be consideration of the statutory provision that remainders after a six-month period are to be returned and billed at the selling price and that all aspects of public printing management shall be reported to the Assembly Committee on Printing and the Senate Committee on Governmental and Veterans Affairs under newly created ss.16.82 (4) (H) and 16.825 (2) Wis. Stats.

7. DEFINITIONS:

A. Printing

Printing includes all graphic reproduction by whatever process and the necessary material and binding (s. 35.01, Wis. Stats.). Printing as applied to s. 35.29 (3) is any graphic reproduction intended for free (no-charge) distribution within the statutorily imposed limits, and includes only books, pamphlets, and magazines as are described in ss. 35.26, 35.28 and 35.29.

B. Costs of Production

Cost of production is the entire expense of printing as indicated by the "Publication Code" (see State Printing Operational Bulletin 3-9, October 1, 1971).

C. Selling Cost

Selling cost is the amount charged by the Document Distribution and Sales Unit, Department of Administration, in sales transactions and includes recovery of production cost and Document Distribution and Sales overhead, i.e. handling, storage, shipping and mailing, promotion and sales expense, and accounting. Prices are subject to change.

8. INCLUSIONS:

Included in these procedures is all "Class 3 book (publications) printing" as described in ss.35.26, 35.28 and 35.29 with certain exclusions.

A. Scope

These provisions are applicable to all graphic reproduction when produced through any requisitioning or ordering procedure including that work which an agency may produce itself by any reproductive process, including copy machines.

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B. Responsibility for Self-Produced Publications

IT IS THE RESPONSIBILITY OF AGENCIES WHO PRODUCE THEIR OWN WORK TO ADHERE TO THE GENERAL REQUIREMENTS OF THIS BULLETIN. The agency PLO shall make direct arrangements with Documents Distribution and Sales concerning handling of internally reproduced materials.

9. EXCLUSIONS:

Certain specific publications are EXCLUDED from these procedural requirements:

A. General Exclusion

Publications which are not a "book, pamphlet or magazine"; this would exclude forms, circulars, flyers, stationery, charts, map and other similar printing.

B. Specification Exclusion

Publications in which the quantity is 200 or less, or
Fewer than 8 pages, or
All-inclusive per copy cost is less than 50 cents.

C. Statutory Exclusion

Publications which are cited in the sales and exclusions provisions of s. 35.91; this includes Wisconsin Statutes, Wisconsin Annotations, Administrative Codes and reprints thereof; Legislative reports and materials; publications intended for distribution within and between state agencies; Procurement specifications; bulletins, catalogs, announcements, and other administrative materials published by the University of Wisconsin System. (Note that items which are for distribution to other government bodies are not excluded).

D. Official Reports Exclusion

Publications which are cited in s. 35.26, 35.265 and 35.28 as an "Official Report"; annual and biennial statutorily required reports, budget books, opinions, decisions, and briefs of the Attorney General, the Supreme Court, the Public Service Commission and other similar judicial and quasi-judicial publications.

E. Public Documents Distribution Exclusion

The 200 copies of a publication allocated to departmental free distribution shall not be reduced by the statutory requirements for distribution of public documents as provided in s.35.84 and 35.85 (Distribution), s.35.86 (Exchanges), s.35.91 (Sales), and s.35.93 (Administrative Code).

(1) Definition

"Public Documents", as used herein, shall include all publications of all agencies which bear the printed name, imprint, seal or other identification of the state agency, when paid for by state appropriations or from state accounts.

Public Documents as used herein shall not include "forms", "circulars", or such other material as from time-to-time shall be excluded by the Department of Public Instruction.

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(2) Funding

The required quantities for Public Documents distribution above the allocated 200 copies shall be identified on the Printing Requisition and shall be charged to that requisitioning agency.

(3) Procedure

The total quantity necessary shall be directly delivered in bulk shipment to "Document Distribution and Sales" who shall maintain the mailing list for public document distribution and who shall distribute said public documents as required by these several statutory provisions.

(1) DEPOSITORY LIBRARIES

As defined in s.43.14 and s.35.85 (2) (b)
Quantity required is a minimum of fifty-two.

(2) STATE HISTORICAL SOCIETY

As defined in s.44.06 and s.35.85 (7).
Quantity required is three.

(3) LEGISLATIVE REFERENCE BUREAU

As defined in s.35.85 (11 m).
Quantity required is three.

(4) EXCHANGES

As defined in s.35.86.
Quantity required varies according to exchange list.

F. Gift, Grant, or Contract Exclusion

Items which are the end product of a federal or private contract, gift or grant are excluded when the grantor specifically requires the publication and distribution as a prime requirement of that contract. The issuance of a limited quantity of progress documenting reports to the grantor does not exclude that publication. Reference to the specific contract shall appear on the printing requisition.

10. PROCEDURE:

(1) The agency in initiating a Printing Requisition for any graphic reproduction subject to s.35.29 (3), Wis. Stats., shall attach backup documents to the printing requisition. Use form AD-GS-31 "Publications Synopsis," including all pertinent material including the following (sample attached):

(a) Indication the item is "s.35.29 (3) printing."

(b) A brief bibliographic note suitable for inclusion in a Document Distribution and Sales Catalog or Flyer advising the publication is available for sale.

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(c) An assessment of the market to whom sales announcements, catalogs and flyers should be addressed, and the availability of current mailing lists which can be used to reach the readership market.

(d) An indication of the number of free distribution copies up to 200 required.

(e) Information as to controlling "Public Document Distribution" (See "8-E").

(2) The Printing Requisition shall show:

(a) The delivery address for the free distribution copies; and the number of copies to be procured by the Department of Administration for sale through Document Distribution and Sales.

(b) The agency shall indicate the accounting codes for the charge-back of production costs of the copies for free distribution and of the copies required for distribution as Public Documents. The Department of Administration will later add the coding for the production and distribution costs of the charge copies.

(3) Agency forwards Printing Requisition and all necessary attachments to State Printing Section.

B. State Printing

(1) Receives all materials, classifies, completes production specifications, and determines unit cost and probable delivery date.

(2) If, after evaluation of item being requisitioned and its cost determined, identifies a need for reconsideration of inclusion or exclusion status relative to s.35.29 (3) requirements, contacts agency Printing Liaison Officer.

(3) Forwards all s.35.29 (3) Printing Requisition and bibliographic and readership market information to Document Distribution and Sales along with information as to costs and delivery expectations.

(4) Holds detailed production specifications, copy, art and all other materials; proceeding with such work as is feasible.

(5) When requisition returns from DDS, proceeds to complete processing of the Printing Order by standard procedures. The order shall specify shipment of all copies to Document Distribution and Sales. Includes on Title page provided "sales information".

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(6) Items which identify as s.35.29 (3) and for which the agency has not furnished the required bibliographic and readership market information shall be returned to agency PLO without processing.

C. Documents Distribution and Sales

(1) Printing Requisition

(a) Adds accounting codes to Printing Requisition for the percentage of the total copies which are "charge copies" and provides sales information which shall be printed on the title page of the publication.

(b) Returns Printing Requisition to State Printing.

(2) Publicity — The Document Distribution and Sales Unit (DDS) may include advance-of-publication notice in its promotional mailings and advertisings, and accept advanee orders.

(3) Distribution — DDS shall accept delivery of the entire order and forward free distribution copies to the requisitioning agency (or at the option of the requisitioning agency, DDS can make the distribution from an agency provided mailing list). DDS shall publicize the availability of documents for sale in all catalogs or flyers issued during the six-month sales period.

(4) 90 Day Notice — DDS shall advise the requisitioning agency of the status of sales at the end of the first ninety days and will coordinate with the requisitioning agency on any appropriate additional promotional effort.

(5) Final Disposition — The six-month selling period shall be computed from the 1st of the month following delivery of the printed material from the printer and close the last day of the sixth month thereafter. The remainder inventory shall be billed to the requisitioning agency at the selling cost defined in "6-C" above, and the remainder stock may, at the option of the agency, be delivered to them or left for disposition by DDS.

If an agency wishes to leave the unsold material in DDS and it is determined that a potential for additional sales exists, the agency will be billed for the remainder at the end of the six month period and will be credited for subsequent sales. Normally the extended sale period will not exceed an additional six months, but DDS at its option, may determine to continue sales for a longer period.

D. Agency

Remainder copies returned to the requisitioning agency may be distributed on a no-charge basis or disposed of as salvage or scrap paper, but remainders usually should not be stocked or stored so as to incur further costs for space and handling.

When a printed piece is sold out during the six-month sales period, the requisitioning agency shall decide whether to reprint, but reprints shall be subject to all provisions of s.35.29 (3).

Note: The following un-numbered page illustrates the "Publications Synopsis" form required for procedure 10-A. These forms are available from Central Stores.

Wisconsin

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Publications Synopsis
AD-GS-31

State of Wisconsin
Department of Administration
State Bureau of Purchases and Services

Instructions: Prepare a synopsis for all publications which are included in section 35.29(3), Wis. Stats. Attach the synopsis to the Printing Board or Bureau

Name of Publication

Agencies Free Distribution Copies: (Limited To 200 Plus Public Documents Requirements)

Quantity	Distributed by: ☐ Document Sales ☐ Agency	Agency Delivery Address: Include Name of Individual

Copies to be sold by Document Sales:

Quantity	

Publications Synopsis: (Summarize the publication briefly indicating the purpose and basic content.)

Market Assessment: (Indicate the expected readership of publication)

Are mailing lists available for free copies distributed by Document Sales ☐ Yes ☐ No

Will sale of document be publicized in Department Newsletter or other departmental correspondence ☐ Yes ☐ No

Name and phone number of person to contact regarding questions on this publication.

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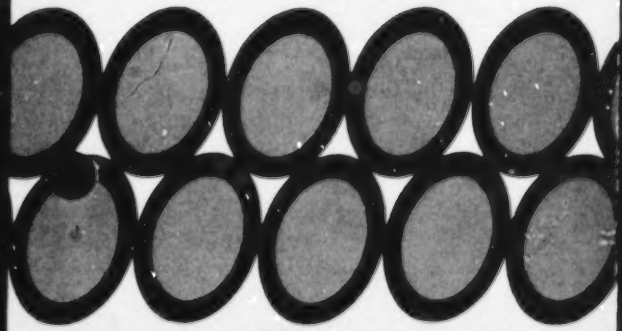
Do You Know What Your Government Is Doing?



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IF YOU WOULD LIKE TO

KNOW MORE ABOUT THE

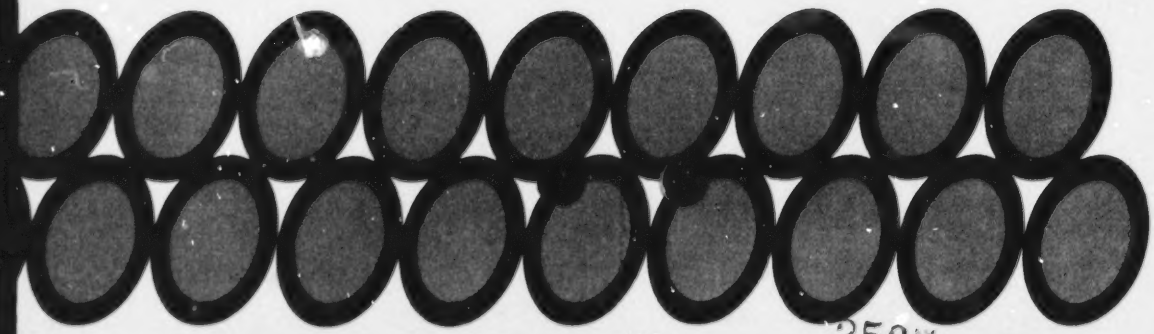
ACTIVITIES OF THE

WISCONSIN STATE GOVERNMENT–

CONTACT

YOUR LOCAL DOCUMENT

DEPOSITORY LIBRARY



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WHAT IS A DEPOSITORY LIBRARY?

A document depository library is a public or academic library which has been designated by the Division for Library Services to maintain a collection of state government publications of all kinds. The library receives these publications as soon as they are printed, organizes them and makes them available for public use.

The purpose of the Wisconsin document depository program is to make government publications easily available to people everywhere in the state. It is meant to keep all citizens, in all parts of Wisconsin, informed of the activities of their state government.

ORGANIZATION OF THE PROGRAM

There are three types of depository libraries:

Special Depositories
The two "special" depositories are the library of the Wisconsin State Historical Society and the Legislative Reference Bureau. The Historical Society collects three copies of state publications to be preserved for historical purposes; the Reference Bureau maintains a collection of state publications primarily for state agencies and state legislators.

Regional Depositories
Ten libraries have been designated as Regional Depositories and charged with the responsibility of maintaining "complete" collections of current state publications. These depositories serve the needs of their particular community as well as all other libraries within their region.

Regular Depositories
Forty public and academic libraries are designated "Depositories of State Documents." Each library maintains a collection of publications appropriate to the specific needs of its community.

WHAT IS A STATE PUBLICATION?

Small Game Hunting Regulations
Wisconsin Blue Book
Wisconsin Highway Map
Huber Law Survey
Directory of Licensed Nursing Homes
Fish Habitat Development

These are just a few of the documents published by the Wisconsin government. And, there are lots more—all available to you through the State Depository Program simply by contacting your local public library. If your library is not a depository, the librarian will send your request to another library that is a depository.

So . . .

CONTACT YOUR LOCAL PUBLIC LIBRARY AND FIND OUT WHAT YOUR GOVERNMENT IS DOING

For further information, write to:

State Depository Program
Reference and Loan Library
3030 Darbo Drive
Madison, WI 53714

WISCONSIN REGIONAL DEPOSITORY LIBRARIES

UW–Eau Claire
Eau Claire 54701

Fond du Lac Public Library
Fond du Lac 54935

UW–Green Bay
Green Bay 54302

La Crosse Public Library
La Crosse 54601

Reference and Loan Library
Madison 53714

Milwaukee Public Library
Milwaukee 53233

UW–Platteville
Platteville 53818

Racine Public Library
Racine 53400

UW–Stevens Point
Stevens Point 54481

Superior Public Library
Superior 54880

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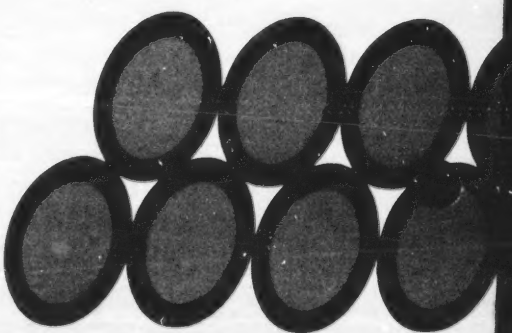
Wisconsin Department of Public Instruction
Barbara Thompson, Ph.D., State Superintendent



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B. Letters and commentaries

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THE STATE OF WYOMING

Wyoming State Library

SUPREME COURT AND STATE LIBRARY BUILDING CHEYENNE, WYOMING 82001

April 23, 1973

Mrs. Jaia Heymann
Reference Librarian
Drew University
Madison, N.J. 07940

Dear Mrs. Heymann:

My response to your letter of March 30, 1973, may be a case of too little, too late, but anyway, here it is!

Enclosed are six copies of the legislation establishing the Wyoming State Library and the University of Wyoming as state documents depositories. There is no other state documents distribution system, nor are there other established state documents depositories. And having stated that, I think most of your other questions are answered.

Beginning this summer, we plan to do much in the way of structuring, reorganizing, and publicizing our Wyoming documents collection. This time next year, we should have more to report.

Sincerely,

Jenny Preston

Jenny Preston
Coordinator of Information Services

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